TOWN OF HANNA
Part of the Harvest Sky Region

TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
November 10, 2026

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 OATH OF OFFICE

4 ADOPTION OF MINUTES

4.1 Minutes of the Council Organizational Meeting – October 13, 2026
4.2 Minutes of the Council Regular Meeting – October 13, 2026
4.3 Minutes of the Committee of the Whole Meeting – October 28, 2026

5 PUBLIC PRESENTATION

6 DELEGATION

6.1 Carol Lenfesty – Data Centre and Governance
6.2 Opal Hendrickson – Development Considerations

7 CONSENT AGENDA

7.1 Senior Administrative Officials Reports
  7.1.1 Chief Administrative Officer
  7.1.2 Director of Public Works & Community Services
  7.1.3 Community Services Coordinator
7.2 Accounts Payable
7.3 Statement of Revenue & Expense – October 2026
7.4 Budget Overview – October 2026

8 NEW BUSINESS

8.1 CSB 3rd Installment Grant Award
8.2 2027 – 2029 Budget Dates
8.3 Returning Officer's Report
8.4 Surplus Trucks & Equipment Sale
8.5 Council Committee & Boards

8.6 Council Representative Appointments
8.7 CSB – Appointment
8.8 2027 Municipal By-Election

9 BYLAWS

10 COMMITTEE REPORTS, COUNCIL REPORTS & ROUNDTABLE

10.1 CSB – Meeting Minutes October 20, 2026
10.2 Councillor Reports

11 CORRESPONDENCE

11.1 Barb Larson - Email
11.2 Prairie Land Public School Division – Board Highlights October 2026
11.3 Red Deer River Watershed Alliance – 2027-2028 Municipal Case for Support
11.4 Red Deer River Watershed Alliance – Municipal Support for Town of Hanna
11.5 Resignation – Erica Rorabeck
11.6 Outdoor Movie Night – Thank you
11.7 Transalta – Annual Environmental Meeting Invite
11.8 Tamara Prosser – Letter of Concern
11.9 Audra Limpert – Letter of Concern

12 CLOSED SESSION

12.01 Disclose harmful to personal privacy;
As per ATIA Section 20

13 ADJOURNMENT

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Oath of Office

Meeting Date: November 10, 2026 Agenda Item No: 03.00

Submitted by: Winona Gutsche – Director of Corporate Services

RELEVANT LEGISLATION

Provincial (cite): -

- Municipal Government Act
- Oaths of Office Act

Council Bylaw/Policy (cite):

RECOMMENDED ACTION

MOTION: No motion is required.

BACKGROUND INFORMATION

The first order of business at this Regular Council Meeting is for William (Bill) Paisley to take the Oath of Office. Mayor Danny Povaschuk will administer the oath.

The *Municipal Government Act* (s.156) states that a councillor, a chief elected official, and a deputy and acting chief elected official may not carry out any power, duty or function until that person has taken the official oath prescribed by the *Oaths of Office Act*.

The *Oaths of Office Act* provides the terms used for swearing an oath or making a solemn affirmation.

- If you choose to swear the oath, you will be asked to raise your right hand and place your left hand on the Bible as you take the oath.
- If you choose to solemnly affirm the oath, there is no requirement to raise your right hand or put your left hand on the Bible.

ATTACHMENTS:

- Oath of Office

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF
HANNA
Part of the Harvest Sky Region

Oath of Office

I, BILL PAISLEY, swear that I will diligently, faithfully and to the best of my ability execute according to law the office of Councillor of the Town of Hanna

So help me God.

_____
Bill Paisley

Sworn in the Town of Hanna in
the Province of Alberta this
10th day of November, 2026.

_____
Danny Povaschuk,
Commissioner for Oaths

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Council Meeting Minutes

Meeting Date: November 10, 2026 Agenda Item No: 04.00
Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - MGA
Council Bylaw/Policy (cite): Bylaw 1044-2026 Hanna Procedural Bylaw

RECOMMENDED ACTION

That the Minutes of the Organizational Meeting of Council held October 13, 2026, be adopted as presented.

That the Minutes of the Regular Meeting of Council held October 13, 2026, be adopted as presented.

That the Minutes of the Committee of the Whole Meeting held October 28, 2026, be adopted as presented.

BACKGROUND INFORMATION

Administration at each Regular Council Meeting will provide Council with the minutes of any Council meetings held since the previous regular council meeting. Council must adopt the minutes of the meeting, either as presented or with amendments.

Council members are encouraged to ask questions or seek clarification on any item in the Minutes.

ATTACHMENTS:

- Minutes of the Council Regular Meeting – October 13, 2026
- Minutes of the Committee of the Whole Meeting – October 28, 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

As required by the Municipal Government Act, once adopted, the Minutes will be signed by the presiding officer and a designated officer. The Minutes will then be placed in the vault for safekeeping.

MINUTES

ORGANIZATIONAL MEETING OF COUNCIL

October 13, 2026

Minutes of an Organizational Meeting of the Council of the Town of Hanna held Tuesday, October 13, 2026, at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Fred Crowle
Brenda Karg
Erica Rorabeck
Vernon Thuroo
Angie Warwick

Council Members Absent

Danny Povaschuk

Administration Present:

Kim Neill – Acting Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Katie Campbell – Communication Assistant
Brent Olesen – Director of Public Works

1.0 CALL TO ORDER

Deputy Mayor Brenda Karg called the meeting to order at 6:00 p.m.

2.0 ADOPTION OF AGENDA

216-2026 Moved by Councillor Warwick that the agenda for the October 13, 2026, Organizational Council Meeting be adopted as presented.

Motion Carried.

3.0 REGULAR COUNCIL MEETING DATES & TIMES

217-2026 Moved by Councillor Rorabeck that Council approves that Regular Meetings of Council be held on the following dates:

November 10, 2026
December 8. 2026
January 12, 2027
February 9, 2027
March 9, 2027
April 13, 2027
May 11, 2027
June 8, 2027
August 10, 2027
September 14, 2027
October 12, 2027

At 6:00 p.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Motion Carried.

4.0 COMMITTEE OF THE WHOLE MEETING DATES & TIMES

218-2026 Moved by Councillor Thuroo that Council approves that Committee of the Whole Meetings be held on the following dates:

November 25, 2026
January 27, 2027
February 24, 2027
March 31, 2027
April 28, 2027
May 26, 2027
August 25, 2027
September 29, 2027
October 27, 2027

At 8:30 a.m. in the Town Council Chambers, unless an alternate location or electronic method of meeting is agreed to by Council and advertised to the public.

Motion Carried.

5.0 SIGNING AUTHORITY

No motion required as no change was made from 2018 Organizational Meeting which established signing authority as follows for all financial matters:

the Mayor OR the Deputy Mayor,
and if both are unavailable, any Councillor
AND
the Chief Administrative Officer OR
the Director of Corporate Services OR
the Corporate Services Assistant

6.0 COUNCIL COMMITTEE APPOINTMENTS

219-2026 Moved by Councillor Warwick that Councillor Rorabeck be removed from the Personnel Committee.

Motion Carried.

220-2026 Moved by Councillor Thuroo that the Council Committee Appointments be amended as follows: That Councillor Rorabeck be substituted with Councillor Karg on the Personnel Committee and Councillor Karg be substituted with Councillor Rorabeck on the Emergency Advisory Committee. These appointments are for a one-year period:

COMMITTEE	CURRENT MEMBERSHIP
Personnel Committee	Mayor Povaschuk Councillors Karg & Thuroo
Emergency Advisory Committee	Mayor Povaschuk Councillors Rorabeck & Warwick
Finance & Audit Committee	Mayor Povaschuk Councillors Crowle & Elect

Motion Carried.

7.0 COUNCIL REPRESENTATIVE APPOINTMENTS

221-2026 Moved by Councillor Rorabeck that Council approved the following appointments for a one-year term, with one amendment to the LYNKS Committee; that Councillor Karg be replaced with the Councillor Elect.

COMMITTEE OR BOARD	APPOINTMENT
Acadia Foundation	Councillor Crowle
Big Country Waste Management Commission Alternate	Councillor Crowle Councillor Thuroo
Community Futures – Meridian Region Board of Directors	Councillor Warwick
Community Services Board	Councillor Rorabeck
Fred & Freda Geuder Education Bursary	Councillor Elect
Hanna & District Chamber of Commerce	Councillor Rorabeck
Hanna & District Medical Corporation	Councillor Rorabeck
Hanna Golf & Country Club	Councillor Thuroo
LYNKS	Councillor Elect
Hanna Municipal Library Board	Councillor Thuroo
Hanna/Wake Student Exchange Committee	Councillor Karg Councillor Elect
Harvest Sky Economic Development Corporation	Councillor Karg Councillor Rorabeck

Henry Kroeger Regional Water Services Commission	Mayor Povaschuk
Alternate	Councillor Elect
Marigold Library Systems Board	Councillor Thuroo
Alternate	Councillor Elect
Municipal Planning Commission	Councillor Karg Councillor Warwick
Palliser Economic Partnership	Councillor Warwick Councillor Thuroo
Alternate	Mayor Povaschuk
Palliser Regional Municipal Services	Councillor Karg
Alternate	Councillor Rorabeck
Regional Emergency Management Advisory Committee	Mayor Povaschuk
Alternate	Councillor Karg
Red Deer River Municipal Users Group	Mayor Povaschuk
Alternate	Councillor Elect
Veterans Memorial Highway Association	Councillor Crowle

Motion Carried.

8.0 Municipal Staff Appointments

222-2026 Moved by Councillor Rorabeck that Council appoints David Mohl as Development Officer and Winona Gutsche, Director of Corporate Services, as Assistant Development Officer for the Town of Hanna for a one-year term.

Motion Carried.

223-2026 Moved by Councillor Thuroo that Council appoints David Mohl as Director of Emergency Management for the Town of Hanna for a one-year term.

Motion Carried.

9.0 Assessor Appointment

224-2026 Moved by Councillor Warwick that Council appoints Mr. Terry Willoughby, Accredited Municipal Assessor of Alberta, as Municipal Assessor for the Town of Hanna until the October 2027 Organizational Meeting in accordance with Bylaw 1003-2019, the Designated Officer Bylaw.

Motion Carried.

10.0 COMMITTEE OR BOARD MEMBER APPOINTMENTS

225-2026 Moved by Councillor Thuroo that Council approves the following appointments to Committees and Boards:

COMMITTEE	APPOINTMENT	TERM ENDING
Big Country Housing Authority Two-year term	Michelle Haag	Oct 31, 2028
Community Services Board Three-year term	Kalin Cooper (youth) Kyle Olsen	Oct 31, 2027 Oct 31, 2029
Hanna Medical Board Two-Year term	No appointments for 2027	
Hanna Library Board Three-Year term	Michelle Daviau Cassandra Gross	Oct 31, 2029 Oct 31, 2029
Fred & Freda Geuder Bursary Two-year term	Audra Limpert	Oct 31, 2028

Municipal Planning Commission	Jorr Duce	Oct 31, 2028
Two-Year term	Kurt Alksne	Oct 31, 2028

Motion Carried.

11.0 ADJOURNMENT

Deputy Mayor Brenda Karg declared all business concluded and adjourned the meeting at 6:18 p.m.

These minutes approved this 10th day of November 2026.

_____
Mayor Danny Povaschuk

_____
Acting Chief Administrative Officer
Kim Neill

MINUTES

REGULAR MEETING OF COUNCIL

October 13, 2026

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, October 13, 2026, at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Fred Crowle
Brenda Karg
Erica Rorabeck
Vernon Thuroo
Angie Warwick

Council Members Absent

Danny Povaschuk

Administration Present:

Kim Neill – Acting Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Brent Olesen – Director of Public Works
Katie Campbell – Communication Assistant

1.0 CALL TO ORDER

Deputy Mayor Brenda Karg called the meeting to order at 6:18 p.m.

2.0 ADOPTION OF AGENDA

226-2026 Moved by Councillor Thuroo that the agenda for October 13, 2026, Regular Council Meeting be adopted as amended with the addition of Correspondence item 10.6 AB Munis – Municipal Planning Intervention.

Motion Carried.

3.0 ADOPTION OF MINUTES

3.01 Minutes of the Regular Meeting of Council – September 8, 2026

227-2026 Moved by Councillor Crowle that the Minutes of the Regular Meeting of Council held September 8, 2026, be adopted as presented.

Motion Carried.

3.02 Minutes of the Committee of the Whole – September 30, 2026

228-2026 Moved by Councillor Warwick that the Minutes of the Committee of the Whole held September 30, 2026, be adopted as presented.

Motion Carried.

4.0 PUBLIC PRESENTATION

5.0 DELEGATIONS

6.0 CONSENT AGENDA

6.1 SENIOR ADMINISTRATIVE OFFICIALS REPORTS
- 6.1.1 Chief Administrative Officer
- 6.1.2 Director of Public Works & Community Services
- 6.1.3 Community Services Coordinator
- 6.1.4 2026 – 3rd Quarter Development Report
- 6.1.5 2026 – 3rd Quarter Emergency Management Report
- 6.1.6 2026 – 3rd Quarter Fire Department Report

6.2 Accounts Payable
6.3 Statement of Revenue & Expense – September 2026
6.4 Budget Overview – September 2026
6.5 Capital Budget Overview – September 2026

229-2026 Moved by Councillor Crowle that Council accepts the Senior Administrative Official Reports 6.1.1 to 6.5 as presented for information.

Motion Carried.

7.0 NEW BUSINESS

7.01 Community Compass Project – Financial Contribution

230-2026 Moved by Councillor Thuroo that Council approve a financial contribution in the amount of $5,000 with $2,500 being contributed in 2026 and the remaining $2,500 in 2027 to the Community Compass Project – Rural Project & Development Siting Initiative.

Motion Carried.

7.02 Tax Recovery Property – Change of Title

231-2026 Moved by Councillor Warwick that

- Whereas the property described as:
  - Portion of Lot 5, Block 12, Plan 6133AW (Tax Roll 88800)

  was offered for sale by public auction on September 8, 2026, under the Tax Recovery provisions of the Municipal Government Act, and
- Whereas the property was not sold at auction, and
- Whereas attempts by administration to collect outstanding taxes have not been successful, and
- Whereas Council desires to acquire title to the property as tax forfeiture,

Council authorizes the Chief Administrative Officer to request that the Land Titles Office cancel the existing Certificate of Title and issue a new one to the Town of Hanna as tax forfeiture; and further to dispose of the property at market value.

Motion Carried.

7.03 Palliser Economic Partnership – Canada Infrastructure Bank Resolution

232-2026 Moved by Councillor Warwick that Council of the Town of Hanna acknowledges the potential opportunity to explore eligible municipal

infrastructure projects through the Cananda Infrastructure Bank Rural Infrastructure Initiative;

AND FURTHER THAT, should the Municipality identify a project that it wishes to explore, Palliser Economic Partnership is authorized to act as a facilitator for communications, preliminary project assessment, information coordination, and administrative coordination between the Municipality and the Cananda Infrastructure Bank:

AND FURTHER THAT, Pep's role as facilitator does not constitute approval of a project, financing, borrowing, expenditure, construction, or any other financial or contractual commitment by the Municipality:

AND FURTHER THAT, any proposed project, financing arrangement, or formal agreement between the Municipality and the Canada Infrastructure Bank shall be subject to the Municipality's review and approval in accordance with applicable legislation, policies, and Council authority before the Municipality is bound to proceed:

AND FURTHER THAT a certified copy of this resolution, once approved by Council, may be forwarded by Palliser Economic Partnership to the Cananda Infrastructure Bank and Alberta Municipal Affairs as confirmation that the Municipality is prepared to explore potential project opportunities, while recognizing that this resolution does not constitute a commitment by the Municipality to proceed with any project or financing arrangement:

AND FURTHER THAT Council may withdraw from consideration of any potential project at any time prior to entering into a formal agreement with the Cananda Infrastructure Bank.

Motion Carried.

7.04 Palliser Economic Partnership – Highway 36 Improvements – Letter of Support

233-2026 Moved by Councillor Crowle that Council authorizes the Town of Hanna to join the municipalities along Highway 36 in their Letter of Support being sent to the Minister of Transportation and Economic Corridors advocating for improvements to Highway 36.

Motion Carried.

7.05 APEX Utilities Inc – Town of Hanna Land Swap

234-2026 Moved by Councillor Thuroo that business item 7.05 APEX Utilities Inc. land swap be tabled until Administration has met with the Golf Course manager to discuss the land swap.

Motion Carried.

7.06 Fred & Freda Geuder Bursary – 2026 Recipients

235-2026 Moved by Councillor Thuroo that Council accepts for information, the report regarding the Fred & Freda Geuder Educational Bursary and congratulates the 2026 bursary recipients Addison Viste, Erika McMillian-Rosin and Kalli Cooper.

Motion Carried.

7.07 APEX Utilities – Natural Gas Franchise Fee

236-2026 Moved by Councillor Warwick that Administration be directed to

1) advise APEX Utilities INC to increase the natural gas franchise fee for the Town of Hanna from 17.5% to 20.0% effective January 1, 2027, under the provisions of the Agreement between the Town of Hanna and Apex Utilities Inc.

2) advertise the Notice of Intent of the Town of Hanna to increase the APEX Utilities Natural Gas Franchise Fee from 17.5% - 20.0% as required to allow any concerned residents the opportunity to voice any objections to the Alberta Utilities Commission.

Motion Carried.

7.08 ATCO Electric Franchise Fee

237-2026 Moved by Councillor Thuroo that Administration be directed to

1) advise ATCO Electric to increase the electrical franchise fee for the Town of Hanna from 7.5% to 10.0% effective January 1, 2027, under the provisions of the Agreement between the Town of Hanna and ATCO Electric.

2) advertise the Notice of Intent of the Town of Hanna to increase the ATCO Electric Franchise Fee from 7.5% - 10.0% as required to allow any concerned residents the opportunity to voice any objections to the Alberta Utilities.

Motion Carried.

8.0 BYLAWS

9.0 COMMITTEE REPORTS, COUNCIL REPORTS & ROUNDTABLE

9.01 MPC meeting minutes – September 8, 2026
9.02 Tax Recovery Auction minutes – September 8, 2026
9.03 Councillor Reports

238-2026 Moved by Councillor Warwick that council accept the Committee Reports, Council Reports & Roundtable for information.

Motion Carried.

10.0 CORRESPONDENCE

10.01 Prairie Land Public School Division – Board Highlights Sept/26
10.02 Hanna Ag Society – Hanna Fall Fair
10.03 Maxine Fecho - Bouquet
10.04 Municipal Services Division – Musings Sept/26
10.05 Resignation – Paul Hunter
10.06 AB Munis – Municipal Planning Intervention

239-2026 Moved by Councillor Thuroo that Council accepts Correspondence items 10.01 – 10.06 for information.

Motion Carried.

Deputy Mayor Karg called a recess at 8:05 p.m.

Deputy Mayor Karg Resumed the Regular Council Meeting at 8:10 p.m.

11.0 CLOSED SESSION

240-2026 Moved by Councillor Thuroo that Council move to Closed Session at 8:10 p.m. to discuss the following agenda item

11.1 Disclosure harmful to personal privacy; as per ATIA Section 20

11.2 Disclosure harmful to personal privacy; as per ATIA Section 20

Motion Carried.

241-2026 Moved by Councillor Thuroo that Council move to Regular Session at 9:06 p.m.

Motion Carried.

242-2026 Moved by Councillor Crowle that Council approves the Chief Administrative Recruitment Plan as presented and directs the Acting Chief Administrative Officer to implement to plan.

Motion Carried.

243-2026 Moved by Councillor Rorabeck that Council rescinds the appointment of Mr. Robert Dionne from the Hanna Municipal Library Board effective immediately.

Motion Carried.

12.0 ADJOURNMENT

Deputy Mayor Brenda Karg declared all business concluded and adjourned the meeting at 9:08 p.m.

These minutes approved this 10th day of November 2026.

_____

Mayor Danny Povaschuk

_____

Acting Chief Administrative Officer
Kim Neill

MINUTES

COMMITTEE OF THE WHOLE MEETING

October 28, 2026

Minutes of a Committee of the Whole meeting of the Town of Hanna held Wednesday, October 28, 2026, at 8:30 a.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Fred Crowle
Vernon Thuroo
Angie Warwick

Council Members Absent

Brenda Karg

Administration Present:

Kim Neill – Acting Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Katie Campbell – Communications Assistant
David Mohl – Development Officer

1.0 CALL TO ORDER

Mayor Danny Povaschuk called the meeting to order at 8:30 a.m.

2.0 ADOPTION OF AGENDA

244-2026 Moved by Councillor Warwick that the agenda for October 28, 2026, Committee of the Whole Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATION

3.01 BlueFlare Data Centre Project Introduction

245-2026 Moved by Councillor Thuroo that the Committee of the Whole receive the BlueFlare Data Centre Project Introduction Presentation for information and thank the BlueFlare representatives for their presentation.

Motion Carried.

3.02 Music in the Park – 2026 Year Report Presentation

246-2026 Moved by Councillor Crowle that the Committee of the Whole accept the 2026 Music in the Park Report for information and thanks Gwen Snell for her presentation.

Motion Carried.

4.0 PUBLIC PRESENTATION

There was no one present for Public Presentation

5.0 ADMINISTRATIVE OFFICER REPORT

5.01 Acting CAO Neill provided Council with a verbal report

6.0 BUSINESS ITEMS

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the October 13, 2026, Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 10:39 a.m.

These minutes approved this 10th day of November 2026.

_____

Mayor Danny Povaschuk

_____

Acting Chief Administrative Officer
Kim Neill

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Carol Lenfesty – Data Center and Governance

Meeting Date: November 10, 2026 Agenda Item No: 06.01

Submitted by: Acting Chief Administrative Officer Kim Neill

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite):

RECOMMENDED MOTION

That Council thank Carol Lenfesty for her presentation on data centers and governance.

BACKGROUND INFORMATION

Carol Lenfesty has requested time on the agenda to present to Council her thoughts on data centers and governance.

Council members are encouraged to ask questions or seek clarification on any item in the report.

ATTACHMENTS:

- Email request to speak to Council from Carol Lenfesty dated, November 2, 2026.

CONSEQUENCES:

Benefits of the Recommended Action:

1. N/A

Disadvantages of the Recommended Action:

2. N/A

Financial Implication:
Budget Capital or Operating: None
Budget Available: $
Unbudgeted Costs: $
Source of Funds $
Staffing Implications:

None

w:\11-05 council meeting documents\background information\2026\11.1 nov 10 regular\06.01 carol lenfesty - data centre and governance.docx

ALTERNATIVES CONSIDERED

Alternative #1:

None

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

There will be no formal communications on this issue.

FOLLOW UP ACTIONS:

Upon Council direction.

Outlook

15 Min presentation Tuesday, November 10th

From Carol Lenfesty <lenfcar@gmail.com>
Date Mon 11/2/2026 10:51 AM
To Kim Neill <kneill@hanna.ca>

Good Day,

I am requesting to be added to the council meeting on Tuesday night, November 10th, for a 15 minute presentation.

It will be based on the proposed data center and governance.

As of right now, there will be myself with the probability of 1 or 2 others speaking during this presentation.

If you are able, please respond that you received this email. i will connect with you or the office later today if I haven't heard from you.

Thank you in advance,

Carol Lenfesty

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Opal Hendrickson Presentation – Development Considerations

Meeting Date: November 10, 2026 Agenda Item No: 06.02

Submitted by: Acting Chief Administrative Officer Kim Neill

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite):

RECOMMENDED MOTION

That Council thank Opal Hendrickson for her presentation on Development Considerations.

BACKGROUND INFORMATION

Opal Hendrickson has requested time on the agenda to present to Council her vision on Development Considerations she believes Council should undertake for all future development projects that come before the Town of Hanna.

Council members are encouraged to ask questions or seek clarification on any item in the report.

ATTACHMENTS:

- Email request to speak to Council from Opal Hendrickson dated, November 4, 2026.

CONSEQUENCES:

Benefits of the Recommended Action:

1. N/A

Disadvantages of the Recommended Action:

2. N/A

Financial Implication:
Budget Capital or Operating: None
Budget Available: $
Unbudgeted Costs: $
Source of Funds $
Staffing Implications:

None

ALTERNATIVES CONSIDERED
Alternative #1:

None

COMMUNICATION
The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

There will be no formal communications on this issue.

FOLLOW UP ACTIONS:

Upon Council direction.

Outlook

Town council meeting November 10

From Opal Hendrickson <bringiton62@hotmail.com>
Date Wed 11/4/2026 2:56 PM
To Kim Neill <kneill@hanna.ca>

I would like to give this presentation:

The excitement around projects like data centres often focuses on the investment dollars, but communities like Hanna have to think decades ahead:

Will the jobs created match the resources consumed?
What happens during prolonged drought conditions?
If one project is approved, what does that mean for future proposals?
Who benefits most: local residents or outside investors?
What protections are in place if circumstances change?

Those aren't anti-development questions. They're questions about making sure development serves the community's long-term interests.

One thing I've learned from many rural Alberta projects is that the biggest impacts are often not from the first project itself, but from the precedent it establishes. Sometimes that leads to positive growth. Other times it creates pressures people didn't anticipate when the first approval was granted.

For Hanna specifically, I'd be paying close attention to:

Water sourcing and contingency plans during drought years.
Electrical demand and any future expansion plans.
The amount of municipal tax revenue versus municipal costs.
Whether the developer commits to hiring and training local residents.
What obligations remain if the project changes ownership or ceases operation.

Opal Hendrickson

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Senior Administrative Officials Reports

Meeting Date: November 10, 2026 Agenda Item No: 07.01
Submitted by: Acting CAO - Kim Neill

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the Senior Administrative Official reports 7.1.1 – 7.4 as presented for information.

BACKGROUND INFORMATION

Senior Administration prepare reports on the highlights and activities of their department since the last Council meeting for Council's information. Council members are encouraged to ask questions or seek clarification on any information presented.

If a written report is not submitted, members of Senior Administration attend Council meetings to provide a verbal report.

ATTACHMENTS:

- 7.1.1 Chief Administrative Officer
- 7.1.2 Director of Public Works / Community Services
- 7.1.3 Community Services Coordinator
- 7.2 Accounts Payable
- 7.3 Statement of Revenue & Expense
- 7.4 Budget Overview

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:
Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED
Alternative #1:

COMMUNICATION
The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

MEMORANDUM

Date: November 10, 2026

To: Mayor & Council

From: Kim Neill
Acting Chief Administrative Officer

Re: CAO Report – November 10, 2026 Council Meeting

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1. Website Update

Further to the update from Administration from the September 8, 2026 Council Meeting Administration is still waiting for Catalis to finish the prototype of the website and provide staff training.

2. 2027 Insurance

Following the presentation by Jay Kamaldean of Western Financial Group at the September 30, 2026, Committee of the Whole Meeting Administration requested the Alberta Municipalities Insurance team do a review of the proposal on behalf of the Town of Hanna to see if they had any questions or concerns with the proposal.

Administration recently followed up with them to see where they were at with the review and was told they had done an initial review but wanted to provide a more detailed review.

Upon this discussion it was found out that there is a one-year notice of termination clause that Administration was unaware of. All municipalities who use Alberta Munis are required to give a one-year notice prior to December 31st.

Basically, the Town is required to provide AB Munis with notice of termination prior to December 31st and termination would take place as of January 1 in one year's time.

As a result, there is no opportunity for the Town to switch to Western Financial until January 1, 2028 provided the Town provides AB Munis with notice of termination prior to December 31, 2026.

I have asked for the detailed review to be completed prior to the end of November so the Town can make a decision regarding termination at the December 8, 2026, Council Meeting.

Administration has made Mr. Kamaldean aware of this one-year notice of termination clause.

3. Municipal Development Plan Update

As Council may be aware the next step in the development of a new Municipal Development Plan (MDP) was to hold a Public Engagement Session (open house) on November 24th to receive public feedback on the draft plan. In discussions with Palliser Regional Municipal Services staff, it has been decided to cancel this open house.

With two large development projects anticipated to be submitted in the near future with both projects requiring amendments to the Land Use Bylaw Administration doesn't want these projects to consume the Open House for the MDP with concerns about the project and not on the Municipal Development Plan. Secondly, it is anticipated that the Town will have a new Chief Administrative Officer early in the new year and it would be beneficial to have the input and involvement of the new CAO in the MDP process.

4. Pioneer and Palliser Trail Road Work – Warranty

MPE has completed their warranty inspection from the Pioneer Trail and Palliser Trail Road rehabilitation projects and the following warranty work will be completed by Brooks Asphalt in the spring/summer of 2027.

Palliser Trail – Three locations that have segregation require slurry on the mat that was paved in 2026

- South entrance of the Hanna Seniors Lodge
- North of the second entrance to the Hanna Seniors Lodge
- South of Fox Lake Trail

Pioneer Trail

- Settlement has occurred at the culvert and will require paving to restore the roadway profile
- Slurry the hole that was patched in the northbound lane, north of the South Municipal Road intersection

5. 2026 Financial Audit

Representatives from Ascend were in the office November 3 – 6th as part of the 2026 Interim Audit. If any members of Council have any concerns regarding the financial operations of the Town of Hanna they are encouraged to speak with the Audit representatives from Ascend.

Meetings Attended:

- MPE – Regional Wastewater Study Review Meeting – October 15th
- Personell Committee Meeting – October 20th
- RCMP District Commander – October 21st
- Introduction Meeting – BlueFlare Group – October 22nd
- Committee of the Whole Meeting – October 28th
- Police Funding Model Webinar – October 28th
- Alberta Municipalities – LOCAL Decisions Matter – Virtual – October 28th
- Asset Retirement Obligations – 360 ARO - October 28th

- Golf Course Executive – APEX Land swap – October 28th
- BlueFlare Open House – November 4th
- Interim Audit – November 4 – 6th
- Exhibition 31 Open House – October 1st

Upcoming Events:

- Committee of the Whole Meeting – November 25th
- Alberta Municipalities – Benefits – Insurance Update – November 26th
- PRMS AGM – November 26th
- Council Meeting – December 8th

COUNCIL REPORT

DATE: **November 10th, 2026**

PRESENTED BY: **Brent Olesen, Director of Public Works/Community Services**

- Since October 13th, 2026, Council meeting, the Public Works and Recreation Department have been busy with the following items:

  - Water & Sewer
    - We are hauling sewer out of special areas, waste transfer and golf course.
    - We had a sewer service repair on 2nd Ave West.
    - We have been working on the ditch over by the Co-op lumber store. It has filled up with dirt and sediment which is holding back the water, keeping the storm drain full. This causes our freezing problem in the spring. We are hoping by doing this work it will keep the pipe free and we won't have to be there thawing the line.
    - We had Xylem do an inspection on the main lift station. As part of our annual inspection on our main lift station, they did have to do some repairs on the impellers. Everything is back up and running as it should.
    - We have completed our first round of blowing out the hydrant barrels to make sure none of them freeze in the winter. We will do one more when it gets colder and add antifreeze if necessary.
    - In negotiations with Special Areas, they have agreed and set up a contract that they will assist us with brush cutting our runoff canals and spillways with there big equipment this fall.

  - Road Maintenance
    - We did fall clean up, followed by grading and levelling the alleys with the land leveler.
    - We went around and manually picked the leaves up from around the catch basins. We will send the sweeper out as well, to try to pick up as many leaves as possible before snow.
    - We added millings to the East Industrial Road and a few loads on South Municipal Road.
    - We took our new plow truck to Red Deer to get some warranty work and then added the blade and sander in the back of the box to get ready for winter.

  - Meetings
    - I am attending the Monday meetings in the afternoon with parks staff now that they are back at the arena.
    - Tuesday morning meetings at the office.

  - Airport
    - We added the runway light marks for the winter.

- Brooks Asphalt gave us a quote for the airport road from Hi-Way 9, the parking lot and tarmac. In talks with Special Areas, they are adding it to their budget talks to assist us with this project.

- Cemetery
  - We have had four cremations this month and one casket burial.

- Arena
  - The arena has been busy as minor hockey is doing their tiering games. The Havoc's have had a busy schedule, and we have hosted 1 Oyen Eagles game October 30th.
  - We started the ice plant for the curlers mid October and they had Ice November 1st.
  - We signed a three-year contract with Visual sports Image, they supply a TV and hardware that displays what dressing rooms the teams are in, as well as advertisements around the sides. They do all the work getting the ads and we get 20 percent. They will supply another TV that we will put in the pool lobby for the summer that will show the schedules.

- Pool

- Parks
  - The parks have pretty much been shut down for the winter. We have been working on Christmas lights.
  - The day crew, when they're not moving snow, will be working on picnic tables. and other equipment that needs servicing.

- Facilities.

  - We will start working on minor repair and inspections.

Community Services Coordinator Report – Michele Toews – November 10, 2026

Pumpkin Parade

The Youth Club hosted another successful Pumpkin Parade on November 1st with 116 pumpkins dropped off at the park for viewing.

Prairie Sky Subsidized Counselling

Prairie Sky Subsidized Counselling continues to provide supports for subsidized services in our region. From January to August 2026 the program provided $40,987.50 in subsidy, with $29,240 of that going to Hanna residents for 164 appointments. Should this level of support continue for the rest of the year we will be on track to approach $44,000 in service to Hanna residents for this calendar year, a slight increase from last year's total of $41,797.50. Given the Town of Hanna is currently contributing $30,000 annually to the program Council may wish to review this program as part of budget deliberations and consider increasing funding to the program if they wish to not cap services available to our residents.

Community Services Board

Upon completion of the first year under the new CSB Grant process the Board wishes to provide an update on lessons learned over this year, and give their recommendations to Council for consideration of next year's program.

Assuming Council's approval of the CSB's recommendations for the final grant cycle of 2026, the Board was able to award $20,000 over the three intake cycles to 11 different organizations, funding 13 asks (as two organizations received funding twice for separate projects).

2026 Funds Granted:

Hanna Hospital Ladies Auxiliary	$3500
Hanna Outdoor Movie	$2500
Kiddies Korner Playschool	$2500
Hanna Minor Hockey	$2500
Hanna Indoor Rodeo	$2100 (two projects)
Hanna Municipal Library	$1500 (two projects)
Hanna District 4-H	$1100
Hanna Figure Skating Club	$1100
Hanna Golf & Country Club	$1100
Hanna Legion Branch	$1100
Hanna Farmers Market	$1100

The Board received one application that was determined to be out of scope for the grant, and was directed to make a presentation to Council should they wish to be considered for support. Additional funding requests of $62,427 were made by nine of the groups listed above that the CSB had to recommend to decline, due to the volume of requests. All organizations who were eligible received at least partial funding towards their requests.

That totals 15 applications for $82,427 this year. In reviewing the year the Community Services Board wishes to make two recommendations for the path forward.

Firstly, they recommend a change to the application parameters to limit any one group to a maximum of $5000 in total funding each year, as larger requests presented a challenge to manage our alloted funds while making a meaningful contribution to those more expensive projects.

Secondly the board has made a motion to recommend Council increase funding by $15,000 annually, bringing the total grant to $35,000 to be allocated over the three intake cycles in 2027.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Accounts Payable

Meeting Date: November 10, 2026 Agenda Item No: 07.02
Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

Under Consent Agenda Council will accept the accounts payable from the general account for information:

- Cheques 043736 - 043748
- Direct Deposits 005512 - 005616
- Electronic Funds Transfer – Batch Numbers 1066, 1069 & 1071

BACKGROUND INFORMATION

Administration, at each regular council meeting, will provide Council with a detailed listing of the cheques processed since the previous regular council meeting for their information. The reports are separated by cheques, direct deposits, and EFT's. The software program can combine both payment types, but not in ascending order. The reports are attached for your review.

Council members are encouraged to ask questions or seek clarification on any information presented.

ATTACHMENTS:

- Accounts Payable Listing – Cheques 043736 - 043748 Total $13,632.76
- Accounts Payable Listing – Direct Dep 005512 - 005616 Total $551,822.32
- Accounts Payable Listing – EFT Batch No. 1066, 1069 & 1071 Total $77,592.31

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Statement of Revenue & Expense

Meeting Date: November 10, 2026 Agenda Item No: 06.03
Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

Under Consent Agenda Council will accept the Statement of Revenue and Expense Report for October 2026 for information.

BACKGROUND INFORMATION

Administration at each regular council meeting will provide Council with a Statement of Revenues and Expenses for the month recently concluded. This statement will reflect the financial position of the Town relative to the approved budget.

The budget figures have been updated from the 2026 Operating and Capital budgets approved by Council at the May 12, 2026, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The statement reflects the revenues and expenses to October 31, 2026.

Council members are encouraged to ask questions or seek clarification on any information presented.

ATTACHMENTS:

- Statement of Revenue & Expense Report – October 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/10/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	2,821,021.32-	2,815,234.00-	5,787.32
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	1,020,599.30-	1,006,596.00-	14,003.30
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	75,171.00-	74,473.00-	698.00
FARMLAND REAL PROPERTY TAX	1-01-0000-114	6,008.35-	1,288.00-	4,720.35
POWER PIPELINE & CABLE T.V.	1-01-0000-115	170,285.93-	170,286.00-	0.07-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	99,728.35-	99,728.00-	0.35
PENALTY & COST ON TAX	1-01-0000-510	24,750.96-	20,619.00-	4,131.96
CONCESSION & FRANCHISE	1-01-0000-540	401,568.49-	598,900.00-	197,331.51-
RETURN ON INVESTMENTS	1-01-0000-550	71,541.70-	197,000.00-	125,458.30-
OTHER	1-01-0000-590	0.00	21,953.00-	21,953.00-
	TOTAL GENERAL MUNICIPAL 01:	4,690,675.40-	5,006,077.00-	315,401.60-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	6,877.99-	8,700.00-	1,822.01-
ADMIN SOUVENIR	1-12-0000-419	826.13-	1,400.00-	573.87-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	12,319.95-	14,700.00-	2,380.05-
ADMIN OTHER REVENUE	1-12-0000-590	286.24	10,400.00-	10,686.24-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	305,700.00-	305,700.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	725,000.00-	725,000.00-
ADMIN DRAWN FROM SURPLUS (OPERATING	1-12-0000-920	0.00	5,000.00-	5,000.00-
	TOTAL GENERAL ADMINISTRATION 12:	19,737.83-	1,070,900.00-	1,051,162.17-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	1,124.39-	2,400.00-	1,275.61-
	TOTAL POLICE:	1,124.39-	2,400.00-	1,275.61-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	35,926.25-	90,300.00-	54,373.75-
FIRE OTHER	1-23-0000-590	0.00	100,000.00-	100,000.00-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	207,383.00-	207,383.00-
	TOTAL FIRE:	35,926.25-	397,683.00-	361,756.75-
FIRE - ECETP				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	5,456.00-	29,500.00-	24,044.00-
	FIRE - ECETP TOTAL:	5,456.00-	29,500.00-	24,044.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	31,111.75-	3,000.00-	28,111.75
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	980.00-	700.00-	280.00
BY-LAW BUSINESS LICENSES	1-26-0000-522	21,625.00-	17,600.00-	4,025.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	25.00-	200.00-	175.00-
BY-LAW FINES	1-26-0000-530	400.00-	1,000.00-	600.00-
BY-LAW OTHER REVENUE	1-26-0000-590	16,563.36-	18,600.00-	2,036.64-
	TOTAL BY-LAW ENFORCEMENT:	70,705.11-	41,100.00-	29,605.11
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	6,830.02-	5,900.00-	930.02
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	6,830.02-	6,000.00-	830.02
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	15,941.00-	6,800.00-	9,141.00
COMMON SERV OTHER REVENUE	1-31-0000-590	2,513.50-	300.00-	2,213.50
	TOTAL COMMON SERVICES:	18,454.50-	7,100.00-	11,354.50
STREETS & ROADS				
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	786,776.00-	786,776.00-
S & R DRAWN FROM DEFERRED REVENUE -	1-32-0000-930	0.00	65,621.00-	65,621.00-
	TOTAL STREETS & ROADS:	0.00	852,397.00-	852,397.00-
AIRPORT				
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	9,000.00-	11,000.00-	2,000.00-
AIRPORT OTHER REVENUE	1-33-0000-590	197.82-	100.00-	97.82
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	13,785.00-	13,785.00-
	TOTAL AIRPORT:	9,197.82-	24,885.00-	15,687.18-
WATER SUPPLY & DISTRIBUTION				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/10/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
WATER SALE OF WATER	1-41-0000-410	784,929.57-	1,203,948.00-	419,018.43-
WATER SERVICE CHARGES	1-41-0000-413	600.00-	1,300.00-	700.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	34,823.74-	100,800.00-	65,976.26-
	TOTAL WATER SUPPLY & DISTRIBUTION:	820,353.31-	1,306,048.00-	485,694.69-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	8,420.66-	0.00	8,420.66
	TOTAL WATER LINES & DISTRIBUTION:	8,420.66-	0.00	8,420.66
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	186,979.44-	277,400.00-	90,420.56-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	289,885.00-	289,885.00-
	TOTAL SANITARY SEWERS:	186,979.44-	567,285.00-	380,305.56-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	51,435.47-	74,300.00-	22,864.53-
GARBAGE OTHER REVENUE	1-43-0000-590	72.50-	0.00	72.50
	TOTAL GARBAGE COLLECTION & DISPOSAL:	51,507.97-	74,300.00-	22,792.03-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	265,515.29-	400,700.00-	135,184.71-
REGIONAL WASTE SITE FEES - SCALE	1-44-0000-411	102.00-	0.00	102.00
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	90.00-	100.00-	10.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	265,707.29-	400,800.00-	135,092.71-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	300.00-	300.00-
FCSS VAN RENTAL	1-51-0000-561	975.00-	1,000.00-	25.00-
FCSS DONATIONS	1-51-0000-591	0.00	500.00-	500.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	5,000.00-	4,200.00-	800.00
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	93,840.00-	93,800.00-	40.00
	TOTAL F.C.S.S.:	99,815.00-	99,800.00-	15.00
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	17,900.00-	14,300.00-	3,600.00
CEMETERY OTHER	1-56-0000-590	10,216.94-	811.00-	9,405.94
	TOTAL CEMETERY:	28,116.94-	15,111.00-	13,005.94
SUBDIVISION				
SUBDIVISION SALE OF LAND	1-66-0000-400	69,094.41-	0.00	69,094.41
SUBDIVISION REVENUE	1-66-0000-590	3,069.21-	0.00	3,069.21
	TOTAL SUBDIVISION:	72,163.62-	0.00	72,163.62
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	4,704.00-	2,828.00-	1,876.00
RECREATION PROGRAM REVENUE	1-72-0000-430	2,956.02-	7,300.00-	4,343.98-
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	43,080.00-	43,080.00-
RECREATION LOCAL GRANTS	1-72-0000-850	0.00	250,969.00-	250,969.00-
RECREATION DRAWN FROM DEFERRED REVEN	1-72-0000-930	0.00	66,969.00-	66,969.00-
RECREATION OTHER REVENUE	1-72-0000-990	50.00-	0.00	50.00
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	9,845.00-	9,600.00-	245.00
	TOTAL RECREATION REVENUE:	17,555.02-	380,746.00-	363,190.98-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	21,708.18-	23,200.00-	1,491.82-
POOL LESSON REGISTRATIONS	1-72-0100-411	35,110.08-	38,300.00-	3,189.92-
POOL DAILY ADMISSIONS	1-72-0100-412	12,793.90-	12,200.00-	593.90
POOL RETAIL SALES	1-72-0100-419	2,197.58-	3,500.00-	1,302.42-
POOL RENTAL REVENUE	1-72-0100-560	7,535.00-	7,600.00-	65.00-
POOL DONATIONS	1-72-0100-590	0.00	200.00-	200.00-
POOL OTHER REVENUE	1-72-0100-990	228.00-	0.00	228.00
	TOTAL SWIMMING POOLS:	79,572.74-	85,000.00-	5,427.26-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	13,705.91-	15,300.00-	1,594.09-
ARENA RENTAL REVENUE	1-72-0200-560	75,347.75-	90,100.00-	14,752.25-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	3,323.00-	3,300.00-	23.00
ARENA DONATIONS	1-72-0200-590	1,470.00-	0.00	1,470.00
	TOTAL ARENA:	93,846.66-	108,700.00-	14,853.34-
CURLING RINK				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/10/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
CURLING RINK SALE OF SERVICES	1-72-0400-410	25,382.39-	53,000.00-	27,617.61-
CURLING RINK RENTAL REVENUE	1-72-0400-560	12,250.00-	9,700.00-	2,550.00
	CURLING RINK TOTAL:	37,632.39-	62,700.00-	25,067.61-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	5,895.00-	6,200.00-	305.00-
	TOTAL BALL DIAMONDS REVENUE:	5,895.00-	6,200.00-	305.00-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	3,043.86-	4,300.00-	1,256.14-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	21.00-	103.00-	82.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	47,902.90-	81,200.00-	33,297.10-
	TOTAL FOX LAKE & HELMER DAM:	50,967.76-	85,603.00-	34,635.24-
PARKS				
PARKS OTHER REVENUE	1-72-0800-990	240.48-	0.00	240.48
	TOTAL PARKS:	240.48-	0.00	240.48
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	10,455.00-	11,948.00-	1,493.00-
	TOTAL PLAYGROUND PROGRAM:	10,455.00-	11,948.00-	1,493.00-
HKH PIONEER PARK				
HKH PIONEER PARK REVENUE	1-72-1300-560	10,000.00-	0.00	10,000.00
HKH DRAWN FROM SURPLUS	1-72-1300-920	0.00	32,672.00-	32,672.00-
	TOTAL HKH PARK REVENUE:	10,000.00-	32,672.00-	22,672.00-
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	2,500.00-	2,500.00-	0.00
	TOTAL SOCCER FIELDS REVENUE:	2,500.00-	2,500.00-	0.00
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	10,181.33-	14,200.00-	4,018.67-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	20,000.00-	20,000.00-	0.00
RCSC OTHER	1-74-0800-590	1,557.78-	0.00	1,557.78
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	20,761.91-	28,570.00-	7,808.09-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	17,970.91-	29,724.00-	11,753.09-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	70,471.93-	92,494.00-	22,022.07-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	40,135.48-	33,926.00-	6,209.48
COMMUNITY CENTRE DRAWN FROM SURPLUS	1-74-0900-920	0.00	45,361.00-	45,361.00-
COMMUNITY CENTRE DRAWN FROM DEF REV	1-74-0900-930	0.00	31,504.00-	31,504.00-
	TOTAL COMMUNITY CENTRE:	40,135.48-	110,791.00-	70,655.52-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	4,270.24-	3,300.00-	970.24
	LIONS HALL TOTAL:	4,270.24-	3,300.00-	970.24
	TOTAL REVENUE:	6,814,714.25-	10,884,040.00-	4,069,325.75-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	81,118.06	101,400.00	20,281.94
COUNCIL BENEFITS	2-11-0000-130	3,273.20	4,200.00	926.80
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	6,574.18	14,400.00	7,825.82
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	8,835.83	13,300.00	4,464.17
COUNCIL GOODS	2-11-0000-500	9,332.65	17,400.00	8,067.35
COUNCIL OTHER (ELECTION)	2-11-0000-990	670.00	1,000.00	330.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	187.95	2,100.00	1,912.05
	TOTAL COUNCIL:	110,516.87	154,350.00	43,833.13
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	352,076.97	334,400.00	17,676.97-
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	10,417.68	11,100.00	682.32
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	18,083.84	21,800.00	3,716.16
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	785.47	800.00	14.53
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	34,012.12	40,200.00	6,187.88
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	5,149.99	5,100.00	49.99-
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	21,302.79	53,800.00	32,497.21
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	2,533.35	7,100.00	4,566.65

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
ADMINISTRATION STAFF TRAINING	2-12-0000-212	3,988.97	5,900.00	1,911.03
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	5,965.26	10,600.00	4,634.74
ADMINISTRATION TELEPHONE	2-12-0000-217	5,546.19	8,200.00	2,653.81
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	26,670.23	9,400.00	17,270.23-
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	8,027.51	10,000.00	1,972.49
ADMINISTRATION AUDIT	2-12-0000-230	26,900.00	38,700.00	11,800.00
ADMINISTRATION LEGAL	2-12-0000-231	60,153.24	25,000.00	35,153.24-
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	81,480.22	145,284.00	63,803.78
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	44,400.00	49,250.00	4,850.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	5,669.48	7,500.00	1,830.52
ADMINISTRATION INSURANCE	2-12-0000-274	19,637.23	20,610.00	972.77
ADMINISTRATION ASSESSOR	2-12-0000-280	28,409.15	51,400.00	22,990.85
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	615.00	1,000.00	385.00
ADMINISTRATION GOODS	2-12-0000-500	23,715.22	9,000.00	14,715.22-
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	2,214.15	1,500.00	714.15-
ADMINISTRATION POWER	2-12-0000-541	15,451.74	22,300.00	6,848.26
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	164,444.45	164,400.00	44.45-
ADMINISTRATION BANK CHARGES	2-12-0000-810	4,972.46	7,300.00	2,327.54
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	460.94	840.00	379.06
ADMINISTRATION OTHER	2-12-0000-990	7,520.00	27,000.00	19,480.00
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	480.00	1,000.00	520.00
	TOTAL ADMINISTRATION:	981,083.65	1,090,484.00	109,400.35
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - CONTRACTED R	2-12-0600-250	3.00	0.00	3.00-
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	120.00	0.00	120.00-
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	383.51	0.00	383.51-
	TOTAL TAX RECOVERY PROPERTY:	506.51	0.00	506.51-
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	137,611.00	173,113.00	35,502.00
	TOTAL POLICE:	137,611.00	173,113.00	35,502.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,000.00	2,000.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	1,059.00	1,950.00	891.00
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	1,140.00	1,200.00	60.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,200.00	1,200.00
	TOTAL SAFETY & RISK MANAGEMENT:	2,199.00	6,350.00	4,151.00
FIRE				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	137,300.00	137,300.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	2,248.74	3,200.00	951.26
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00
FIRE TRAVEL	2-23-0000-211	9,661.54	12,100.00	2,438.46
FIRE TRAINING	2-23-0000-212	4,750.00	39,500.00	34,750.00
FIRE FREIGHT	2-23-0000-215	460.06	1,000.00	539.94
FIRE TELEPHONE	2-23-0000-217	3,501.80	7,500.00	3,998.20
FIRE ADVERTISING	2-23-0000-220	0.00	800.00	800.00
FIRE MEMBERSHIPS	2-23-0000-221	1,041.00	1,600.00	559.00
FIRE CONTRACTED SERVICES	2-23-0000-232	36,056.47	43,000.00	6,943.53
FIRE CONTRACTED REPAIRS	2-23-0000-250	4,577.92	21,000.00	16,422.08
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	97.08	20,000.00	19,902.92
FIRE INSURANCE	2-23-0000-274	22,896.50	24,040.00	1,143.50
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	584.02	2,000.00	1,415.98
FIRE GOODS	2-23-0000-500	12,244.21	24,290.00	12,045.79
FIRE PETROLEUM PRODUCTS	2-23-0000-521	6,113.49	8,900.00	2,786.51
FIRE VEHICLE MAINTENANCE	2-23-0000-523	890.50	300.00	590.50-
FIRE HEATING	2-23-0000-540	6,948.58	13,000.00	6,051.42
FIRE POWER	2-23-0000-541	9,401.58	13,700.00	4,298.42
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	1,013.12	17,000.00	15,986.88
FIRE OTHER	2-23-0000-990	50.00	0.00	50.00-
	TOTAL FIRE:	124,016.61	391,730.00	267,713.39
FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP				
FIRE - ECETP TRAINING	2-23-0200-212	400.00	29,498.00	29,098.00
	TOTAL FIRE - ECETP:	400.00	29,498.00	29,098.00
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	4,500.00	4,500.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
EMERGENCY SERVICES CONTRACTED SERVCI	2-24-0000-232	8,710.03	10,400.00	1,689.97
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	4,300.00	4,300.00
	TOTAL EMERGENCY SERVICES:	8,710.03	19,200.00	10,489.97
BY-LAW ENFORCEMENT				
BYLAW SALARIES	2-26-0000-110	30,010.86	62,400.00	32,389.14
BYLAW BENEFITS	2-26-0000-130	2,565.72	5,500.00	2,934.28
BYLAW NON T4 BENEFITS	2-26-0000-133	2,299.73	5,200.00	2,900.27
BYLAW STAFF TRAVEL	2-26-0000-211	0.00	1,000.00	1,000.00
BYLAW STAFF TRAINING	2-26-0000-212	0.00	1,000.00	1,000.00
BYLAW FREIGHT	2-26-0000-215	635.00	700.00	65.00
BYLAW TELEPHONE	2-26-0000-217	920.01	1,250.00	329.99
BYLAW ADVERTISING	2-26-0000-220	0.00	1,900.00	1,900.00
BYLAW MEMBERSHIP	2-26-0000-221	0.00	200.00	200.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	13,858.96	13,100.00	758.96-
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	3,000.00	3,000.00
BYLAW INSURANCE	2-26-0000-274	716.00	750.00	34.00
BYLAW GOODS	2-26-0000-500	2,099.57	2,500.00	400.43
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	1,110.91	1,800.00	689.09
BYLAW VEHICLE MAINTENANCE	2-26-0000-523	24.51	0.00	24.51-
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	31,111.75	3,000.00	28,111.75-
	TOTAL BY-LAW ENFORCEMENT:	85,353.02	103,300.00	17,946.98
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	609.51	700.00	90.49
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	400.00	400.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,271.69	1,600.00	328.31
DOG CONTROL GOODS	2-28-0000-500	831.77	600.00	231.77-
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	10,000.00	10,000.00	0.00
	TOTAL DOG CONTROL:	12,712.97	13,300.00	587.03
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	204,655.75	335,800.00	131,144.25
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	20,884.55	3,700.00	17,184.55-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	14,924.71	25,900.00	10,975.29
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	669.16	300.00	369.16-
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	41,707.84	47,300.00	5,592.16
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00
COMMON SERVICES TRAINING	2-31-0000-212	1,873.14	1,500.00	373.14-
COMMON SERVICES FREIGHT	2-31-0000-215	223.50	1,700.00	1,476.50
COMMON SERVICES TELEPHONE	2-31-0000-217	4,285.59	5,400.00	1,114.41
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	140.00	600.00	460.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	1,417.25	2,600.00	1,182.75
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	16,318.30	20,000.00	3,681.70
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	47,607.51	10,000.00	37,607.51-
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	3,309.50	14,500.00	11,190.50
COMMON SERVICES INSURANCE	2-31-0000-274	33,806.00	36,610.00	2,804.00
COMMON SERVICES GOODS	2-31-0000-500	19,339.54	21,036.00	1,696.46
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	37,409.75	49,400.00	11,990.25
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	7,037.31	7,500.00	462.69
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	12,625.50	17,000.00	4,374.50
COMMON SERVICES HEATING	2-31-0000-540	8,862.80	19,000.00	10,137.20
COMMON SERVICES POWER	2-31-0000-541	13,093.99	15,400.00	2,306.01
COMMON SERVICES ADDED TO OPER RESERV	2-31-0000-764	0.00	41,780.00	41,780.00
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	1,868.60	3,000.00	1,131.40
	TOTAL COMMON SERVICES:	492,060.29	680,526.00	188,465.71
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	72,948.09	115,400.00	42,451.91
S & R SEASONAL SALARIES	2-32-0000-111	16,271.69	5,500.00	10,771.69-
S & R BENEFITS	2-32-0000-130	6,424.14	8,600.00	2,175.86
S & R SEASONAL BENEFITS	2-32-0000-131	691.81	400.00	291.81-
S & R NON T4 BENEFITS	2-32-0000-133	10,051.12	15,800.00	5,748.88
S & R FREIGHT	2-32-0000-215	2,654.29	700.00	1,954.29-
S & R CONTRACTED SERVICES	2-32-0000-232	8,449.00	15,000.00	6,551.00
S & R CONTRACTED REPAIRS	2-32-0000-250	129,509.82	135,000.00	5,490.18
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	3,563.70	5,000.00	1,436.30
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	27,517.87	48,500.00	20,982.13
S & R EQUIPMENT GOODS	2-32-0000-522	18,772.77	11,700.00	7,072.77-

Description	Account	YTD Actual	YTD Budget	YTD Variance
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	87,434.45	135,200.00	47,765.55
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	786,776.00	786,776.00
S & R ADDED TO OPERATING RESERVE	2-32-0000-764	0.00	352,500.00	352,500.00
	TOTAL STREETS & ROADS:	384,288.75	1,640,076.00	1,255,787.25
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	6,444.44	2,900.00	3,544.44-
AIRPORT SEASONAL SALARIES	2-33-0000-111	2,466.13	2,700.00	233.87
AIRPORT BENEFITS	2-33-0000-130	560.78	200.00	360.78-
AIRPORT SEASONAL BENEFITS	2-33-0000-131	70.05	200.00	129.95
AIRPORT NON T-4 BENEFITS	2-33-0000-133	805.44	400.00	405.44-
AIRPORT FREIGHT	2-33-0000-215	114.15	100.00	14.15-
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	51.36	50.00	1.36-
AIRPORT CONTRACTED SERVICES	2-33-0000-232	4,687.86	2,100.00	2,587.86-
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	1,935.70	9,300.00	7,364.30
AIRPORT VEHICLE REPAIRS	2-33-0000-255	729.54	200.00	529.54-
AIRPORT INSURANCE	2-33-0000-274	5,443.16	5,720.00	276.84
AIRPORT GOODS	2-33-0000-500	61.97	4,500.00	4,438.03
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	1,020.31	2,100.00	1,079.69
AIRPORT POWER	2-33-0000-541	3,102.36	7,600.00	4,497.64
AIRPORT WATER & SEWER	2-33-0000-542	360.00	500.00	140.00
	TOTAL AIRPORT:	27,853.25	38,670.00	10,816.75
WATER PLANT				
WATER PLANT CONTRACTED REPAIRS	2-41-0100-250	0.00	40,000.00	40,000.00
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	717,299.88	929,500.00	212,200.12
WATER PLANT POWER	2-41-0100-541	22,833.87	30,900.00	8,066.13
	TOTAL WATER PLANT:	740,133.75	1,000,400.00	260,266.25
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	102,878.54	179,800.00	76,921.46
WATER LINES SEASONAL SALARIES	2-41-0200-111	557.10	3,000.00	2,442.90
WATER LINES BENEFITS	2-41-0200-130	8,530.46	14,800.00	6,269.54
WATER LINES SEASONAL BENEFITS	2-41-0200-131	6.99	200.00	193.01
WATER LINES NON T4 BENEFITS	2-41-0200-133	13,187.16	27,500.00	14,312.84
WATER LINES TRAVEL & TRAINING	2-41-0200-211	6,641.52	7,000.00	358.48
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	9,037.74	9,200.00	162.26
WATER LINES ADVERTISING	2-41-0200-220	0.00	2,000.00	2,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	11,703.70	12,000.00	296.30
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	45,370.63	65,000.00	19,629.37
WATER LINES GOODS	2-41-0200-500	41,466.34	37,584.00	3,882.34-
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	239,380.18	408,084.00	168,703.82
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	28,432.28	39,800.00	11,367.72
SEWERS SEASONAL SALARIES	2-42-0000-111	223.78	0.00	223.78-
SEWERS BENEFITS	2-42-0000-130	2,473.51	3,100.00	626.49
SEWERS SEASONAL BENEFITS	2-42-0000-131	3.20	0.00	3.20-
SEWERS NON T4 BENEFITS	2-42-0000-133	3,617.33	5,700.00	2,082.67
SEWERS FREIGHT & POSTAGE	2-42-0000-215	55.00	500.00	445.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	1,344.75	1,800.00	455.25
SEWERS CONTRACTED REPAIRS	2-42-0000-250	132,750.80	85,000.00	47,750.80-
SEWERS INSURANCE	2-42-0000-274	4,583.13	4,810.00	226.87
SEWERS GOODS	2-42-0000-500	1,793.43	18,500.00	16,706.57
SEWERS HEATING	2-42-0000-540	879.65	1,400.00	520.35
SEWERS POWER	2-42-0000-541	9,451.37	12,200.00	2,748.63
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	185,608.23	222,810.00	37,201.77
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	58,268.10	68,800.00	10,531.90
GARBAGE GOODS	2-43-0000-500	0.00	400.00	400.00
	TOTAL GARBAGE:	58,268.10	69,200.00	10,931.90
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	396,470.16	396,500.00	29.84
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	4,200.00	4,200.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
REGIONAL WASTE OTHER	2-44-0000-990	15.00	0.00	15.00-
	TOTAL REGIONAL WASTE SYSTEM:	396,485.16	400,700.00	4,214.84
FCSS				
FCSS SALARIES	2-51-0100-110	4,682.84	6,000.00	1,317.16
FCSS BENEFITS	2-51-0100-130	395.92	500.00	104.08
FCSS NON T4 BENEFITS	2-51-0100-133	868.06	1,100.00	231.94
FCSS TRAVEL	2-51-0100-211	2,928.68	1,800.00	1,128.68-
FCSS TRAINING	2-51-0100-212	514.29	800.00	285.71
FCSS FREIGHT & POSTAGE	2-51-0100-215	270.00	300.00	30.00
FCSS ADVERTISING	2-51-0100-220	0.00	1,100.00	1,100.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	329.52	500.00	170.48
FCSS CONTRACTED PROFESSIONAL SERVICE	2-51-0100-232	19,250.00	22,800.00	3,550.00
FCSS INSURANCE	2-51-0100-274	12.00	12.00	0.00
FCSS GOODS	2-51-0100-500	347.57	2,100.00	1,752.43
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	600.02	640.00	39.98
	TOTAL FCSS:	30,198.90	37,652.00	7,453.10
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	9,365.56	11,900.00	2,534.44
COORDINATOR BENEFITS	2-51-0200-130	791.92	1,100.00	308.08
COORDINATOR NON T4 BENEFITS	2-51-0200-133	1,736.44	2,300.00	563.56
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	0.00	700.00	700.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	257.13	400.00	142.87
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,100.00	2,100.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	2,100.00	2,100.00
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	16,500.00	19,500.00	3,000.00
COORDINATOR GOODS	2-51-0200-500	35.99	1,200.00	1,164.01
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	78,514.04	99,800.00	21,285.96
	TOTAL COORDINATOR:	107,471.08	142,600.00	35,128.92
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	4,682.84	6,000.00	1,317.16
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	395.92	500.00	104.08
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	868.06	1,100.00	231.94
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,300.00	2,300.00
FCSS YOUTH CLUB SUPPORT PROFESSIONAL	2-51-0300-232	8,250.00	9,800.00	1,550.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	14,196.82	20,400.00	6,203.18
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	40.00	400.00	360.00
CSD VAN INSURANCE	2-51-0500-274	3,537.00	3,710.00	173.00
CSD VAN GOODS	2-51-0500-500	9.00	100.00	91.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	289.25	200.00	89.25-
	TOTAL COMMUNITY SERVICES VANS:	3,875.25	4,510.00	634.75
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	5,468.60	11,400.00	5,931.40
CEMETERY SEASONAL SALARIES	2-56-0000-111	2,746.56	4,500.00	1,753.44
CEMETERY BENEFITS	2-56-0000-130	476.13	1,000.00	523.87
CEMETERY SEASONAL BENEFITS	2-56-0000-131	134.30	300.00	165.70
CEMETERY NON T-4 BENEFITS	2-56-0000-133	724.86	1,800.00	1,075.14
CEMETERY ADVERTISING	2-56-0000-220	0.00	300.00	300.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	678.24	4,300.00	3,621.76
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	27.44	30.00	2.56
CEMETERY GOODS	2-56-0000-500	513.43	5,000.00	4,486.57
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
	TOTAL CEMETERY:	10,769.56	30,830.00	20,060.44
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
TOURISM				
TOURISM SALARIES	2-61-0300-110	11,662.35	24,300.00	12,637.65

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
TOURISM BENEFITS	2-61-0300-130	957.32	2,100.00	1,142.68
TOURISM NON T4 BENEFITS	2-61-0300-133	1,767.63	4,700.00	2,932.37
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	711.00	1,700.00	989.00
TOURISM CONTRACTED REPAIRS	2-61-0300-250	612.50	0.00	612.50-
TOURISM GOODS	2-61-0300-500	0.00	5,000.00	5,000.00
	TOTAL TOURISM:	15,980.80	38,400.00	22,419.20
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	46,646.88	97,100.00	50,453.12
B & C BENEFITS	2-61-0400-130	3,830.51	8,300.00	4,469.49
B & C NON T4 BENEFIT	2-61-0400-133	7,069.87	18,700.00	11,630.13
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	631.66	1,100.00	468.34
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	2,200.00	2,200.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	3,112.20	3,400.00	287.80
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	47,100.40	50,200.00	3,099.60
B & C INSURANCE	2-61-0400-274	155.54	160.00	4.46
B & C GOODS	2-61-0400-500	0.00	1,300.00	1,300.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	323.81	500.00	176.19
B & C POWER	2-61-0400-541	3,394.43	3,900.00	505.57
	TOTAL BUSINESS & COMMUNICATIONS:	112,535.30	189,160.00	76,624.70
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	2,827.09	2,700.00	127.09-
VIC SEASONAL SALARIES	2-62-0000-111	264.94	1,200.00	935.06
VIC BENEFITS	2-62-0000-130	295.57	200.00	95.57-
VIC SEASONAL BENEFITS	2-62-0000-131	20.28	100.00	79.72
VIC NON T4 BENEFITS	2-62-0000-133	820.78	500.00	320.78-
VIC TELEPHONES	2-62-0000-217	309.50	400.00	90.50
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	200.00	200.00
VIC CONTRACTED SERVICES	2-62-0000-232	13,190.12	3,400.00	9,790.12-
VIC CONTRACTED REPAIR	2-62-0000-250	978.34	1,000.00	21.66
VIC INSURANCE	2-62-0000-274	1,361.94	1,430.00	68.06
VIC GOODS	2-62-0000-500	1,601.55	3,200.00	1,598.45
VIC HEATING	2-62-0000-540	879.65	1,400.00	520.35
VIC POWER	2-62-0000-541	2,262.95	2,600.00	337.05
VIC WATER	2-62-0000-963	3,491.36	4,100.00	608.64
	TOTAL VISITOR INFORMATION CENTRE:	28,304.07	22,430.00	5,874.07-
COMMUNITY SERVICES BOARD				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	15,880.95	20,000.00	4,119.05
	TOTAL COMMUNITY SERVICES BOARD:	15,880.95	20,500.00	4,619.05
RECREATION				
RECREATION SALARIES	2-72-0000-110	9,471.31	11,900.00	2,428.69
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	792.41	1,100.00	307.59
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	1,736.44	2,300.00	563.56
RECREATION TRAVEL	2-72-0000-211	1,566.94	1,800.00	233.06
RECREATION TRAINING	2-72-0000-212	3,050.00	2,700.00	350.00-
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	1,199.97	2,200.00	1,000.03
RECREATION ADVERTISING	2-72-0000-220	0.00	1,800.00	1,800.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	545.00	900.00	355.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	8,310.00	14,000.00	5,690.00
RECREATION INSURANCE	2-72-0000-274	12,627.80	13,260.00	632.20
RECREATION GOODS	2-72-0000-500	1,140.00	4,200.00	3,060.00
RECREATION PROGRAM EXPENSES	2-72-0000-510	2,544.76	7,301.00	4,756.24
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	0.00	2,400.00	2,400.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	1,539.41	300.00	1,239.41-
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	1,000.00	2,000.00	1,000.00
	TOTAL RECREATION:	45,794.04	169,661.00	123,866.96
SWIMMING & WADING POOLS				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
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Description	Account	YTD Actual	YTD Budget	YTD Variance
POOLS SALARIES	2-72-0100-110	12,053.02	14,700.00	2,646.98
POOL SEASONAL SALARIES	2-72-0100-111	136,431.64	139,100.00	2,668.36
POOLS BENEFITS	2-72-0100-130	1,018.83	1,300.00	281.17
POOL SEASONAL BENEFITS	2-72-0100-131	7,992.48	9,500.00	1,507.52
POOLS NON T-4 BENEFITS	2-72-0100-133	1,722.69	2,600.00	877.31
POOLS TRAVEL	2-72-0100-211	0.00	1,000.00	1,000.00
POOLS TRAINING	2-72-0100-212	358.33	1,000.00	641.67
POOLS FREIGHT & POSTAGE	2-72-0100-215	3,071.48	2,700.00	371.48-
POOLS TELEPHONE	2-72-0100-217	423.79	480.00	56.21
POOLS ADVERTISING	2-72-0100-220	0.00	1,000.00	1,000.00
POOL CONTRACTED SERVICES	2-72-0100-232	9,241.65	8,800.00	441.65-
POOLS CONTRACTED REPAIRS	2-72-0100-250	1,885.44	8,000.00	6,114.56
POOLS INSURANCE	2-72-0100-274	9,487.69	9,960.00	472.31
POOLS GOODS	2-72-0100-500	18,187.58	20,076.00	1,888.42
POOL RETAIL GOODS	2-72-0100-501	1,248.26	2,000.00	751.74
POOLS CHEMICALS	2-72-0100-531	25,709.80	22,400.00	3,309.80-
POOLS HEATING	2-72-0100-540	13,659.92	20,100.00	6,440.08
POOLS POWER	2-72-0100-541	16,134.27	21,900.00	5,765.73
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	1,805.36	4,950.00	3,144.64
	TOTAL SWIMMING POOLS:	260,432.23	291,566.00	31,133.77
ARENA				
ARENA SALARIES	2-72-0200-110	186,419.44	140,300.00	46,119.44-
ARENA SEASONAL SALARIES	2-72-0200-111	7,693.12	9,000.00	1,306.88
ARENA BENEFITS	2-72-0200-130	13,473.16	11,800.00	1,673.16-
ARENA SEASONAL BENEFITS	2-72-0200-131	462.96	600.00	137.04
ARENA NON T4 BENEFITS	2-72-0200-133	18,647.30	24,000.00	5,352.70
ARENA TRAVEL	2-72-0200-211	0.00	1,600.00	1,600.00
ARENA TRAINING	2-72-0200-212	189.90	2,600.00	2,410.10
ARENA FREIGHT & POSTAGE	2-72-0200-215	281.47	1,000.00	718.53
ARENA TELEPHONE	2-72-0200-217	309.50	360.00	50.50
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	500.00	500.00
ARENA CONTRACTED SERVICES	2-72-0200-232	4,890.02	6,200.00	1,309.98
ARENA CONTRACTED REPAIRS	2-72-0200-250	5,790.69	17,800.00	12,009.31
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	4,879.27	6,800.00	1,920.73
ARENA INSURANCE	2-72-0200-274	15,005.36	15,760.00	754.64
ARENA GOODS	2-72-0200-500	11,096.43	20,100.00	9,003.57
ARENA PETROLEUM PRODUCTS	2-72-0200-521	3,110.80	5,300.00	2,189.20
ARENA VEHICLE MAINTENANCE	2-72-0200-523	42.27	0.00	42.27-
ARENA HEATING	2-72-0200-540	16,048.31	35,300.00	19,251.69
ARENA POWER	2-72-0200-541	15,142.25	21,900.00	6,757.75
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	4,516.68	4,910.00	393.32
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	437.15	14,300.00	13,862.85
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	7,288.33	19,200.00	11,911.67
	TOTAL ARENA:	315,724.41	359,830.00	44,105.59
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	619.00	720.00	101.00
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	474.26	1,000.00	525.74
PARKS SHOP INSURANCE	2-72-0300-274	2,052.35	2,150.00	97.65
PARKS SHOP GOODS	2-72-0300-500	2,026.27	2,000.00	26.27-
PARKS SHOP HEATING	2-72-0300-540	4,239.73	7,500.00	3,260.27
PARKS SHOP POWER	2-72-0300-541	2,054.54	3,500.00	1,445.46
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	454.58	700.00	245.42
	TOTAL PARKS SHOP:	11,920.73	17,570.00	5,649.27
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	3,559.36	5,300.00	1,740.64
CURLING RINK SEASONAL SALARIES	2-72-0400-111	650.00	1,800.00	1,150.00
CURLING RINK BENEFITS	2-72-0400-130	341.06	500.00	158.94
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	35.48	100.00	64.52
CURLING RINK NON T4 BENEFITS	2-72-0400-133	784.07	1,000.00	215.93
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	4,336.60	5,600.00	1,263.40
CURLING RINK INSURANCE	2-72-0400-274	10,292.46	10,800.00	507.54
CURLING RINK GOODS	2-72-0400-500	512.03	1,500.00	987.97
CURLING RINK HEATING	2-72-0400-540	9,771.11	21,900.00	12,128.89
CURLING RINK POWER	2-72-0400-541	8,431.52	11,500.00	3,068.48
CURLING RINK - SUBSIDY	2-72-0400-771	8,376.19	17,500.00	9,123.81
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	1,704.56	2,390.00	685.44

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Description	Account	YTD Actual	YTD Budget	YTD Variance
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	437.16	14,300.00	13,862.84
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	7,288.33	19,200.00	11,911.67
	TOTAL CURLING RINK:	56,519.93	113,890.00	57,370.07
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	8,182.12	5,300.00	2,882.12-
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	2,074.06	2,700.00	625.94
BALL DIAMOND BENEFITS	2-72-0500-130	731.76	500.00	231.76-
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	128.80	200.00	71.20
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	1,436.34	1,000.00	436.34-
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	1,025.00	1,000.00	25.00-
BALL DIAMOND GOODS	2-72-0500-500	2,511.50	9,500.00	6,988.50
BALL DIAMOND POWER	2-72-0500-541	889.95	1,200.00	310.05
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	376.20	12,150.00	11,773.80
	TOTAL BALL DIAMONDS:	17,355.73	33,550.00	16,194.27
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	3,713.40	3,900.00	186.60
	TOTAL GOLF COURSE:	3,713.40	3,900.00	186.60
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	3,077.20	5,300.00	2,222.80
FOX LAKE SEASONAL SALARIES	2-72-0700-111	2,798.00	1,800.00	998.00-
FOX LAKE BENEFITS	2-72-0700-130	288.59	500.00	211.41
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	176.15	100.00	76.15-
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	632.44	1,000.00	367.56
FOX LAKE FREIGHT	2-72-0700-215	190.47	200.00	9.53
FOX LAKE ADVERTISING	2-72-0700-220	399.00	600.00	201.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	28,749.20	36,200.00	7,450.80
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	190.00	5,000.00	4,810.00
FOX LAKE INSURANCE	2-72-0700-274	322.36	340.00	17.64
FOX LAKE GOODS	2-72-0700-500	3,212.08	7,100.00	3,887.92
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	411.43	400.00	11.43-
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00
FOX LAKE HEAT	2-72-0700-540	426.99	600.00	173.01
FOX LAKE POWER	2-72-0700-541	5,196.18	9,600.00	4,403.82
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,590.00	8,590.00
	TOTAL FOX LAKE PARK:	46,070.09	78,030.00	31,959.91
PARKS				
PARKS SALARIES	2-72-0800-110	81,680.61	83,400.00	1,719.39
PARKS SEASONAL SALARIES	2-72-0800-111	49,290.17	55,000.00	5,709.83
PARKS BENEFITS	2-72-0800-130	7,316.82	7,100.00	216.82-
PARKS SEASONAL BENEFITS	2-72-0800-131	3,344.94	3,900.00	555.06
PARKS NON T4 BENEFITS	2-72-0800-133	14,374.18	14,400.00	25.82
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	428.58	1,000.00	571.42
PARKS FREIGHT	2-72-0800-215	1,684.01	800.00	884.01-
PARKS CONTRACTED REPAIRS	2-72-0800-250	10,644.85	22,200.00	11,555.15
PARKS EQUIPMENT REPAIRS	2-72-0800-253	4,675.58	14,700.00	10,024.42
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	5,196.82	6,000.00	803.18
PARKS INSURANCE	2-72-0800-274	5,746.21	6,000.00	253.79
PARKS GOODS	2-72-0800-500	24,399.39	31,100.00	6,700.61
PARKS PETROLEUM PRODUCTS	2-72-0800-521	15,895.62	13,000.00	2,895.62-
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	9,240.49	4,892.00	4,348.49-
PARKS VEHICLE MAINTENANCE	2-72-0800-523	7,627.31	5,000.00	2,627.31-
PARKS POWER	2-72-0800-541	2,394.67	3,300.00	905.33
PARKS RECOVERIES TO OPERATING	2-72-0800-963	6,837.60	22,540.00	15,702.40
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	250,777.85	295,932.00	45,154.15
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	21,330.02	23,400.00	2,069.98
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	1,255.96	1,600.00	344.04
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	303.57	300.00	3.57-
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	135.00	140.00	5.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	128.58	120.00	8.58-
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,000.00	1,000.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/10/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	2,750.00	5,800.00	3,050.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	3,092.61	6,200.00	3,107.39
	TOTAL PLAYGROUND PROGRAM:	28,995.74	39,160.00	10,164.26
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	3,349.51	1,300.00	2,049.51-
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	693.68	2,300.00	1,606.32
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	285.29	100.00	185.29-
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	48.47	100.00	51.53
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	495.96	200.00	295.96-
SPRAY PARK FREIGHT	2-72-1200-215	0.00	500.00	500.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	559.82	500.00	59.82-
SPRAY PARK INSURANCE	2-72-1200-274	854.41	900.00	45.59
SPRAY PARK GOODS	2-72-1200-500	751.85	600.00	151.85-
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	1,400.00	1,400.00
SPRAY PARK POWER	2-72-1200-541	1,351.14	1,900.00	548.86
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	1,945.76	2,760.00	814.24
	TOTAL SPRAY PARK:	10,335.89	12,560.00	2,224.11
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	3,148.01	5,300.00	2,151.99
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	7,915.18	7,200.00	715.18-
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	286.54	500.00	213.46
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	611.42	500.00	111.42-
KING HUNTER PARK EMP NON T4 BEN	2-72-1300-133	583.69	1,000.00	416.31
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	3,031.06	3,000.00	31.06-
KING HUNTER PARK INSURANCE	2-72-1300-274	180.10	190.00	9.90
KING HUNTER PARK GOODS	2-72-1300-500	1,317.11	3,000.00	1,682.89
KING HUNTER PARK POWER	2-72-1300-541	1,362.18	1,900.00	537.82
KING HUNTER PARK - MAYBERRY DONATION	2-72-1300-762	45,365.43	32,672.00	12,693.43-
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	5,859.78	7,380.00	1,520.22
	TOTAL KING HUNTER PARK:	69,660.50	62,642.00	7,018.50-
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	1,203.16	2,700.00	1,496.84
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	269.88	900.00	630.12
SOCCER FIELD BENEFITS	2-72-1400-130	100.75	200.00	99.25
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	14.70	100.00	85.30
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	162.28	500.00	337.72
SOCCER FIELD GOODS	2-72-1400-500	190.23	2,300.00	2,109.77
SOCCER FIELDS POWER	2-72-1400-541	889.95	1,200.00	310.05
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	79.80	5,460.00	5,380.20
	TOTAL SOCCER FIELDS:	2,910.75	13,360.00	10,449.25
MUSEUM				
MUSEUM GAS	2-74-0100-540	3,170.03	6,100.00	2,929.97
MUSEUM POWER	2-74-0100-541	2,778.47	4,100.00	1,321.53
MUSEUM GRANT	2-74-0100-770	7,000.00	7,000.00	0.00
	TOTAL MUSEUM:	12,948.50	17,200.00	4,251.50
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	619.00	700.00	81.00
LIBRARY ADVERTISING	2-74-0200-220	0.00	300.00	300.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	418.50	2,400.00	1,981.50
LIBRARY INSURANCE	2-74-0200-274	5,308.62	5,570.00	261.38
LIBRARY GOODS	2-74-0200-500	702.73	1,100.00	397.27
LIBRARY HEATING	2-74-0200-540	3,095.58	5,900.00	2,804.42
LIBRARY POWER	2-74-0200-541	4,729.98	7,300.00	2,570.02
LIBRARY GRANTS	2-74-0200-770	21,277.50	21,300.00	22.50
LIBRARY PERSONNEL GRANTS	2-74-0200-771	74,352.58	74,400.00	47.42
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	1,268.86	2,220.00	951.14
	TOTAL LIBRARY:	111,773.35	121,190.00	9,416.65
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	57,465.68	74,200.00	16,734.32
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	32,332.71	53,500.00	21,167.29
RCSC BENEFITS	2-74-0800-130	4,710.23	6,700.00	1,989.77
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	1,383.67	3,700.00	2,316.33
RCSC NON T4 BENEFITS	2-74-0800-133	8,184.19	11,600.00	3,415.81
RCSC STAFF TRAINING	2-74-0800-212	0.00	2,100.00	2,100.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/10/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
RCSC FREIGHT	2-74-0800-215	270.00	300.00	30.00
RCSC TELEPHONE	2-74-0800-217	1,080.67	1,440.00	359.33
RCSC ADVERTISING	2-74-0800-220	0.00	2,750.00	2,750.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	13,755.95	15,800.00	2,044.05
RCSC CONTRACTED REPAIRS	2-74-0800-250	4,065.56	5,100.00	1,034.44
RCSC INSURANCE	2-74-0800-274	11,212.69	11,770.00	557.31
RCSC GOODS	2-74-0800-500	5,266.48	10,100.00	4,833.52
RCSC HEATING	2-74-0800-540	4,703.35	10,000.00	5,296.65
RCSC POWER	2-74-0800-541	12,990.19	18,500.00	5,509.81
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	733.34	1,100.00	366.66
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	1,635.07	0.00	1,635.07-
	TOTAL CENTENNIAL PLACE:	159,789.78	228,660.00	68,870.22
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	999.78	5,451.00	4,451.22
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	8.32	900.00	891.68
COMMUNITY CENTRE BENEFITS	2-74-0900-130	94.96	500.00	405.04
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.19	100.00	99.81
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	213.61	1,000.00	786.39
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	329.56	500.00	170.44
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	309.50	400.00	90.50
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	500.00	500.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	32,562.51	36,400.00	3,837.49
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	2,959.36	11,600.00	8,640.64
COMMUNITY CENTRE INSURANCE	2-74-0900-274	6,848.61	7,190.00	341.39
COMMUNITY CENTRE GOODS	2-74-0900-500	3,470.16	7,300.00	3,829.84
COMMUNITY CENTRE HEAT	2-74-0900-540	4,332.69	6,600.00	2,267.31
COMMUNITY CENTRE POWER	2-74-0900-541	9,820.82	11,600.00	1,779.18
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	1,153.64	1,810.00	656.36
	TOTAL COMMUNITY CENTRE:	63,103.71	91,851.00	28,747.29
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	39.49	2,000.00	1,960.51
LIONS HALL INSURANCE	2-74-1000-274	780.00	820.00	40.00
LIONS HALL GOODS	2-74-1000-500	176.64	500.00	323.36
LIONS HALL HEAT	2-74-1000-540	1,818.30	3,200.00	1,381.70
LIONS HALL POWER	2-74-1000-541	880.54	1,500.00	619.46
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	416.42	590.00	173.58
	TOTAL LIONS HALL:	4,111.39	8,610.00	4,498.61
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	372,543.46	827,800.00	455,256.54
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	158,110.00	158,100.00	10.00-
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	705.00	705.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	0.00	2,500.00	2,500.00
	TOTAL GOVERNMENT REQUISITIONS:	530,653.46	989,105.00	458,451.54
	TOTAL EXPENDITURES:	6,328,991.58	9,897,040.00	3,568,048.42
	TOTAL REVENUE & EXPENSES:	485,722.67-	987,000.00-	501,277.33-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/10/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
CAPITAL FINANCES APPLIED (EXPENDITURES)				
ADMINISTRATION				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	64,272.00	50,000.00	14,272.00-
	TOTAL ADMINISTRATION:	64,272.00	50,000.00	14,272.00-
FIRE DEPARTMENT				
FIRE BUILDING ADDITIONS	8-23-0000-620	82,252.24	200,000.00	117,747.76
FIRE MACHINES, EQUIPMENT	8-23-0000-630	4,945.38	18,400.00	13,454.62
	TOTAL FIRE DEPARTMENT:	87,197.62	218,400.00	131,202.38
COMMON SERVICES				
COMMON SERVICES VEHICLES	8-31-0000-650	121,783.00	150,000.00	28,217.00
	TOTAL COMMON SERVICES DEPARTMENT:	121,783.00	150,000.00	28,217.00
STREETS & ROADS				
S & R ENGINEERING STRUCTURES	8-32-0000-610	244,822.73	0.00	244,822.73-
S & R MACHINES, EQUIPMENT	8-32-0000-630	33,146.47	32,500.00	646.47-
	TOTAL STREETS & ROADS:	277,969.20	32,500.00	245,469.20-
WATER DEPARTMENT				
WATER MACHINES, EQUIPMENT	8-41-0000-630	17,210.79	17,000.00	210.79-
	TOTAL WATER DEPARTMENT:	17,210.79	17,000.00	210.79-
SANITARY SEWERS				
SEWER BUILDINGS	8-42-0000-620	12,768.37	100,000.00	87,231.63
SEWER EQUIPMENT	8-42-0000-630	146,000.00	200,000.00	54,000.00
	TOTAL SEWER DEPARTMENT:	158,768.37	300,000.00	141,231.63
CEMETERY				
CEMETERY ENGINEERING STRUCTURES	8-56-0000-610	0.00	7,500.00	7,500.00
	TOTAL CEMETERY:	0.00	7,500.00	7,500.00
RECREATION				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	73,341.00	67,000.00	6,341.00-
RECREATION PARKS EQUIPMENT	8-72-0800-630	28,241.00	30,000.00	1,759.00
	TOTAL RECREATION:	101,582.00	97,000.00	4,582.00-
CULTURE				
RCSC BUILDING - CENTENNIAL PLACE	8-74-0800-620	14,692.50	14,700.00	7.50
COMMUNITY CENTRE BUILDING	8-74-0900-610	74,300.00	76,865.00	2,565.00
	TOTAL CULTURE:	88,992.50	91,565.00	2,572.50
	TOTAL CAPITAL FINANCES APPLIED:	917,775.48	963,965.00	46,189.52
	GRAND TOTAL OF ALL ACCOUNTS:	917,775.48	963,965.00	46,189.52
	REPORT TOTALS:	432,052.81	23,035.00-	455,087.81-

*** End of Report ***

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Budget Overview

Meeting Date: October 13, 2026 Agenda Item No: 07.04
Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

Under Consent Agenda Council will accept the Budget Overview for October 2026 for information.

BACKGROUND INFORMATION

The Budget Overview consolidates information from the Statement of Revenues & Expenses report into categories that compare the revenue and expenses for each department of the Town. To see the detail for each department, refer to the Statement of Revenues & Expenses.

The Budget Overview provides the adopted budget figures and the actual month end totals for each department. The final column compares the figures between budget and actual expense.

As with the Statement of Revenues & Expenses, the budget figures have been updated from the 2026 Operating and Capital budgets approved by Council at the May 12, 2026, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The overview reflects the revenues and expenses to October 31, 2026.

Council members are encouraged to ask questions or seek clarification on any information presented.

ATTACHMENTS:

- Budget Overview – October 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

OCTOBER 2026 BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department

2026 BUDGET Adopted May 12, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-4,690,675			-5,006,077			-315,402
DRAW FROM RESERVES				0	0		
REQUISITIONS		530,653			986,605		455,952
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-4,160,022			-4,016,972	
COUNCIL	0			0			0
COUNCIL		110,517			154,350		43,833
			110,517			154,350	
GENERAL ADMINISTRATION	-19,738			-1,070,900			-1,051,162
ADMINISTRATION		981,084			1,090,484		109,400
CAPITAL -		64,272			50,000		-14,272
			1,025,618			69,584	
TAX RECOVERY PROPERTY	0			0			0
TAX RECOVERY		507			0		-507
			507			0	
POLICE	-1,124			-2,400			-1,276
POLICE		137,611			173,113		35,502
			136,487			170,713	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		2,199			6,350		4,151
			2,199			6,350	
FIRE	-35,926			-397,683			-361,757
FIRE		124,017			391,730		267,713
CAPITAL - EQUIPMENT		4,945			18,400		13,455
CAPITAL - FIRE HALL REPAIR		82,252			100,000		17,748
CAPITAL - TRAINING TOWER		0			100,000		100,000
			175,288			212,447	
FIRE - ECETP	-5,456			-29,498			-24,042
FIRE - TRAINING		400			29,498		29,098
			-5,056			0	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		8,710			19,200		10,490
			8,710			19,200	
BY-LAW ENFORCEMENT	-70,705			-41,100			29,605
BYLAW		85,353			103,300		17,947
			14,648			62,200	
DOG CONTROL	-6,830			-6,000			830
ANIMAL CONTROL		12,713			13,300		587
			5,883			7,300	

OCTOBER 2026 — BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department

2026 BUDGET Adopted May 12, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	-18,455			-7,100			11,355
PUBLIC WORKS		492,060			680,526		188,466
CAPITAL - 1/2 TON TRUCK		69,979			70,000		21
CAPITAL - FLAT DECK		51,804			80,000		28,196
			595,389			823,426	
STREETS & ROADS	0			-852,397			-852,397
STREETS & ROADS		384,289			1,640,076		1,255,787
CAPITAL - PALLISER/PIONEER		244,823			0		-244,823
CAPITAL - GRADER SNOW GATE		16,750			16,500		-250
CAPITAL - LINE PAINTER		8,846			7,000		-1,846
CAPITAL - SWEEPING BUCKET		7,550			9,000		1,450
			662,258			820,179	
AIRPORT	-9,198			-24,885			-15,687
AIRPORT		27,853			38,670		10,817
			18,655			13,785	
WATER							0
TREATMENT 41-0100	-820,353			-1,306,048			-485,695
TREATMENT		740,134			1,000,400		260,266
LINES & DISTRIBUTION 41-0200	-8,421			0			8,421
LINES & DISTRIBUTION		239,380			408,084		168,704
CAPITAL - EXERCISING VALVE		8,461			10,000		1,539
CAPITAL - LINE LOCATER		8,750			7,000		-1,750
			150,740			119,436	
SANITARY SEWERS	-186,979			-567,285			-380,306
SEWERS		185,608			222,810		37,202
CAPITAL - IGLOO BUILDING		12,768			100,000		87,232
CAPITAL - VAC TRUCK		146,000			200,000		54,000
			-1,371			-44,475	
GARBAGE	-51,508			-74,300			-22,792
GARBAGE		58,268			69,200		10,932
			6,760			-5,100	
REGIONAL WASTE SYSTEM	-265,707			-400,800			-135,093
ANNUAL CONTRACT		396,485			400,700		4,215
			130,778			-100	
F.C.S.S.	-99,815			-99,800			15
ADMINISTRATION		30,199			37,652		7,453
PROGRAMS		107,471			142,600		35,129
YOUTH CLUB SUPPORT		14,197			20,400		6,203
VAN OPERATIONS		3,875			4,510		635
			55,927			105,362	

OCTOBER 2026 BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department

2026 BUDGET Adopted May 12, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-28,117			-15,111			13,006
CEMETERY		10,770			30,830		20,060
CAPITAL - FOUNDATION BASE		0			7,500		7,500
			-17,347			23,219	
MUNCIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
TOURISM	0			0			0
TOURISM		15,981			38,400		22,419
			15,981			38,400	
BUSINESS	0			0			0
& COMMUNICATION		112,535			189,160		76,625
			112,535			189,160	
VISITOR INFORMATION	0			0			0
BOOTH		28,304			22,430		-5,874
			28,304			22,430	
SUBDIVISION	-72,164			0			72,164
SUBDIVISION		0			0		0
			-72,164			0	
RECREATION	-17,555			-380,746			-363,191
CS BOARD		15,881			20,500		4,619
RECREATION		45,794			169,661		123,867
			44,120			-190,585	
SWIMMING POOLS	-79,573			-85,000			-5,427
POOLS		260,432			291,566		31,134
CAPITAL - FLOOR REFINISH		44,906			35,000		-9,906
CAPITAL - POOL BLANKET		28,435			32,000		3,565
			254,200			273,566	
ARENA	-93,847			-108,700			-14,853
ARENA		307,999			325,830		17,831
ICE PLANT		7,725			34,000		26,275
			221,878			251,130	
PARKS SHOP	0			0			0
PARKS SHOP		11,921			17,570		5,649

OCTOBER 2026 BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department

2026 BUDGET Adopted May 12, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
			11,921			17,570	
CURLING RINK	-37,632			-62,700			-25,068
CURLING RINK		48,794			79,890		31,096
ICE PLANT		7,725			34,000		26,275
			18,888			51,190	
BALL DIAMONDS	-5,895			-6,200			-305
BALL DIAMONDS		17,356			33,550		16,194
			11,461			27,350	
GOLF COURSE	0			0			0
GOLF COURSE		3,713			3,900		187
			3,713			3,900	
FOX LAKE PARK	-50,968			-85,603			-34,635
FLP		46,070			78,030		31,960
			-4,898			-7,573	
PARKS	-240			0			240
PARKS		250,778			295,932		45,154
CAPITAL - MOWER		28,241			30,000		1,759
			278,778			325,932	
SUMMER YOUTH	-10,455			-11,948			-1,493
PROGRAM (Epic Adventures)		28,996			39,160		10,164
			18,541			27,212	
SPRAY PARK	0			0			0
SPRAY PARK		10,336			12,560		2,224
			10,336			12,560	
KING-HUNTER PIONEER PARK	-10,000			-32,672			-22,672
KING-HUNTER PIONEER PARK		69,661			62,642		-7,019
			59,661			29,970	
SOCCER FIELDS	-2,500			-2,500			0
SOCCER FIELDS		2,911			13,360		10,449
			411			10,860	
MUSEUM	0			0			0
MUSEUM		12,949			17,200		4,252
			12,949			17,200	
LIBRARY	0			0			0

OCTOBER 2026 — BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department

2026 BUDGET Adopted May 12, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
LIBRARY		111,773			121,190		9,417
			111,773			121,190	
CENTENNIAL PLACE	-70,472			-92,494			-22,022
CENTENNIAL PLACE		159,790			228,660		68,870
CAPITAL - FITNESS WEIGHTS		14,693			14,700		8
			104,010			150,866	
COMMUNITY CENTRE	-40,135			-110,791			-70,656
CENTRE		63,104			91,851		28,747
CAPITAL - ROOF		74,300			76,865		2,565
			97,268			57,925	
LIONS HALL	-4,270			-3,300			970
LIONS HALL		4,111			8,610		4,499
			-159			5,310	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-6,814,714			-10,884,038			-4,069,324
TOTAL EXPENDITURES		7,246,767			10,861,005		3,614,238
TOTAL SURPLUS (DEFICIT)			432,053			-23,033	

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Community Services Board Grant – 2026 Allocation

Meeting Date: November 10, 2026 Agenda Item No. 08.01

Submitted by: Community Services Coordinator

RELEVANT LEGISLATION

RECOMMENDED ACTION

MOTION: That Council approves the recommendation of the Community Services Board to award the 2026 third cycle Community Services Board Grant in the amount of $4,000 of $20,000 annual allocation as follows:

$2,500	Hanna Minor Hockey	Towards 50th Anniversary Logo Project
$1,000	Hanna Indoor Pro Rodeo	Towards purchase of infield groomer
$500	Hanna Municipal Library	Towards purchase of mats/books

BACKGROUND INFORMATION

The Town of Hanna has been providing financial assistance to not-for-profit organizations since 1994 through the Community Services Board Grant program. This funding assists organizations to provide programs, special events or activities which enhance the recreational and cultural opportunities in the community.

Council has provided a total budget of $20,000.00 for this program to be allocated to eligible recipients through an application process, with three intake cycles annually. Funding criteria and requirements are established by the Community Services Board.

Based on the interviews and review of the applications, the Community Services Board is recommending that the Community Services Board Grants be awarded as follows:

$2,500	Hanna Minor Hockey	Towards 50th Anniversary Logo Project
$1,000	Hanna Indoor Pro Rodeo	Towards purchase of infield groomer
$500	Hanna Municipal Library	Towards purchase of mats/books

- In the first cycle year the Board received four applications, totaling $14,900 in requests, and funded $8,000 in projects ($3,500 to the Hanna Hospital Ladies

Auxiliary, $2,500 to the Hanna Outdoor Movie Night, $1,000 to the Hanna Farmers' Market, $1,000 to the Hanna Municipal Library).

- In the second cycle the Board received seven eligible applications, totaling $44,282.77 in requests, and funded $8,000 in projects ($2,500 to Kiddies Korner Playschool, $1,100 to Hanna District 4-H, $1,100 to Hanna Figure Skating Club, $1,100 to Hanna Golf & Country Club, $1,100 to Hanna Indoor Rodeo, $1,100 to Royal Canadian Legion Hanna Branch).

- For this third and final cycle the Board received four applications totaling $23,000 in funding requests.

- Hanna Ladies Hospital Auxiliary applied for $3500 in funding. This represents the total costs of facilities previously gifted by the Town for their Fall Rummage Sales. For each sale they have historically received free use of the Arena, Curling Rink and concession for their three set up days (Wednesday-Friday) ahead of each sale, while paying for the actual sale day rentals and some man hours. In the first cycle the CSB funded an ask of $3500 for them to cover the Spring Sale. Due to this funding earlier in the year, and the volume of grant applications, the CSB did not recommend additional funding at this time.

- Hanna Minor Hockey applied for $2,500 in funding towards the center ice logo project for their 50th Season Celebrations. The total project costs are $5,900 ($1,700 Town of Hanna advertising fee for the center ice placement, $4,200 for in ice logo creation). The CSB recommends the full $2,500 requested funding for this project.

- Hanna Indoor Rodeo applied for $15,000 to purchase an infield groomer to improve dirt conditions for the rodeo. The CSB recommends funding of $1,000 for this purchase.

- Hanna Municipal Library applied for $2,000 for supplies to facilitate their new Baby & Me: Early Learning and Family Connection Program. The CSB recommends funding of $500 specifically for the purchase of washable floor blankets/play mats, board books, and cleaning/storage supplies.

ATTACHMENTS:

- The application forms are not part of the package as they contain personal information, however they will be available at the meeting if there are questions.

CONSEQUENCES:

Benefits of the Recommended Action:

1. Support the recommendations from the Community Services Board regarding the third quarter allocations.

Disadvantages of the Recommended Action:

2. None.

Financial Implication:
Budget Capital or Operating: Operating
Budget Available: $4,000
Unbudgeted Costs: $0.00
Source of Funds 2026 Operating Budget

Staffing Implications:
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Not approve or amend the recommendations from the Community Servies Board.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

The applicants will be notified personally, and the awarding of the funds will be promoted through the Town of Hanna e-news, Town mail-out and on our social media program.

FOLLOW UP ACTIONS:

Notify applicants.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

2027-2029 Operating and 2027 – 2031 Capital Budget

Meeting Dates

Meeting Date: November 10, 2026 Agenda Item No: 08.02

Submitted by: Acting CAO Kim Neill

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite):

RECOMMENDED ACTION

MOTION: That Special Council Meetings be scheduled for the purpose of reviewing the 2027-2029 Operating and 2027 – 2031 Capital Budgets for the Town of Hanna as follows:

- November 25, 2026 at 6:00 p.m.
- December 2, 2026 at 6:00 p.m.
- December 3, 2026 at 6:00 p.m. if necessary

BACKGROUND INFORMATION

Administration is targeting the December 8, 2026, Regular Council Meeting as the date to approve the 2027 - 2029 Operating and 2027 – 2031 Capital Budget.

Administration anticipates that a minimum of two and possibly three meetings will be required to complete the budget process to meet the target date for approval. The three suggested dates above are being brought forward for discussion.

As a result of the changes to the Municipal Government Act in 2020 Councils must approve a three-year Financial Plan (Operating Budget 2027 – 2029) and a five-year Capital Plan (Capital Budget 2027 – 2031). The Financial Plans are to be reviewed annually and amended as required.

Because the budget will be approved prior to receipt of assessment changes, requisitions and grant allocations, the budget will be brought back to Council in the spring of 2027 for review and possible amendments prior to approving the Tax Rate Bylaw.

ATTACHMENTS:

- Draft 2027 – 2029 Operating and 2027 – 2031 Capital Budget

CONSEQUENCES:

Benefits of the Recommended Action:

1. Ensures satisfactory time to complete the Budget process.

Disadvantages of the Recommended Action:

2. Is early and will put pressure on Council and Administration to be diligent in staying on time.

Financial Implication:
Budget Capital or Operating: None
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

No staffing implications.

ALTERNATIVES CONSIDERED

Alternative #1: Consider other dates.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

Through the Town e-news, mail-out and social media program the budget dates and times will be advertised.

FOLLOW UP ACTIONS:

Administration will put together the draft budget both operating and capital for Council review.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Returning Officer's Report

Meeting Date: November 10, 2026 Agenda Item No: 08.03

Submitted by: Winona Gutsche – Returning Officer

RELEVANT LEGISLATION

Provincial (cite): - Local Authorities Election Act
Council Bylaw/Policy (cite): Bylaw 1049-2026 Elections Bylaw

RECOMMENDED ACTION

MOTION: That Council accepts for information the Returning Officer's Report dated November 10, 2026, regarding the results of the 2026 Municipal By-Election as submitted by Winona Gutsche.

BACKGROUND INFORMATION

The official results of the November 2, 2026, By-Election are as follows:

COUNCILLORS

Sandra Murphy	37 votes
William "Bill" Paisley	324 votes – Elected

Of the 361 voters, 16 people attended the Advance Vote held October 20th and 44 people attended the Advance Vote held October 29th. There were 3 people who voted under the provisions for Electors Assistance at Home. Using the 2026 Elections Database Voter List there were 2288 eligible voters.

Eligible electors who were residents of Hanna were provided the ballots for Councillor.

The Official Election Results were submitted to Alberta Municipal Affairs on Tuesday, November 3rd. The Local Authorities Election Act requires that the results be submitted by noon on the 4th day after election day.

The ballot boxes and elector registers must be retained for at least 6 weeks from the date of voting. The material must be destroyed in the presence of two witnesses, no later than 12 weeks after voting day unless ordered by a judge to retain them.

ATTACHMENTS:

- N/A

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

The Returning Officer will complete the By-Election process, providing Mr. Paisley with the appropriate payroll forms and Council Meeting information.

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Sale of Surplus Vehicles, Equipment and Goods

Meeting Date: November 10, 2026 Agenda Item No. 08.04

Submitted by: Acting Chief Administrative Officer

RELEVANT LEGISLATION

1. Provincial (cite): - N/A

RECOMMENDED ACTION

MOTION: That Council authorize Administration to dispose of the following surplus municipal vehicles, equipment and goods for sale through an agreement with GovDeals.

BACKGROUND INFORMATION

The following equipment, vehicles and goods have been identified as surplus to the operational needs of the Town of Hanna. These items are no longer cost-effective to maintain, are underutilized, or have been replaced with newer equipment. All items are in working condition unless otherwise noted:

1. 1991 GMC Topkick Septic Truck - 381,858km
2. 1998 Chevrolet Silverado 1500 Ext. Cab 4x4 - 256,171km
3. 1998 Dodge Ram 1500 Reg Cab 2wd - 144,003km
4. 2004 Chevrolet Silverado 1500 Reg Cab 2wd - 131,661km
5. (2007?) John Deere 1545 4x4 72" Front Mount Mower - 2184.8 Hours
6. 8' Truck box cap/canopy (from former Bylaw truck)
7. Titan Line Painter
8. Railroad Crossing Arms
9. Dumbbell Weights
10. Council chambers board room table

In the past the Town would auction off their surplus vehicles, equipment and goods via sealed bids. The Town would advertise the stuff for sale locally and sell to the highest bidder.

Administration has been in discussions with a company called GovDeals which is a digital online marketplace (a live auction where the highest bidder wins the asset) dedicated to helping government agencies sell surplus assets. Many agencies have

chosen to work with GovDeals to recover value due to the considerable higher returns GovDeals achieves. The program is designed as sell in place, with the seller in charge of pricing and timing. Government agencies that try GovDeals report that by choosing GovDeals they increase returns and eliminate handling and costs such as transportation and storage.

Find below a recap of the service GovDeals provides.

- **Your team is in charge**. You set your minimum and a hidden reserve for high value assets. You are in control of pricing, and the asset stays in your control until sold and funds secured.
- **Sell in place**. Eliminate handling by staff, and cost, by selling on GovDeals. Assets are sold as is, where is, and when sold, the buyer must pick-up or make arrangements for transport.
- **Market Reach:** Access over 2,000,000 registered buyers throughout North America, with many specialty buyers.
- **Marketing.** GovDeals provides targeted marketing for assets posted. This helps bring awareness, and the right buyers are targeted.
- **Local participation**. GovDeals provides a direct weblink to your auctions; this weblink can be posted on your website, social media, etc. to ensure everyone is aware and is invited to participate in all posted auctions.
- **Transparency.** Full visibility of all bids online in real time encourages buyers to place their best bid. This is much different from a sealed bid or traditional auction with limited transparency.
- **Accountability and compliance**. A complete audit trail is permanently maintained and available in perpetuity within our back-office solution. Documents can be retrieved by accessing your account on your laptop.
- **Risk management**: GovDeals provides complete financial indemnification against all financial risk and liability. Items are posted and stay in the control of the seller until funds are collected which eliminates potential risk.
- **Paperwork**. GovDeals takes care of the transaction, collects the funds, place in trust, and when complete, sends the auction proceeds to your accountant via EFT.
- **Buying groups**. GovDeals has been vetted by buying groups including Canoe and Kinetic GPO, and there is a preferred rate for members. 7.5% is standard rate, 6.75% is preferred member rate.

Administration is recommending that the Town sell their surplus products through GovDeals and ensuring local advertising of the surplus materials and how local residents can access and bid on the materials listed for sale.

ATTACHMENTS:

- Pictures of all vehicles, equipment and goods.
- GovDeals Information sheet
- GovDeals case study

CONSEQUENCES:

Benefits of the Recommended Action:

1. Disposing of surplus vehicles, equipment and goods for sale will bring revenue in for unwanted assets. Anticipate by using GovDeals the Town will receive better offers to purchase than just staying locally.

Disadvantages of the Recommended Action:

2. Locals may miss out on the chance to purchase surplus vehicles, equipment and goods as a result of not knowing about or wanting to use the new online auction process.

Financial Implication:
Budget Capital or Operating: None
Budget Available: $
Unbudgeted Costs: $
Source of Funds:

Staffing Implications:
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Other alternatives considered were disposing of the surplus materials as we have in the past through sealed bids and advertising locally.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

Administration will advertise the sale of the surplus vehicles, equipment and goods through our e-news, mailout and social media.

FOLLOW UP ACTIONS:

Administration will enter into the agreement with GovDeals.

GovDeals Case Study

Turning Fleet Disposal into Higher Returns: City of Grande Prairie Reconsiders Trade-Ins



Background

The City of Grande Prairie manages a diverse municipal fleet that includes light-duty vehicles, heavy equipment, and specialty assets. As part of its regular replacement cycle, the City historically relied on vendor trade-in programs for specific equipment types, primarily heavy equipment, where trade-ins were operationally practical.

While trade-ins offered convenience in those limited cases, procurement staff recognized that trade-in values were typically based on wholesale pricing and often did not reflect the true market value of surplus assets. The City began exploring alternative disposal methods that could deliver stronger financial returns while maintaining transparency, compliance, and operational efficiency.

Challenge

Like many municipalities, the City faced common challenges when evaluating options beyond traditional trade-ins:

- Trade-in values were consistently lower than the expected open-market value
- Private sales required significant staff time for advertising, buyer inquiries, and transaction management
- Limited buyer exposure reduced competition and price discovery.

In addition, the City wanted a disposal approach that promoted fairness and open access for members of the public who may wish to purchase surplus municipal assets, while remaining compliant with procurement policies and minimizing administrative risk.

The City needed a low-risk, transparent process aligned with public-sector procurement standards that could maximize asset value without increasing staff workload.

"Trade-ins are convenient, but once we started comparing the numbers, it became clear we were not capturing full value," said Jason Graves, Senior Buyer, Supply Chain Management and Procurement for the City of Grande Prairie. "GovDeals gave us access to a much larger buyer pool and a transparent process that consistently delivered stronger results, while also ensuring fairness for the public."

Solution

To address these challenges, the City of Grande Prairie transitioned from vendor trade-ins to selling surplus vehicles and equipment through GovDeals' online auction platform.

Selling assets via auction expanded exposure to a broad, qualified buyer base and promoted fairness by allowing any interested party to participate in an open, competitive bidding process. Listings included detailed descriptions, photos, service histories, and clear bidding requirements, supporting informed purchasing decisions and transparent price discovery.

GovDeals managed bidder registration, payments, and buyer communication, allowing City staff to remain focused on core operations while maintaining oversight and compliance.

Results

By comparing trade-in offers with auction outcomes, the City of Grande Prairie made immediate and measurable improvements:

- Sale proceeds exceeded traditional trade-in values by more than 25 percent on comparable assets
- Increased bidder participation, including buyers outside the local market, driving stronger competition and pricing
- Predictable sale timelines aligned with fleet replacement schedules
- Reduced administrative effort through a streamlined and standardized disposal process.

The additional revenue generated through GovDeals created opportunities to reinvest in municipal priorities and strengthened overall asset stewardship. The platform has become a reliable component of the City's surplus strategy, offering flexibility, transparency, and improved financial outcomes without added complexity.

Why It Matters

The City of Grande Prairie's experience demonstrates how municipalities can move beyond limited trade-in programs and unlock greater value from surplus fleet assets. By leveraging an online auction platform, the City increased transparency, expanded buyer reach, promoted fairness to the public, and achieved stronger financial results without increasing staff workload.

If your agency is interested in learning how GovDeals can help turn fleet disposal into higher returns, you can learn more here or sign up to start selling today.

Talk to Us

866-377-1494
salessupport@govdeals.com
www.govdeals.com

GovDeals®
A Liquidity Services Marketplace

GovDeals®

Online Government Surplus Auctions



YOU HAVE SURPLUS.

WE HAVE SOLUTIONS.

Canoe Procurement has chosen GovDeals as an approved supplier for surplus asset management. Surplus includes materials, equipment, vehicles, real estate, or any asset no longer required, no matter what condition it is in – from "new-in-box" to broke down and rusting in the back field somewhere.

HOW IT WORKS

1) Asset is taken out of service and declared surplus, ready for "as is, where is" auction
2) Asset is listed and sold on GovDeals, with in-house targeted marketing at local buyers
3) Buyer pays for and removes the asset; GovDeals remits proceeds to you

PROGRAM ADVANTAGES

- ✓ Transparent digital program where control remains 100% with you, mitigating risk
- ✓ Real-time customizable reporting tools including online payment and remittance
- ✓ Increased local participation with targeted marketing and unique GovDeals weblink
- ✓ Dedicated account manager and a global buyer base of 3.8 million registered buyers
- ✓ Sustainably repurpose assets and reduce environmental footprint with "as is" auctions

CONTACT US



Frank Wilson
Business Development Manager
Western Canada

403-993-7727
fwilson@govdeals.ca

www.GovDeals.ca

canoe APPROVED SUPPLIER

RMA

SARM Saskatchewan Association of Rural Municipalities

Association of Manitoba Municipalities

LAS AMO Business Services

nwtac NWT Association of Communities

Municipalities Newfoundland and Labrador

Nova Scotia Federation of Municipalities

F·P·E·I·M

UNB

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

COUNCIL COMMITTEE APPOINTMENTS

Meeting Date: November 10, 2026 Agenda Item No: 08.05

Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): Bylaw 1044 – 2026 Council Procedural Bylaw

RECOMMENDED ACTION

MOTION: That Council approves the following appointments for a one-year period:

COMMITTEE	CURRENT MEMBERSHIP
Personnel Committee	Mayor Povaschuk Councillors Karg & Thuroo
Emergency Management Committee	Mayor Povaschuk Councillors Warwick & Paisley
Finance & Audit Committee	Mayor Povaschuk Councillors Crowle & Councillor Elect

BACKGROUND INFORMATION

Following the recent By-election of Mr. Bill Paisley to Council there is a need to place Councillor Paisely on one of the Council Committees. Administration has recommended to appoint Councillor Paisley to the Emergency Advisory Committee as a result of his significant municipal operations experience, and it is important to have that committee full at all times in case of emergency.

Under Council Procedural Bylaw 1044-2026, Part IV Section 4.21 there are three standing committees of Council, the Personnel Committee, the Emergency Management Committee and the Finance & Audit Committee. Council is to appoint two councillors to each standing

committee with the Mayor as an ex-officio member. These committees are Council committees, without representation from the general public.

The Personnel Committee meets as required with the Chief Administrative Officer to review personnel items.

The Emergency Management Committee is referred to as the Emergency Advisory Committee in 2018 to be in line with the Provincial designation. This committee would be responsible for declaring a disaster if necessary.

The Finance and Audit Committee was added at the request of the Auditor. This committee may meet with the Auditor following the interim and final audit and at any other time if required.

ATTACHMENTS:

- Bylaw 1044-2026 Council Procedural Bylaw

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating: N/A
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news

releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1044-2026

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF GOVERNING THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEES, AND FOR THE TRANSACTION OF COUNCIL BUSINESS.

WHEREAS pursuant to section 145 of the Municipal Government Act, R.S.A. 2000, c. M-26 (the "Act"), a council may pass bylaws in relation to the procedure and conduct of council, council committees and other bodies established by the council, and the conduct of councillors and members of council committees;

AND WHEREAS section 197 of the Act requires that councils and council committees conduct their meetings in public, except where a matter is authorized to be discussed in a meeting closed to the public under the Act or another statute;

AND WHEREAS Council deems it necessary to regulate the conduct of its meetings and committees to ensure open, transparent, and efficient governance;

NOW THEREFORE the Council of the Town of Hanna, duly assembled, enacts as follows:

Part I – Bylaw Title

1.1 **Title:** This Bylaw may be cited as the "Town of Hanna Council Procedural Bylaw."

Part II – Definitions

2.1 **"Act"** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto.

2.2 **"CAO"** means the Chief Administrative Officer of the Town or their delegate.

2.3 **"Chair"** means the person presiding at a meeting of Council or a Committee. For Council meetings, the Chair is the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, another Councillor chosen to preside. For Committee meetings, the Chair is the person appointed to preside over that Committee or, failing that, chosen by the members present.

2.4 **"Closed Meeting"** (often called Closed Session) means a meeting of Council or Committee, or a portion thereof, at which no members of the public are permitted to attend, and which is held in accordance with section 197(2) of the Act (i.e. to discuss matters within one of the exceptions to disclosure set out in the *Access to Information Act).* No bylaw or resolution shall be passed during a Closed Meeting apart from a resolution to revert to an open meeting.

2.5 **"Access to Information Act (ATIA)"** means the provincial legislation that governs the right of access to municipal records, and outlines exceptions to disclosure, including those applicable to Closed Meetings under section 197 of the Act.

2.6 **"Protection of Privacy Act (POPA)"** means the provincial legislation that governs the collection, use and disclosure of personal information by municipalities and other public bodies.

2.7 **"Committee"** or **"Council Committee"** means a committee, board, commission, authority or other body established by Council under the Act. This includes *Committee of the Whole* as defined herein, Standing Committees, ad hoc committees or any other bodies to which Council delegates duties under section 203 of the Act.

2.8 **"Committee of the Whole"** (sometimes abbreviated as COTW) means a committee of Council consisting of **all Councillors** present, sitting as a committee to discuss matters informally with greater freedom of debate and without the requirement to make final decisions. A meeting of the Committee of the Whole is referred to as a "Committee of the Whole Meeting."

2.9 **"Consent Agenda"** means a grouping of items on a meeting agenda that are not expected to require debate or discussion, and which may be approved collectively by one omnibus resolution. The consent agenda allows Council to efficiently adopt routine recommendations and reports without separate motions. Any Councillor may request that a specific item be removed from the Consent Agenda for individual consideration; such a request shall be honored automatically, and the item will be placed elsewhere on the regular agenda for debate. Only items with straightforward or informational recommendations (e.g. uncontroversial reports, previous meeting minutes, information items, first reading of certain bylaws, etc.) should be included on the Consent Agenda.

2.10 **"Council"** means the municipal Council of the Town of Hanna, comprised of the duly elected Mayor and Councillors.

2.11 **"Councillor"** means a Member of Council duly elected under the *Local Authorities Election Act* and continuing to hold office. Unless the context requires otherwise, "Councillor" includes the Mayor.

2.12 **"Deputy Mayor"** means the Councillor appointed by Council, typically at the annual Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor. The Deputy Mayor is the default Chair of meetings when the Mayor is absent.

2.13 **"Delegation"** means an individual, group of individuals, or representative of a group or organization, who has requested and been granted an appointment to appear before Council or Committee to present information, make a request, or register opinions on a matter. *Delegation* may also refer to the portion of a meeting agenda where such presentations are heard.

2.14 **"Member"** means a Member of Council (the Mayor or a Councillor) or a member of a Council Committee (including members of the public appointed to a committee).

2.15 **"Municipality"** or **"Town"** means the municipal corporation of the Town of Hanna, in the Province of Alberta, and, where the context requires, the area contained within its boundaries.

2.16 **"Organizational Meeting"** means the annual meeting of Council held pursuant to section 192 of the Act, at which Council addresses those matters required by the Act and this Bylaw, including the appointment of the Deputy Mayor and the establishment of a schedule of regular meetings, among other business.

2.17 **"Point of Order"** means a request raised by a Member drawing attention to an infraction of this Procedural Bylaw or other parliamentary rule of order during a meeting.

2.18 **"Point of Privilege"** means a request raised by a Member concerning the comfort, rights, or integrity of the Council or of the Member (for example, to address noise, personal affront, etc.), which is typically resolved before resuming the business at hand.

2.19 **"Public Hearing"** means a meeting or portion of a meeting of Council convened to hear public representations on a proposed bylaw or resolution as required or authorized under the Act or any other legislation.

2.20 **"Quorum"** is the minimum number of members who must be present for a meeting to be legally constituted. For Council meetings, quorum is a majority of all the current Members of Council (i.e., more than half). For a Council Committee, quorum is a majority of the members appointed to that committee (unless specified otherwise by Council).

2.21 **"Special Meeting"** means a meeting of Council called by the Mayor or Council in accordance with section 194 of the Act, to deal with an urgent matter or a specific item of business, outside the regular Council meeting schedule.

(Note: Any term not defined in this bylaw shall have the meaning assigned to it in the Municipal Government Act or, if not defined there, the ordinary dictionary meaning.)

Part III – Application and Interpretation

3.1 **Application:** This Bylaw governs the proceedings of Council meetings, Committee of the Whole meetings, and all meetings of committees established by Council. All Members of Council and Council Committees, as well as Town administration and members of the public in attendance, must adhere to the provisions of this Bylaw.

3.2 **Hierarchy of Authority:** In the event of any conflict between this Bylaw and legislation, the provisions of legislation (including the Act or other applicable statutes or regulations) shall prevail. Specifically, the rules in the Municipal Government Act, other provincial legislation, and common law take precedence, in that order, followed by this Bylaw.

3.3 **Robert's Rules:** For meeting matters not addressed in the Act or this Bylaw, the Chair may reference **Robert's Rules of Order** or other recognized parliamentary authority as a guiding resource, provided that it is consistent with the provisions of this Bylaw and applicable legislation.

3.4 **Suspension of Rules:** Any provision of this Procedural Bylaw (other than one mandated by legislation) may be temporarily suspended for the duration of a particular meeting by an affirmative vote of Two-Thirds of the Members present, unless a higher voting requirement is specified for that particular provision. The suspension shall only apply to the matter under immediate consideration. (For example, Council may by two-thirds vote agree to relax certain debate restrictions for a particular issue.)

3.5 **Amendments to Bylaw:** This Bylaw shall not be repealed or amended except by bylaw of Council. Any amendments must comply with the requirements of the Act (including advance notice if required). All Members of Council shall have an opportunity to review and debate any proposed changes prior to third reading.

Part IV – Meetings of Council

A. Inaugural/Organizational Meetings

4.1 **Inaugural Meeting (Post-Election):** Following a general municipal election, the first meeting of the new Council (the Inaugural Meeting) shall be held within the time prescribed by the Act. At the Inaugural Meeting, each Councillor shall take the official oath of office as prescribed by the *Oaths of Office Act* (to be administered by a Commissioner for Oaths), and no regular business shall be conducted until the oaths have been taken. The Organizational Meeting may be combined with the Inaugural Meeting if timing allows, or Council may hold a separate Organizational Meeting.

4.2 **Annual Organizational Meeting:** An Organizational Meeting of Council shall be held annually, not later than 2 weeks after the 3rd Monday in October, as required by the Act. In a non-election year, the Organizational Meeting will typically be held on a regular Council meeting date in October, unless otherwise directed by Council resolution. The business of the Organizational Meeting shall include, but is not limited to:

- a) Administration of oaths of office for any new Councillors (if not already done at an Inaugural Meeting after an election);
- b) The appointment of the Deputy Mayor (or approval of a schedule of rotational Deputy Mayor appointments) for the forthcoming year;
- c) Establishing the schedule of Regular Council Meetings for the next year (dates, times, and place of meetings);
- d) Reviewing and appointing Council representatives to Council Committees, regional boards, and other agencies as required;
- e) Appointing members-at-large (public members) to committees and boards, as needed;
- f) Any other organizational business required by the Act or which Council or the CAO may direct be considered (such as seating arrangements, signing authorities, etc.).

4.3 Notice of an Organizational Meeting shall be given as if it were a Special Meeting, unless the schedule for the Organizational Meeting is set by a prior Council resolution or bylaw. The Mayor (or CAO) shall chair the Organizational Meeting until the business in 4.2(b) is completed, after which the newly appointed Deputy Mayor (if applicable) may assume the Chair at the Mayor's discretion or in the Mayor's absence.

B. Regular Council Meetings

4.4 **Schedule:** Regular Meetings of Council shall be held in accordance with the schedule approved at the Organizational Meeting (or as otherwise determined by Council). Unless Council by resolution directs otherwise, Regular Council Meetings shall typically be held in the Town of Hanna Council Chambers, on [specified day of week/month and time]_ (e.g. "the second Tuesday of each month at 6:00 p.m.")_. The approved schedule of meetings shall be posted publicly.

4.5 **Changing Meeting Date/Time:** Council may, by resolution, change the date, time or location of a future Regular Meeting of Council. The CAO shall ensure public notice of the change is given at least 24 hours in advance by posting a notice at the Town Office and on the Town's website or other public communication channels.

4.6 **Cancellation:** Council may cancel a Regular Meeting by resolution, provided that at least 24 hours' notice of cancellation is given to the public and all Members of Council. In extraordinary circumstances, if a quorum is known in advance to be unobtainable for a scheduled Regular Meeting, the Mayor alone (in consultation with the CAO) may cancel that meeting. The CAO must notify all Members as soon as possible and ensure public notice of the cancellation is provided.

4.7 **Quorum Requirements:** As defined in this Bylaw, the quorum of Council is a majority of all the current Members of Council (e.g., if Council is 7 members, quorum is 4). A Regular or Special Council Meeting shall not commence until a quorum is present. If a quorum is not achieved within 15 minutes after the scheduled start time of the meeting, the meeting shall stand adjourned, and the CAO or Recording Secretary shall record the names of the members present and absent. The meeting may be rescheduled at the call of the Mayor or deferred to the next regular meeting date, as appropriate.

4.8 **Proceedings in Absence of Quorum:** In the absence of a quorum, no business of Council may be conducted other than:

- the calling of the meeting to order and immediate adjournment by the CAO or Recording Secretary (if no Chair is present), or
- measures taken to obtain a quorum (such as a recess or contacting absent Members), or
- the setting of a date and time to reconvene the meeting.
  If a meeting is adjourned for lack of quorum, the agenda items for that meeting that were not dealt with shall be deferred to the next Regular Council Meeting or to a Special Meeting called for that purpose.

4.9 **Electronic Participation:** In accordance with section 199 of the Act and this section, Council meetings may be conducted by means of electronic or other communication facilities (such as teleconference or videoconference) if required. A Councillor who is unable to attend a meeting in person may participate electronically, provided that:

- a) **Notice** of the electronic meeting or participation is given to the public and all Council Members, including the way in which the meeting will be available to the public (if applicable);
- b) The communication method permits all meeting participants to hear and speak to one another simultaneously;
- c) Except in the case of an entirely electronic meeting, the Town designates a physical location for the public to attend and hear the meeting, as required by the Act;
- d) A Member participating remotely is deemed present for quorum only if they can be adequately heard (and seen if video is used) by others, and they themselves can hear all discussion. If communication is lost or impaired such that these conditions fail, the remote Member shall be noted as leaving the meeting until connectivity is restored.
- e) No more than two Councillors may attend a given meeting electronically except in exceptional circumstances or if the meeting is an electronic-only meeting (such as during a state of emergency);
- f) A Council Member attending electronically shall inform the Chair if they wish to leave the meeting (temporarily or permanently), and any departure or rejoining shall be noted for the minutes (particularly to assess quorum);
- g) All voting during an electronic meeting shall be done by roll call vote or other method that clearly identifies the vote of each Member.

C. Special Council Meetings

4.10 **Calling a Special Meeting:** A Special Meeting of Council may be called by the Mayor at any time, pursuant to the Act. The Mayor must call a Special Meeting if requested in writing by a majority of the Councillors (i.e., a quorum of Council). The written request must include a statement of the purpose of the meeting. If the Mayor does not call the requested Special Meeting within 14 days of receiving the written request, the Act allows the requesting Councillors to call the meeting themselves.

4.11 **Notice of Special Meeting:** The CAO shall ensure that at least 24 hours' notice of a Special Meeting is provided to each Councillor and to the public, in accordance with the Act. The notice must state the date, time, location, and purpose of the Special Meeting. Notice to Councillors shall be by email or personal delivery (or by phone with follow-up written notice) to the contact information provided by each Councillor. Notice to the public shall be given by posting the notice at the Town Office and on the Town's website or usual notice boards. Waiver of notice**:** Notwithstanding the above, a Special Meeting may be

held without the required 24-hour notice if all Councillors are present (in person or by electronic means) and pass a resolution to waive notice, or if any absent Councillors provide a written waiver of notice prior to the meeting.

4.12 **Special Meeting Agenda:** No business other than that stated in the notice (the specific purpose for which the meeting was called) shall be transacted at a Special Meeting unless all Councillors are present and the Council unanimously resolves to add additional items to the agenda. Special Meetings are typically limited to the item(s) that necessitated the urgent meeting.

4.13 **Procedures at Special Meetings:** Special Meetings shall be conducted following the rules of this Bylaw applicable to Regular Meetings, except that there is no "Consent Agenda" or Public Presentation Session unless specifically added by unanimous consent (due to the focused nature of the meeting). Minutes of the Special Meeting must be recorded and adopted at a subsequent meeting, as with any Council meeting.

D. Committee of the Whole Meetings

4.14 **Purpose of Committee of the Whole:** Council may meet as Committee of the Whole (COTW) to facilitate detailed discussion, feedback, and information sharing on select matters. In COTW, procedural formalities are relaxed to allow for freer debate: for example, Members may speak more frequently on a topic, and less formal voting (by consensus) may be used for interim direction. The Committee of the Whole cannot exercise the Council's power to pass bylaws or resolutions (except procedural motions as allowed in 4.18) – its function is advisory and for discussion. Any recommendations of the COTW must be brought forward to a formal Council meeting for a decision.

4.15 **Scheduling of COTW Meetings:** Council may by resolution, establish a regular schedule for Committee of the Whole meetings (e.g., a monthly COTW meeting on a set date), or may call a COTW meeting on an as-needed basis by consensus or resolution. Notice of COTW meetings shall be provided in the same manner as for Regular Council Meetings, but may be waived or reduced by unanimous consent of Council if urgent (since COTW is a committee meeting, section 195 of the Act on waiving notice can apply similarly). If a COTW meeting is scheduled as part of a Regular Council Meeting (i.e., Council resolves to temporarily move into COTW during a regular meeting), no separate notice is required beyond the Council meeting agenda.

4.16 **Chair of COTW:** The Mayor may chair the Committee of the Whole meetings; however, Council may decide to appoint another Member (such as the Deputy Mayor) as Chair of COTW for efficiency or training purposes. If the designated COTW Chair is absent, the Members present shall select a Chair from among themselves at the start of the meeting.

4.17 **Authority and Minutes:** The Committee of the Whole may make recommendations to Council by motion, and may direct Administration to further research or report on matters, but shall not exercise Council's power to make binding decisions or pass bylaws/resolutions. Minutes or notes of COTW meetings shall be recorded by the

Recording Secretary and submitted to Council for information. Any motion adopted in COTW that requires action (other than to obtain more information) should be phrased as a recommendation for Council's consideration (for example: "*That Committee of the Whole recommends that Council approve* ____"). Such recommendations do not have force until considered and voted upon by Council at a Regular or Special Council meeting.

4.18 **Procedural Rules in COTW:** The rules of procedure in this Bylaw apply to COTW meetings, with the following relaxed provisions:

- a) No motion needs to be seconded (as per usual rule 5.12) and discussion can occur without a formal motion on the floor, at the Chair's discretion, to facilitate brainstorming.
- b) The only resolutions or motions that the Committee of the Whole may pass are:
    - motions to adopt the agenda or approve minutes of the COTW meeting;
    - motions to receive reports or information for information purposes;
    - motions to move in or out of Closed Meetings (for permissible topics);
    - motions to refer matters to Administration or to a Regular Council meeting for decision;
    - motions to make recommendations to Council on matters under discussion;
    - and procedural motions such as to recess, to adjourn, or to postpone discussion.
    - *(In other words, the Committee of the Whole shall not purport to pass any motion that would have the effect of a final decision or direction binding upon the Town, except to make a recommendation or to request information.)*
- c) Members may speak to a matter multiple times in COTW, and the strict limits on debate in Part V may be relaxed, provided all Members wishing to speak are given a fair opportunity.
- d) Votes in COTW are generally taken by a show of hands or consensus. Recorded votes are not typically taken in COTW since decisions are not final, but any Member may request a recorded vote on a recommendation if desired.
- e) **Public and Delegations:** Committee of the Whole meetings, when held as separate meetings, are open to the public except for closed portions. Delegations may be received at COTW meetings, and in fact, delegations will ordinarily be scheduled to present at Committee of the Whole rather than at Regular Council Meetings, unless Council directs otherwise. This allows more time for the Council to discuss and ask questions informally. The CAO or Chair will endeavour to direct most external presentations to COTW meetings.

- f) This Part and the authority of COTW are subject to the Act and cannot be used to defeat the purpose of statutory requirements. For example, a public hearing cannot be held in COTW; it must be conducted by Council in a Regular or Special Council meeting.

4.19 **Ending a COTW Meeting:** A Committee of the Whole meeting may be adjourned by its own motion. If a COTW meeting is held during a Regular Council meeting (i.e., Council resolved to sit as Committee of the Whole temporarily), then upon a motion to "rise and report," the Regular Council meeting shall reconvene. The Chair (or designate) of the COTW shall summarize for the record any recommendations or outcomes from the COTW session when reporting back to the Council meeting, so that Council may consider them.

E. Other Committees of Council

4.20 **Establishment of Committees:** By this Bylaw and/or by resolutions or other bylaws, Council may establish *Standing Committees* (ongoing committees with continuous mandate) and *Ad Hoc Committees or Task Forces* (temporary committees for a specific purpose). Council shall approve Terms of Reference for each committee, either within this Bylaw, in a separate bylaw, or by resolution, which specify the committee's mandate, membership, meeting procedures (if different from standard), and reporting requirements.

4.21 **Existing Standing Committees:** The following Standing Committees of Council are continued (or established) as Standing Committees under this Bylaw:

- 4.21.1 **Personnel Committee** – to oversee personnel and human resource matters as delegated, and make recommendations on staffing, wages, or policy as needed.
- 4.21.2 **Emergency Advisory Committee** (Disaster Services Committee) – to fulfill the requirements under emergency management legislation and advise on emergency preparedness.
- 4.21.3 **Finance & Audit Committee** – to review financial statements, audits, budgets, and make recommendations on financial matters.
- 4.21.4 **[Any other standing committee Council wishes to list]**.

Each Standing Committee shall operate in accordance with its mandate as approved by Council. The Mayor is an ex officio member of all Council committees established by Council, unless otherwise provided, and may attend and participate in any committee meeting without voting privileges (unless the Mayor has been formally appointed as a voting member of that committee). The presence of the Mayor at a committee meeting does not affect the calculation of quorum.

4.22 **Committee Membership and Appointments:** Membership of Council Committees (both Councillors and members of the public, if any) shall be determined by Council. Unless otherwise provided, appointments to committees are made at the Organizational Meeting each year (or as needed by Council resolution). Council may appoint members for multi-year terms, and may remove or replace members by resolution at any time. Each

Standing Committee composed entirely of Councillors shall select a Chair and, if desired, a Vice-Chair, from among its members at its first meeting after the Organizational Meeting, to serve until the next Organizational Meeting. The Chair is responsible for presiding over meetings and liaising with the CAO/administration on meeting agendas. In the absence of the Chair (and Vice-Chair, if one is designated), the committee members present shall elect an Acting Chair for that meeting.

4.23 **Committee Procedures:** Council committees shall conduct their meetings in accordance with this Bylaw, with necessary modifications. Committees may establish their own specific procedures in a Terms of Reference or by consensus, but in general:

- a) Committee meetings are open to the public, except where the committee properly moves into a Closed Meeting under the same conditions that Council could (per the Act). Members of the public in attendance must adhere to decorum as they would in a Council meeting.
- b) Quorum for a committee is a majority of its appointed members. If a quorum is not reached within 15 minutes of the scheduled start, the meeting is adjourned or rescheduled as determined by the Chair.
- c) Each committee should keep minutes of its meetings. The minutes shall be forwarded to Council once approved (or in draft form if Council needs information sooner). Committee minutes should clearly record any recommendations made to Council.
- d) Committees may make recommendations to Council on matters within their mandate but cannot exercise Council's decision-making authority except if Council has explicitly delegated certain powers by bylaw (as permitted under MGA s.203). Generally, committees serve an advisory function.
- e) A Councillor who is not a member of a particular committee may attend that committee's public meetings as an observer. At the discretion of the Committee (by consensus or by Chair's invitation), such a Councillor may be allowed to speak or ask questions on a topic, but they shall not make motions or vote.
- f) If a committee member (Councillor or public) is absent for an extended period or misses three consecutive regular meetings of the committee without notice, the committee Chair should notify Council, which may declare the position vacant and appoint a replacement.
- g) The CAO may assign Town administrative staff liaisons or secretaries to assist committees, provide background information, and record minutes. The CAO (or designate) is entitled to be present and speak at any committee meeting, but not to vote (unless explicitly appointed as a member).

4.24 **Reporting to Council:** Committees shall report to Council as required by their mandate or upon request of Council. Typically, recommendations from a committee will be brought to a subsequent Council meeting for approval. The Chair of each committee

(or a member designated) may provide an update during Council meetings under an agenda section for “Committee Reports” or similar, summarizing recent activities.

4.25 **Dissolution of Committees:** Council may dissolve any committee, or remove or replace any member of a committee, by resolution, unless the committee was established by bylaw (in which case a bylaw to amend or repeal would be required). At the expiration of a committee’s mandate or term, it is automatically dissolved and no longer meets (unless re-established by Council).

Part V – Meeting Procedures

A. Agenda Preparation and Order of Business

5.1 **Agenda Preparation:** Prior to each Council or Committee meeting, the CAO (in consultation with the Mayor/Chair as needed) shall prepare an Agenda of all business to be brought before the meeting. The CAO may establish standard format agenda templates for Regular Council Meetings, Committee of the Whole, and other committees, ensuring required matters are listed (for example, a standard Council meeting agenda structure as outlined in section 5.7).

5.2 **Agenda Content:** Submissions intended for inclusion on a meeting agenda must be provided to the CAO by a specific deadline. For Regular Council Meetings, all reports, correspondence, or delegation requests should be submitted no later than the **Thursday before** the meeting. The CAO may establish a submission deadline schedule in line with the Council’s meeting calendar. Items arriving after the deadline shall not be placed on the agenda unless, in the opinion of the CAO and Mayor, the item is of an urgent or emergent nature such that it cannot wait until the next meeting. In such cases, the item may be added as a late addition (see 5.5) or scheduled for a Special Meeting if appropriate.

5.3 **Distribution of Agenda:** The finalized agenda and supporting materials for a Regular Council Meeting should be delivered or made available to all Members of Council at least [three (3)] full days prior to the meeting. Typically, agendas will be distributed by the end of the day on Friday for a Tuesday meeting (or comparable timing). The CAO shall also ensure that the agenda (and applicable open-session reports or attachments) are made available to the public at least 2 days before the meeting, by posting on the Town’s website or other accessible location, except for materials that are confidential under ATIA and to be considered in a Closed Meeting.

5.4 **Late Submissions:** Reports or materials that miss the agenda deadline (5.2) will ordinarily be held over to the next meeting’s agenda. In exceptional cases, if urgent, the CAO may include a late submission in a revised agenda or as a handout at the meeting, but this should be avoided. If a late item is accepted for inclusion, the CAO should clearly notify Council of the addition and provide as much review time as possible. Council will still need to formally amend the agenda at the meeting to recognize any such additions (see 5.5).

5.5 **Adoption of Agenda (Additions/Deletions):** At the beginning of each meeting, the first order of business after calling the meeting to order is for Council to review the proposed agenda. Council may, by motion**,** adopt the agenda as presented or with additions or deletions.

- a) **Adding Items:** After the agenda has been distributed, additional items should only be added if they are of an urgent nature that could not have been foreseen before agenda posting. To add an item to the meeting agenda, a Councillor (usually the Mayor or CAO) must propose an amendment to the agenda. Adding a new item to the agenda at the meeting requires a two-thirds (2/3) majority vote of the Members present to agree that the item is emergent and to add it. *(Rationale: adding items without notice should be by super-majority consent since other Members or the public might not be prepared for the topic.)*
- b) **Deleting or Deferring Items:** If the agenda contains an item that is not ready for discussion or is proposed to be removed, Council may delete it or defer it by a majority vote at the time of agenda adoption. Items deleted would need to be brought forward at a future meeting if still required.
- c) **Changing Order:** The order of business may also be altered by a majority vote when adopting the agenda (for example, if the Council wishes to move up a certain item because public attendees are present for it).
- d) Once the agenda is adopted, a further amendment to add a new item later in the meeting requires unanimous consent of all Members present (since the formal agenda is set). Alternatively, an item not on the agenda can be raised under Councillor reports or inquiries, but no decision can be made on it until a future meeting when it is on an agenda.

5.6 **Meeting Documents:** All documents intended to be considered by Council should be included in the agenda package provided to Members. Any supporting material that is received after distribution (e.g., an additional public submission) should be distributed to Council as soon as possible and marked accordingly (e.g., "*Handout: addition to Item X*"). Materials for Closed Meeting items shall be distributed in a manner that protects confidentiality (for example, on distinct colored paper or separate envelopes) and shall not be released publicly. Council members are responsible for keeping confidential documents secure.

5.7 **Order of Business (Agenda Order):** Unless Council directs otherwise, the Order of Business at a Regular Council Meeting shall generally be as follows:

1. **Call to Order** – The Mayor (Chair) calls the meeting to order and notes for the minutes the time and any Councillors absent.
2. **Adoption of Agenda** – Motion to adopt the meeting agenda, with any amendments (as per section 5.5).

3. **Adoption of Previous Minutes** – Council considers the minutes of the previous meeting(s). These may be adopted as part of the Consent Agenda (if no corrections) or individually.

4. **Consent Agenda** – One omnibus motion to approve all items listed under the consent portion of the agenda, without debate. (Any item which a Councillor wishes to debate or on which they have a conflict of interest must be removed from the consent agenda and dealt with separately.) Typical consent items may include routine correspondence, information reports, board and committee minutes for information, and the like. The Chair should ask if any Member wishes to exempt an item from the consent agenda before the omnibus motion is put.

5. **Public Presentation Session** – A 15-minute maximum open forum where any member of the public may address Council on any Town matter (subject to the guidelines in section 5.15). Each speaker is limited to 5 minutes. (If no one comes forward, or after the allotted time expires, the Chair moves on.)

6. **Delegations** – Scheduled presentations from the public or outside organizations that have registered on the agenda. Each delegation is usually allotted up to 15 minutes for their presentation, unless extended by Council consent. Council may ask questions of the delegation for clarification through the Chair.

7. **Public Hearings** – (if any are scheduled, they may be conducted at a designated time in the meeting, often immediately following delegations or at a pre-set time such as 6:30 p.m. The hearing procedure is outlined in Part VI.)

8. **Staff Reports / New Business** – Reports from Administration seeking Council direction or decision, and new business items. Each item will typically have a Request for Decision (RFD) or report attached and may include recommendations for motions.

9. **Bylaws** – Readings of new or ongoing bylaws, as well as any associated public hearing outcomes or debates on those bylaws. (Bylaws may alternatively be handled within the “New Business” section, but are often separated for clarity.)

10. **Committee Reports** – Reports from Council Committees or representatives on external boards. Councillors appointed to boards or committees may use this time to give a brief update on relevant activities. If any action is required stemming from these reports, Council should address it through a separate motion under New Business or by Notice of Motion for a future meeting.

11. **Correspondence** – Notable correspondence directed to Council that requires Council’s attention or response. (Informational correspondence might be included in the Consent Agenda instead.)

12. **Closed Session** – If any items meet the criteria for a meeting closed to the public (see Part VII), Council may pass a motion to go into Closed Session at this point. The item must be listed on the agenda with a general description and the specific

ATIA section cited. Council will rise and report (return to open session) to pass any required motions arising from closed discussions.

13. **Adjournment** – Formal conclusion of the meeting. The Chair may declare the meeting adjourned after all business is concluded, or Council may pass a motion to adjourn. (A motion to adjourn is not debatable.)

5.8 **Additional Meetings / Information Sessions:** If Council holds additional informal meetings (such as strategic planning sessions, coffee with Council, etc.) where no decisions are made, those are not formal Council meetings. They should not be used to exercise Council powers and are typically for information exchange only. The provisions of the Act regarding open meetings still apply if a quorum of Council is present and Council business is discussed. Council may also choose to hold those discussions as a Committee of the Whole for transparency.

5.9 **Minutes of Meetings:** The CAO shall ensure minutes of each Council meeting (including Regular, Special, Committee of the Whole, and Organizational meetings) are recorded without note or comment, as required by the Act. The minutes shall include:

- the date, time and place of the meeting;
- the names of all Councillors and administration officials present (and note of any who were absent, left early, or attended electronically);
- the adoption of previous minutes (with reference to any corrections made);
- all motions, proposals, resolutions, bylaw readings, etc., moved by Council, including the mover and whether each motion was carried or defeated;
- the names of any Members who have declared a conflict of interest/pecuniary interest on a particular item and left the room, and the time of their departure and return;
- if a vote was recorded (at the request of a Member), the vote of each Member on the motion;
- the time of adjournment.

Minutes of Committee meetings should contain similar information relevant to that committee's proceedings, including any recommendations to Council.

5.10 **Approval and Signing of Minutes:** Draft minutes should be circulated to Members before the meeting at which they will be adopted. At a subsequent Regular Council Meeting, the minutes of the prior meeting(s) shall be presented for adoption (with any errors or omissions corrected by motion). Once adopted, minutes shall be signed by the Mayor (or Chair) and by the CAO (or designate) to certify their accuracy. The signed original shall be kept in the Town's official records. Committee meeting minutes shall be approved by the respective committee at the following meeting or by Council if the committee has ceased to exist or as otherwise provided. Adopted open session minutes are public documents and shall be made available on the Town's website or upon request.

5.11 **Public Access to Meetings:** All Regular and Special Council Meetings and Committee meetings shall be open to the public, except for Closed Meeting portions as authorized by law. No person shall be excluded from an open meeting except for improper conduct (see section 5.16 on conduct). Electronic or mechanical recording by the public or media is allowed during open sessions so long as it is not disruptive. Council may direct that a specific meeting be broadcast or livestreamed to enhance public access, where feasible. Cameras and recording devices are not permitted during Closed Meetings, except for the Town's devices if required for minute-taking (and any such records of closed sessions are protected and not released publicly).

B. Motions and Debate

5.12 **Making Motions:** A motion is a formal proposal by a Member that Council take certain action. Each motion requires a mover (the Member who introduces the motion). A seconder is not required for any motion in Council or Committee meetings (motions are considered moved once presented by one Member). Upon a motion being moved, the Chair shall ensure all Members clearly understand the proposal; the Chair or CAO may read the motion aloud if needed. The motion then belongs to Council for debate; the mover may speak first to the motion if they wish.

5.13 **Debate Rules:**

- a) **Recognition by Chair:** A Member wishing to speak on a matter or motion shall indicate by raising their hand (or activating their microphone in an electronic meeting) and wait to be acknowledged by the Chair. Once recognized, the Member shall direct their comments to the Chair (not to other Members directly).
- b) **Order of Speakers:** The Chair shall manage the order of speakers. Normally, the mover of a motion is given the first opportunity to speak, followed by other Members in the order the Chair sees their indication. A Member should not speak again to a motion until all other Members who wish to speak have had the chance to do so. The Chair can allow follow-up questions or points of clarification as appropriate.
- c) **Time Limits:** In the interest of efficiency, a Member should try to limit their remarks to 5 minutes at a time. The Chair may advise a Member if they are exceeding a reasonable time. Council may agree by unanimous consent to extend a Member's speaking time or to allow a Member to speak an additional time. Generally, no Member may speak more than twice on the same motion (excluding questions to administration) without permission of Council.
- d) **Decorum in Debate:** Members shall maintain respectful language and tone. Comments should be focused on the issue, not personalities. Unparliamentary language, such as insults, accusations of dishonesty, or comments are prohibited. If a Member uses offensive or inappropriate language, the Chair may require that Member to withdraw the comment and apologize.

- e) **Interaction with Public:** During a Council debate, members of the public shall not interject or participate. Members should not directly address questions to the gallery or delegation unless through the Chair as part of a designated delegation Q&A. Debating or arguing with a delegation or member of the public is not permitted. All questions to a delegation or presenter must be for clarification of their presentation and go through the Chair.
- f) **Closing Debate:** When the Chair believes all points of view have been expressed or when a motion to end debate (*Call the Question*) is passed, the Chair will put the motion to a vote. The mover of a motion may be given the final opportunity to speak in debate before the vote, at the Chair's discretion.

5.14 **Types of Motions:** Council may make motions, including:

- **Main Motions:** which put forward new business or decision for consideration (e.g., "That we approve ___").
- **Amending Motions:** which propose to change the wording of a main motion before it is decided. Amendments shall be relevant to the main motion and not negate the intent of the main motion. Only one amendment to a motion (and one amendment to an amendment) may be on the floor at any one time.
- **Referral Motion:** to send the matter to a Council committee, Administration, or elsewhere for more information or recommendations.
- **Tabling/Postponement Motion:** to delay consideration of a matter to a later time or date (either indefinitely, or to a specific meeting).
- **Motion to Withdraw:** If a mover wishes to withdraw their motion after it has been stated by the Chair, they may request to withdraw it. Council can consent to withdrawal without a formal vote if no Member objects. If any objection, a formal motion to withdraw (not debatable) can be voted on.
- **Motion to Reconsider:** a motion to revisit a decision made earlier in the same meeting or (in limited cases) at a recent meeting. A reconsideration can only be moved by a Member who voted with the prevailing side originally and requires a majority vote. If passed, the original motion is again open to debate and vote.
- **Motion to Adjourn or Recess:** non-debatable motions to take a break or end the meeting.
- **Point of Order / Point of Privilege:** not motions as such, but a Member can interject on a point of order or privilege to signal a rule breach or immediate concern. The Chair must address these immediately (see 5.17).

Procedural motions generally take precedence over main motions. The Chair should recognize these and handle them before returning to the main motion. A detailed hierarchy of motions and their specific rules (debatability, amenability, etc.) may be guided by Robert's Rules if needed.

5.15 **Voting Procedures:**

- a) **Requirement to Vote:** Every Member present at a meeting shall vote on every motion, unless required or permitted to abstain due to a conflict of interest or pecuniary interest under the Act. If a Member is present but fails to vote (for any reason other than approved abstention), their vote will be counted as opposed, as per the Act.
- b) **Majority Decisions:** A motion is carried when a majority of the Members present vote in favour, except where this Bylaw or legislation requires a special majority (e.g., two-thirds) for a particular action. A tie vote means the motion is defeated (as a tie is not a majority).
- c) **Method of Voting:** Voting shall be by a show of hands or verbal indication of "For/Against" when called by the Chair. For electronic participants, the Chair will ask each for their vote verbally if necessary. The Chair will declare the result of the vote.
- d) **Recorded Vote:** Before a vote is taken, any Member may request that the vote be recorded in the minutes. In a recorded vote, each Member shall verbally indicate "In Favour" or "Opposed" (or similar clear response) when their name is called, and the Recording Secretary shall record each name and vote in the minutes. The Chair always votes last in a recorded vote. If a recorded vote is not requested, the minutes will simply record if the motion was Carried or Defeated, and if carried unanimously (if obvious).
- e) **Conflicts/Abstentions:** A Councillor who has a pecuniary interest in a matter (as defined in the Act) shall disclose that interest, absent themselves from the discussion and voting, and have that absence noted in the minutes (with the general nature of the conflict). The Councillor may return once the matter is concluded. Abstentions for other reasons (e.g., lack of information, comfort) are generally not permitted; a Councillor who is present and not in conflict should vote.
- f) **Voting by Chair:** The Mayor or presiding Chair of the meeting is a full voting Member of Council and may vote on all motions (in Alberta councils, the Mayor does not typically have a veto or tie-breaker role; their vote counts equally). In the event the Chair does not vote on a motion, and it is a tie, the motion is lost (since the non-vote is considered opposed or the tie stands defeated).
- g) **Multiple Motions:** If two or more motions are proposed on a single agenda item (e.g., an amendment and the main motion), they shall be voted on in an order that makes sense (amendment before main motion, etc.). Only one main motion can be on the floor at once. Secondary motions will be dealt with in reverse order of making (last made, first voted).

5.16 **Reconsideration and Rescission:**

- a) **Reconsideration in Same Meeting:** After a motion has been decided, and later in the same meeting, a Member wishes to change that decision, a Member who

voted with the majority (prevailing side) may move to reconsider the motion. If the reconsideration motion is carried by a majority, the original motion is reopened as if it had not been voted on, and Council may debate and vote on it again, possibly with amendments. A motion can only be reconsidered once.

- b) **Reconsideration in Subsequent Meeting:** To bring back a matter that was decided at a previous meeting, a Member can propose a new motion to rescind (cancel) or amend a previous decision, provided the matter is not already acted upon or irreversibly bound (for example, you cannot rescind a contract that has been executed). Notice should be given (preferably via a Notice of Motion) for such motions. Normally, a special majority (two-thirds vote) is required to rescind or amend a prior resolution without notice. With advance notice to Council (e.g., at a prior meeting), a simple majority may suffice. This ensures stability of decisions while allowing correction of errors or changed circumstances.
- c) **Exceptions:** Decisions that are of a procedural nature (like acceptance of reports for information) or that have been practically executed (such as a passed bylaw already submitted for ministerial approval, etc.) typically should not be reconsidered except by a new substantive motion.

5.17 **Point of Order and Appeal:**

- a) **Point of Order:** When a Member believes that a rule or procedure is being violated, they may raise a Point of Order. The Chair must immediately suspend discussion and address the Point of Order. The Member should briefly state what rule has been breached (for example, a speaker is off topic, exceeding time, or improper language used). The Chair will either rule the point “well taken” (and correct the procedure) or rule it not well taken (if no breach occurred). The meeting then proceeds in accordance with the ruling.
- b) **Challenge of Chair (Appeal):** If a Member disagrees with the Chair’s ruling on a Point of Order or any other procedural decision, that Member may immediately challenge the ruling. When a ruling is challenged, the Chair shall briefly state their rationale, then put the question to the assembly: “*Shall the decision of the Chair be sustained?*” A majority vote determines the outcome. The Chair must abide by the result of the vote. In the event of a tie on the vote, the Chair’s decision is upheld (because a majority did not overturn it). The Chair may participate in the vote on an appeal. After this, business resumes accordingly.
- c) **Point of Privilege:** If a Member feels their own or Council’s privileges (integrity, rights, comfort) are being impacted (e.g., noise, personal attack), they may raise a Point of Privilege. This is handled similarly to a Point of Order. The Chair will address the concern – for instance, if the room is too noisy, causing difficulty to hear, the Chair may call for order or a short recess to fix the issue.

5.18 **Conduct and Discipline:**

- a) **Member Conduct:** During meetings, Councillors shall conduct themselves with decorum. No Member shall:
    - speak disrespectfully of any other person;
    - use offensive, vulgar or profane language;
    - engage in private conversation or behaviour that disrupts the proceedings;
    - break the rules of procedure or interrupt the speaker who has the floor (except on a valid Point of Order or Privilege);
    - leave the meeting prior to adjournment without informing the Chair (to ensure quorum maintenance).
- If a Member persists in breaching decorum after a warning from the Chair, the Chair may name the Member and rule them out of order. The Council may, by majority vote, expel a Member from the meeting for the remainder of that meeting if their conduct continues to be improper, per authority in the Act. (This would be a last resort.) An expelled Member must leave the Council Chamber for the duration of the meeting.
- b) **Public Conduct:** Members of the public attending a Council or Committee meeting shall respect the formal process. They must not interrupt proceedings, clap, shout, or engage in any behaviour that disrupts the meeting. Banners, signs, or props are not permitted as they can obstruct views or distract. Persons addressing Council (delegations or in Public Presentation Session) shall conduct themselves with decorum: speaking respectfully, within the time limits, and on the topic they indicated. They must refrain from personal attacks and from questioning the motives of the Council. All remarks shall be directed through the Chair.
- If a member of the public disrupts the meeting or violates the rules, the Chair will warn them. If the behaviour continues, the Chair may direct the individual to leave the meeting. If necessary, the Chair may request the assistance of peace officers to remove the person. Council may recess the meeting until order is restored.
- c) **Electronic Devices:** All attendees are asked to silence electronic devices during meetings. Members should refrain from using devices for communication that would violate open meeting rules (e.g., texting each other or third parties about debate during a meeting). Recording devices may be used by the Town or media as noted, but no one should use a device in a manner that causes distraction.

5.19 **Adjournment Time:** Council shall endeavour to complete meetings in a timely manner. If a meeting runs late into the evening, Council may set a standard time for adjournment (for example, no later than 10:00 p.m.) unless a motion is passed to extend the meeting by a specified amount of time. If no motion to extend is passed, the Chair shall adjourn the meeting at the set time, and any unfinished business will be carried over to the next meeting or a special meeting. A regular meeting may be recessed and

reconvened on a second day to complete the agenda if Council so votes (this would effectively be a continuation of the same meeting).

5.20 **Recess:** The Chair may call a brief recess at an appropriate interval in the meeting (e.g., after a long discussion or at natural breakpoints), or a recess may be moved by a Councillor. Typically, a 5-10 minute recess every 1.5-2 hours is advisable for personal breaks. Longer recesses (e.g., for a meal break) should be done by consensus or motion. No substantive discussion shall occur during a recess, as it is off the record.

Part VI – Public Hearings

6.1 **When Required:** Council shall hold Public Hearings when required by the Act or other legislation (for example, before second reading of a land use bylaw or other statutory plans, or on other matters where a public hearing is mandated). Council may also hold discretionary Public Hearings on any matter it deems advisable to hear public input on.

6.2 **Scheduling and Notice:** Public Hearings may be scheduled during a Regular Council Meeting or at a Special Meeting called for that purpose. The date, time, and location of the Public Hearing shall be set by Council resolution or by the CAO in consultation with the Mayor, and all notification and advertising requirements of the Act (e.g., section 606 for bylaws) shall be followed. The notice should clearly indicate the matter at hand, where written submissions can be viewed, and the deadline for making written submissions.

6.3 **Meeting Procedures for Hearings:** On the appointed date and time, the Mayor (or Chair) will declare the Public Hearing open and announce which matter is being considered (identifying the bylaw or resolution in question). The following procedure will generally be observed for each Public Hearing item:

- a) **Introduction by Administration:** Town Administration will present an overview of the issue at hand (and the proposed bylaw or resolution), including the purpose of the hearing, background information, and any relevant technical reports. Councillors may ask Administration questions for clarification after the presentation.
- b) **Public Presentations:** The Chair will invite members of the public to speak. Typically, the order is:
    1. Those in support of the proposed bylaw/resolution (or applicant, if applicable);
    2. Those opposed to the proposed bylaw/resolution;
    3. **Any other persons** who wish to speak (including those who feel affected but didn't register a stance).
    Each person must state their name for the record and any organization they represent, and may be asked to provide their address or area of residence for the minutes.

- c) **Time Limits:** Each presenter is typically allowed up to 5 minutes to make their presentation, exclusive of time responding to questions. If a speaker is representing a group of people or has a complex presentation, the Chair may allow up to 10 minutes. The Chair has discretion to extend the time or to shorten it if the points are repetitive, subject to Council's consent. All comments must be relevant to the matter of the hearing.
- d) **Written Submissions:** The CAO shall confirm any written submissions received prior to the hearing (by the advertised deadline) and those received after the deadline. Written submissions received in advance shall be summarized or read aloud (if not very lengthy) so that Council and the public are aware of their content. Any written submissions received from the floor or after the deadline may be accepted at the Council's discretion. With the consent of the Chair, a person who is unable to attend may have their written submission read into the record. All written submissions accepted become part of the public record of the hearing.
- e) **Questions of Presenters:** After each presenter (or after all presentations in a category), Members of Council may ask questions of that presenter through the Chair for clarification only. This is not a time for debate; questions should be to clarify the speaker's position or the information provided. The Chair may also allow Administration to respond to or clarify any points as needed.
- f) **Repeating/Rebuttal:** After hearing from those in favour and those opposed, the Chair may offer a brief opportunity for rebuttal. For instance, the applicant (if one exists) or a representative of those in favour may be given up to 5 minutes to rebut points raised by the opposition (no new information, only addressing previous comments), and similarly, one speaker from the opposition side might be allowed to rebut any new information from the other side. This is optional and at the Chair's discretion to ensure fairness.
- g) **Closing the Public Hearing:** The Chair should ask three times if anyone else wishes to speak (particularly if there were people who didn't speak in the earlier rounds). If no further presentations are forthcoming, the Chair will declare the Public Hearing closed. Once closed, no further submissions (written or verbal) can be received, and Council must not consider new information that wasn't part of the hearing. (If significant new information emerges after closing, a new hearing would be required to consider it.)
- h) **Council Debate/Decision:** After the hearing is closed, Council may deliberate on the matter. The actual decision (e.g., second and third readings of a bylaw) may occur immediately after the hearing or at a subsequent meeting. Councillors should ensure they base their decision only on information that was part of the public hearing record. If a Councillor was absent for the entire public hearing on a matter, that Councillor shall not participate in the debate or decision on that matter (they should leave the room for the vote, as they are not entitled to vote).

- i) **Continuation:** If a Public Hearing cannot be completed in the time allotted (for example, due to many speakers), Council may recess the hearing and announce a continuation date and time to resume (with no need for re-advertising if announced publicly). Or, Council may adjourn the hearing entirely and schedule a new hearing with proper notice if appropriate.

6.4 **Courtesy and Records:** During the hearing, all participants must conduct themselves respectfully as in any meeting. Presentation materials (maps, documents) provided by speakers should be given to the Recording Secretary to be retained in the record. With the Chair's consent, material may be displayed (e.g., on a screen) for reference. Any such material becomes part of the official record of the hearing. The official minutes of the meeting will note the names of speakers and a brief indication of their position (support or oppose or information). Detailed minutes of each argument are not required, but major points can be summarized.

6.5 **Decision after Hearing:** Council is not to debate the matter until the hearing is closed. Once closed, the Council may proceed to debate and make a decision as per usual rules. Council may at that time:

- proceed with further readings of the bylaw (with or without amendments);
- refer the matter to Administration or a committee for further study (especially if new info came up that needs analysis);
- or defeat the bylaw/resolution (in which case the matter is concluded, though Council should be mindful of any waiting period or procedure if reintroducing a similar bylaw).

If a Public Hearing is required by statute (e.g., for a land use bylaw amendment), Council must hold the hearing before second reading and must not give second reading until the hearing is done. Council may adjourn the decision to a later meeting if they wish more time to consider input.

6.6 **Validations:** The Public Hearing process is governed by the Act. Council must ensure compliance with notification and procedural requirements. Failure to adhere strictly (e.g., if someone was not allowed to speak who had the right, or notice was incorrect) could invalidate the bylaw. The CAO and Chair shall make best efforts to ensure everyone entitled to speak per the Act is given the chance:

- The Act stipulates Council shall hear any person (or their agent) who claims to be affected by the proposed bylaw and has complied with the procedures for the hearing, and may hear anyone else who wishes to speak and whom the Council agrees to hear. In practice, Council typically hears all who come forward, time permitting, to avoid any perception of unfairness.

Part VII – Closed Meetings (Closed Session)

7.1 **Purpose of Closed Meetings:** Council or a committee may close all or part of a meeting to the public only for the reasons permitted in the Municipal Government Act, i.e.,

if the matter to be discussed falls under an exception to disclosure in the Alberta Transparency and Information Act (ATIA), which governs exceptions to disclosure for closed meetings and confidential records. Examples include land negotiations, legal advice, and personnel issues, among others. Closed Meetings allow Council to discuss sensitive matters confidentially, but no decision (bylaw or resolution) may be made in a Closed Meeting beyond giving direction to Administration or advising persons, and the meeting must revert to open session to pass any resolutions on the matter.

7.2 **Motion to Close Meeting:** Before going into a Closed Meeting, Council must pass a motion in a public session to do so. The motion should include a brief description of the topic and cite the specific ATIA Act section that authorizes the closure. For example: "*Moved that Council move into Closed Meeting at [time] to discuss a land acquisition matter (ATIAs.25: Disclosure harmful to economic interests of public body).*" This description and reference will be recorded in the minutes.

7.3 **Attendance in Closed Meetings:** Only Council members, the CAO, and any other persons invited by Council or the CAO (such as relevant staff or advisors necessary for the matter) may attend the Closed Meeting. The Mayor or Chair should ensure only those who need to be present are in the room. All others, including the general public and any staff not required, must leave the room for the duration of the closed session. The Recording Secretary may remain to record the general nature of discussions for the Town's confidential records, but these notes are not public minutes.

7.4 **Confidentiality:** All matters discussed in a Closed Meeting are confidential. Persons attending must not disclose the details of the discussion, any documentation reviewed, or any decisions/directions given in the closed session, until such time as that information is publicly released by Council. This duty of confidentiality continues even after the meeting adjourns. Materials for closed items should be clearly marked confidential and collected back by the CAO or destroyed/shredded after the meeting if appropriate.

7.5 **Closed Meeting Procedure:** While in a Closed Meeting, the procedural rules of Council still apply, with the following variations:

- The Chair may allow a more free-flowing discussion, but any formal direction coming out of the closed session should be phrased as a consensus or straw vote to be ratified later.
- If Council needs to make a formal decision, they must return to open session to pass a motion.
- A general summary of topics discussed should be captured for the Town's internal record (not public). No formal minutes of the closed session are published, but the minutes of the open meeting should note the time Council went into closed and the time they came out, and who was present in closed (if non-council members were present).
- Members should limit notetaking in closed sessions to avoid sensitive information being mishandled; any notes taken should be secured or returned to the CAO.

7.6 **Motion to Return to Open Session:** Council must move by motion to revert to an open meeting. For example: "*Moved that Council return to Open Meeting at [time].*" The public may be invited back into the meeting room at that time, and the live broadcast (if any) can resume. The Chair should briefly indicate (for the minutes) if any outcomes are forthcoming. Often, Council will then consider a motion in open session to give effect to the direction from the closed session (for instance, a motion to approve a contract or direct the Mayor to proceed with negotiations, etc., as needed). If no formal decision is needed, the Council simply proceeds with the next agenda item.

7.7 **Emergent Closed Matters:** If, during an open meeting discussion, Council realizes the debate is entering territory that is protected (e.g., mentioning personal privacy details or legal advice), a Member may move to go into a Closed Meeting to continue that part of the discussion. The above procedures for making the motion and citing ATIA still apply, even on the fly.

7.8 **Closed Session in Agenda:** It is recommended (though not strictly required) that any known items for Closed Session be listed on the agenda (often at the end of the meeting) with as much information as can be given without compromising confidentiality. This transparency measure informs the public that a closed item will be discussed and the general reason (e.g., "Land Negotiation – ATIA s.30"). In the event something unexpected arises requiring immediate confidentiality, Council can move into closed session by resolution as in 7.7.

Part VIII – Delegations and Public Participation

8.1 **Delegations – Request to Appear:** Persons or parties wishing to make a formal presentation to Council (delegation) shall make a request to the CAO in writing, preferably no later than the Thursday before the scheduled Council Meeting date at which they wish to present. The request should include:

- the name of the person(s) or organization that will be appearing,
- the contact information,
- the topic and the specific request or purpose of the presentation (what outcome the presenter is seeking from Council).

Delegation requests will be reviewed by the CAO (and/or Mayor). The CAO may schedule the delegation at an upcoming Council or Committee of the Whole meeting, or if the request is better handled by Administration or a different committee, the CAO may redirect the individual accordingly. The CAO has authority to screen delegation requests: for example, if the subject matter is outside municipal jurisdiction, or if the request is frivolous or repetitive of a recent presentation, the CAO can refuse or defer the request (with notice to Council). Generally, delegations are scheduled on a first-come basis, and the CAO may limit the number of delegations per meeting to avoid overloading the agenda.

8.2 **Delegation Information:** Delegations are encouraged to provide any supporting materials (reports, slides, etc.) by the agenda deadline so that these can be included in

the agenda package for Council's review. If a delegation brings additional documents or electronic presentations on the day of the meeting, acceptance will be at the discretion of the CAO/Chair, and such materials should be provided to the Recording Secretary for the record.

8.3 **Presentation Time:** Delegations are typically allocated up to 15 minutes to make their presentation to Council. If the delegation consists of more than one speaker, they must share this 10-minute allotment. With the consent of Council (or at Chair's discretion), the speaking time may be extended (especially if the matter is complex or of significant interest). Council may also shorten the time if the delegation is not adhering to the topic or the time constraints of the agenda. In extraordinary circumstances (such as public meetings on major issues with many speakers), the Chair may reduce each delegation's time (e.g., to 5 minutes each) to accommodate more speakers, announcing this at the start.

8.4 **Conduct of Delegations:** Delegations must confine their presentation to the topic indicated in their request. They shall refrain from personal attacks, profanity, or off-topic comments. All remarks shall be addressed through the Chair. Delegates should not expect immediate debate or an answer from Council on issues raised; Council may take the information under advisement, refer it to Administration, or decide later in the meeting.

8.5 **Questions to Delegations:** After a presentation, Councillors may ask questions of the delegation to clarify or gain more information. This is not a time for the Councillors to state their positions or debate with the presenter. Questions should be succinct and relevant to the presentation. The Chair will moderate to ensure questions remain on point and that the dialogue remains respectful. If detailed questions of fact arise that the delegate cannot answer on the spot, Council may request the CAO to follow up later.

8.6 **Council Response:** Following the conclusion of questions, the Chair will thank the delegation. Council may then choose to:

- refer the matter to Administration for a report or recommendation,
- refer the matter to a Council Committee or COTW for further review,
- make a decision or motion on the matter (if it is an item on the agenda and Council feels prepared to decide),
- or simply accept the presentation for information (with no further action at this time).

Often, unless the issue is straightforward, Council will not make an immediate decision at the same meeting as the delegation, to allow time for consideration or additional information.

8.7 **Frequency:** Generally, an individual or group should not appear as a delegation on the same or similar topic more than once in 6 months, unless they have significant new information. Repeat presentations may be declined by the CAO to ensure a variety of issues come before Council.

8.8 **Public Presentation (Open Forum) Session:** In addition to formal delegations, Council provides an opportunity at each regular meeting for unscheduled public presentations (the “Public Presentation Session” as described in section 5.7.5). During this session, any member of the public in attendance may speak to the Council for up to 5 minutes on any issue of concern or interest, without prior arrangement. The rules for this session are:

- a) Those wishing to speak are encouraged to register their name on a sign-up sheet before the meeting or as they arrive, to help the Chair manage time. However, walk-in speakers will be allowed if time permits.
- b) The Chair will call each registered speaker in turn. After any registered speakers, the Chair may ask if anyone else present wishes to speak (time permitting).
- c) Each speaker must state their name for the record. They may also state their address or the area of town they reside in.
- d) The same decorum applies as for delegations. Speakers should be respectful, limit to 5 minutes, and direct comments through the Chair. They should not expect a debate with Council. Council members may ask brief questions for clarification but typically will not engage in lengthy dialogue.
- e) Council will usually not make decisions on matters raised in the Public Presentation Session at that meeting. If the issue is straightforward, Council or the CAO may provide a quick response or inform the citizen when/how the matter will be addressed (for example, referring them to a future agenda or to speak with Administration). Otherwise, Council may accept the input and refer it to Administration for investigation.
- f) If more people wish to speak than the 15-minute session allows, Council may extend the session by motion or ask those not heard to submit their comments in writing or attend the next meeting.
- g) The Public Presentation Session is a privilege to enhance transparency and engagement. The Chair has the authority to end a speaker’s time if they violate decorum or if the topic is not appropriate for this forum (e.g., if it involves personal attacks or is a matter under legal consideration).

8.9 **Petitions and Communications:** Formal petitions submitted under the Act, or written communications intended for Council (such as letters or emails from the public), shall be addressed under Correspondence or other relevant agenda sections. The CAO will summarize any such communications and may place them on the agenda for information or action as appropriate. Petitions that meet the statutory requirements will be handled in accordance with the Act (Council must pass a motion in response within 30 days, etc.). Written communications not meeting petition standards can still be accepted as information or referred by the Council.

8.10 **Media:** Media representatives are welcome at open meetings and may record proceedings. No special privilege beyond that of the general public is given, except that the Town may designate a specific area for cameras or provide materials (like agendas or reports) to the media on request. Members of Council should be mindful of live microphones and cameras during the meeting and breaks.

Part IX – Bylaws and Policy Matters

9.1 **Bylaw Process:** The passage of bylaws shall conform to the requirements of the Municipal Government Act. Every proposed bylaw must have:

- **First Reading:** introduction of the bylaw's subject matter. Council usually votes to accept the bylaw for consideration and advance it to a Public Hearing if required or to second reading. First reading does not imply approval, it's mainly to table the bylaw for discussion.
- **Second Reading:** thorough debate on the principles of the bylaw. Amendments to the bylaw's text may be proposed at this stage. If a statutory Public Hearing is required, it must be held before or at this stage (before the vote on second reading). Council can refer the bylaw for changes after the second reading if needed.
- **Third Reading:** final consideration. Third reading can occur at the same meeting as second reading only if a motion to allow that (unanimous consent of those present) is passed, per the MGA. Otherwise, the third reading is at a later meeting. Third reading is the final passage of the bylaw into law.
- Each reading must be a separate motion. A bylaw requires a majority of Councillors present for each reading. Some bylaws (like those for borrowing, certain local improvement bylaws, etc.) may have additional requirements (e.g., two-thirds vote or advertising) as specified in the Act.

9.2 **Bylaw Format:** Every bylaw shall include:

- a bylaw number and title,
- a preamble (if needed) with "whereas" clauses explaining authority or intent,
- an enacting clause ("Now therefore the Council of the Town of Hanna enacts as follows:"),
- provisions divided into sections as appropriate,
- a clause for repeals if it replaces existing bylaws,
- a severability clause (optional but recommended, stating if any part is invalid, the rest remains in effect),
- date of readings and signatures of the Mayor and CAO on the last page.

The CAO is responsible for assigning bylaw numbers and ensuring proper formatting. Bylaws should be circulated in the agenda package with any attachments or schedules.

9.3 **Authentication:** After the third reading, the bylaw is considered passed. The Mayor (or presiding officer) and the CAO shall sign the bylaw and impress the corporate seal of the Town, officially authenticating it. The CAO shall ensure the bylaw is stored in the Town's records and, if required by legislation, sent to any authority (e.g., the Minister) for approval or filing.

9.4 **Effective Date:** A bylaw comes into force at the beginning of the day it is passed (after third reading and signature), unless the bylaw itself provides for a later date or is contingent on something (e.g., ministerial approval).

9.5 **Repeal of Bylaws:** Repealing an old bylaw requires passing a new bylaw that includes a clause explicitly repealing the old one (or by including "Bylaw X is hereby repealed"). This Procedural Bylaw, upon coming into force, will repeal the previous procedural bylaw as noted in Part X.

9.6 **Policies:** Council may establish governance or administrative policies via resolution. Such policies should be presented in writing, debated, and then approved by a majority vote. Policies do not require the formality of a bylaw but should not conflict with any bylaw or higher legislation. Council policy decisions are recorded in the minutes and maintained in a policy manual by the CAO.

9.7 **Notice of Motion:** A Councillor may bring forward a new matter for Council's consideration by way of a Notice of Motion. To do so, the Councillor should:

- during Council Reports or Inquiries (or an agenda segment for notices) state the intent to bring a motion to the next regular meeting or a specified future meeting, or
- provide the notice in writing to the CAO, who will include it under a "Notices of Motion" section of the next agenda.

The notice should include the general topic and the request of the proposed motion, but need not be a fully worded motion yet (though providing exact wording is helpful). No discussion on the notice occurs at the meeting where notice is given. At the subsequent meeting, when the motion is made (appearing under New Business or specified section), Council can debate and decide on it as usual. If the Councillor who gave notice is absent when it comes up, the motion can be moved by any other Councillor. If not made at one of the next two meetings, the notice lapses and would need to be given again.

Part X – Enactment

10.1 **Repeal:** Council Procedural Bylaw No. 1015-2021, and any amendments thereto, are hereby repealed upon this bylaw coming into force.

10.2 **Severability:** Every provision of this Bylaw is independent of all other provisions. If any part of this Bylaw is found to be invalid or ultra vires by a court of competent

jurisdiction, such provision shall be severed, and the remainder of the Bylaw shall remain in effect.

10.3 **Effective Date:** This Bylaw comes into force and effect on the date of the third and final reading.

10.4 **Authority:** This Bylaw was duly passed by the Council of the Town of Hanna in accordance with the **Municipal Government Act**.

READ A FIRST TIME THIS 10TH DAY OF FEBRUARY 2026.

READ A SECOND TIME THIS 10TH DAY OF FEBRUARY 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED THIS 10 DAY OF March 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

COUNCIL REPRESENTATIVE APPOINTMENTS

Meeting Date: November 10, 2026 Agenda Item No: 08.06

Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): Bylaw 1044-2026 Council Procedural Bylaw

RECOMMENDED ACTION

MOTION: That Council approves the following appointments until the 2027 Town of Hanna Organizational Meeting:

COMMITTEE OR BOARD	APPOINTMENT
Acadia Foundation	Councillor Crowle
Big Country Waste Management Commission Alternate	Councillor Crowle Councillor Thuroo
Community Futures – Meridian Region Board of Directors	Councillor Warwick
Community Services Board	Councillor Elect
Fred & Freda Geuder Education Bursary	Councillor Paisley
Hanna & District Chamber of Commerce	Councillor Elect
Hanna & District Medical Corporation	Councillor Elect
Hanna Golf & Country Club	Councillor Thuroo
LYNKS	Councillor Paisley
Hanna Municipal Library Board	Councillor Thuroo

Hanna/Wake Student Exchange Committee	Councillor Karg Councillor Paisley
Harvest Sky Economic Development Corporation	Councillor Karg Councillor Elect
Henry Kroeger Regional Water Services Commission	Mayor Povaschuk
Alternate	Councillor Paisley
Marigold Library Systems Board	Councillor Thuroo
Alternate	Councillor Paisley
Municipal Planning Commission	Councillor Karg Councillor Warwick
Palliser Economic Partnership	Councillor Warwick Councillor Thuroo
Alternate	Mayor Povaschuk
Palliser Regional Municipal Services	Councillor Karg
Alternate	Councillor Elect
Regional Emergency Management Advisory Committee	Mayor Povaschuk
Alternate	Councillor Karg
Red Deer River Municipal Users Group	Mayor Povaschuk
Alternate	Councillor Paisley
Veterans Memorial Highway Association	Councillor Crowle

BACKGROUND INFORMATION

With Mr. Paisley being elected as a new Council Member as a result of the November 2, 2026, By-election Administration has recommended that Councillor Paisley fill the roles that were previously occupied by Councillor Hunter.

Several committees or boards have a member of Council appointed as the municipal representative. Mayor Povaschuk has attempted to provide each member of Council with

one of their preferred committees while trying to balance the workload and appointments amongst the entire Council.

The Libraries Act allows for 2 council members to be appointed to the Hanna Municipal Library Board. Administration is recommending the appointment of only one Council member to the Library Board.

ATTACHMENTS:

- Committee & Board Information

CONSEQUENCES:

Benefits of the Recommended Action:

1. N/A

Disadvantages of the Recommended Action:

2. N/A

Financial Implication:
Budget Capital or Operating: N/A
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: N/A

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Community Services Board Appointment

Meeting Date: November 10, 2026 Agenda Item No: 08.07

Submitted by: Acting Chief Administrative Officer

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

MOTION: That Council approves the appointment of Vern Thuroo to the Community Services Board as a Citizen at Large Member for a term ending October 31, 2029.

BACKGROUND INFORMATION

The Town of Hanna annually advertises for people to fill vacancies on the committees or boards that require Council to appoint members from the public for a specified term. The terms vary depending upon the board or council bylaws.

The Community Services Board at their last meeting passed a resolution to recommend to Council the appointment of Vern Thuroo to serve a three-year term which would end on October 31, 2029.

COMMITTEE OR BOARD	CURRENTLY	INITIAL APPOINTMENT	TERM ENDING
COMMUNITY SERVICES BOARD	(3-year term)		
One Town Councillor			
Cori Westcott	Dec 2024	Dec 2024	Oct 2027
Kalli Cooper	Oct 2025	Oct 2025	Oct 2028
Kalin Cooper (Youth)	Oct 2025	Oct 2025	Oct 2027
Darlene Herzog	Oct 2017	Oct 2025	Oct 2028
Kyle Olsen	Oct 2026	Oct 2026	Oct 2029
Vern Thuroo	Nov 2026	Nov 2026	Oct 2029

ATTACHMENTS:

- N/A

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating: N/A
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

None

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

Letters are written to the applicant and the Board chair to confirm Council appointments.

Committee & Board Appointments are communicated through the Town of Hanna Social Media programs.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

2027 Municipal By-Election

Meeting Date: November 10, 2026 Agenda Item No. 08.08

Submitted by: Dir of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

1. Provincial (cite): - The *Municipal Government Act* RSA 2000, M-26, Part 5, Sections 162 165
2. The *Local Authorities Election Act* RSA 2000, L-21

Council Bylaw/Policy (cite): Bylaw 1049-2026 Election Bylaw

RECOMMENDED ACTION

MOTION: That Council directs that a by-election be held to fill the vacancy on Town of Hanna Council as a result of the resignation of Councillor Erica Rorabeck as follows:

1 Election Day will be held on Monday, January 11, 2027, at the Hanna Community Center, 503 – 5th Avenue West, during the hours of 10:00 a.m. and 8:00 p.m.

2 Nomination Day will be set for Monday, December 14, 2026. Nomination forms will be accepted by the returning officer at the Town Office at 302 – 2nd Avenue West, during business hours from November 16, 2026, 8:30 a.m. until 12 noon on December 14, 2026.

3 Winona Gutsche, Director of Corporate Services is appointed as Returning Officer and Bonnie Deadlock, Corporate Services Assistant is appointed as Substitute Returning Officer for the 2027 by-election.

4 Advance Votes will be taken for the 2027 by-election at the Town Office at 302 – 2nd Avenue West on:
   a. Tuesday, December 29, 2026 from 4:00 p.m. to 7:00 p.m. and
   b. Thursday, January 7, 2027 from 12:00 noon to 3:00 p.m.

5 In order to take the vote of an elector who, because of physical incapacity, is unable to attend a voting station, the returning officer shall:
   a. provide for the attendance of election officers at an elector's place of residence between the hours of 1:00 p.m. and 5:00 p.m. on Election Day, January 11, 2027, and

b. permit the electors to contact the Town Office until 9:30 a.m. on January 11, 2027 to arrange for this service.

6 If sufficient nominations are received to require a vote, election officers will be hired and paid $275.00 to work on Election Day on January 11, 2027, with an additional $30.00 fee if an election officer assists with a ballot recount, if required, following election day.

BACKGROUND INFORMATION

On October 16, 2026 Mrs. Erica Rorabeck submitted her resignation as a Town Councillor to Acting CAO Neill; therefore, a By-Election is required to fill the vacancy.

1. Election Day

The *Municipal Government Act Sections* 162 and 165 set out the requirements for filling a vacancy on a Council. The Town is required to hold a by-election within 120 days of a vacancy, so with the resignation of Councillor Erica Rorabeck submitted on October 16, 2026, the by-election must be held by February 6, 2027.

The Local Authorities Election Act Section 11(b) states "Election Day for a local jurisdiction in the case of a by-election or vote on a bylaw or question, shall be the day fixed by a resolution of the elected authority".

As General Elections are traditionally held on a Monday, Administration is recommending that Election Day be set for:

- Monday, January 11, 2027 from 10:00 am to 8:00 pm in the Community Centre

2. **Nomination Day**

The *Local Authorities Election Act* (LAEA) Section 25(1) states "Nomination Day is 4 weeks before Election Day."

LAEA Section 25(2)(b) states "A person may file a nomination to become a candidate for a by-election, within the period beginning on the day after the resolution or bylaw is passed to set Election Day for the by-election and ending at 12 noon on Nomination Day.

If Election Day is set for January 11, 2027, Nomination Day must be set as Monday, December 14, 2026.

3. **Returning Officer & Substitute Returning Officer Appointments**

The Local Authorities Election Act Section 13 provides the authority for Council to appoint a returning officer and substitute returning officer for a by-election in the resolution that fixes the day for the by-election.

A Returning Officer needs to be appointed in order to receive the Nomination Papers. In the absence of a resolution, the Chief Administrative Officer is deemed to have been appointed. Council is required to appoint a substitute returning officer for the by-election. If, through illness, absence or other incapacity, the returning officer is incapable of performing the duties of returning officer, the substitute returning officer has and may exercise all the duties, functions, and powers of a returning officer for the purposes of conducting elections under the Act.

The returning officer must be independent and impartial when performing the duties of a returning officer and must take and subscribe to the official oath in the prescribed form. The duties of the Returning Officer are listed in the LAEA and basically include all things necessary for the conduction of an election.

Winona Gutsche has been appointed as Returning Officer for municipal elections since 2022. Administration is recommending that Winona Gutsche, Director of Corporate Services, be appointed Returning Officer and Bonnie Deadlock, Corporate Services Assistant, be appointed Substitute Returning Officer for the 2027 Municipal By-election.

4. **Advance Votes**

The *Local Authorities Election Act*, RSA 2000 Section 73-75 outline the procedures for an Advance Vote. Municipalities with a population greater than 5,000 must provide at least one advance vote. Municipalities with a population less than 5,000 are not required to provide an advance vote, but the Act states that a Council may, by resolution, provide for an advance vote.

Administration is recommending that in order to provide opportunities for electors to vote prior to Election Day on either January 11, 2027, two dates be approved for advance votes, December 29th and January 7th.

The advance vote will be set up in the Town Office. These dates provide adequate time to order the ballots and prepare the voting station.

The returning officer and substitute returning officer will manage the station for the advance votes. A separate ballot box will be used for each day of the advance votes and will be secured in the Town Office until the votes are counted on Election Day.

The *Local Authorities Election Act*, also states that an elected authority may, by resolution, provide for special ballots and the method by which application may be made. The process to request a ballot, provide the required information, receive, mark and return the ballot by mail is detailed in the LAEA. After consultation with the returning officer and substitute returning officer, Administration is not recommending that Council proceed with special ballots for the 2027 by-election.

5. **Elector Assistance At Home**

Section 79 of the *Local Authorities Election Act* provides for 2 election officers to attend at the residence of an elector in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station to vote. In this manner, a resident who is unable to leave their home or is a resident of the Nursing Home, Hospital or the Acadia Lodge in Hanna may request an opportunity to vote without leaving their residence. There is no requirement to set up a separate voting station that must be open for the same hours as the voting station on Election Day.

Administration is recommending that electors have until 9:30 am on Election Day to register for this service.

6. **Election Worker Fee**

Council set the rate for election workers for the 2025 general election at $275.00 and used this rate for the 2026 By-election. For the 2026 By-election 6 election officers were hired and that seemed to be a satisfactory amount. The election officers work from 9:30 am until the ballots are counted on Election Day. The voting station is open to the public from 10:00 am to 8:00 pm, however the election officers must arrive early and remain

until the ballots are counted (usually 10:30 or 11:00 pm). The Town provides coffee break, lunch and an evening meal for the workers.

ATTACHMENTS:

- N/A

CONSEQUENCES:

Benefits of the Recommended Action:

1. N/A

Disadvantages of the Recommended Action:

2. N/A

Financial Implication:

Budget Capital or Operating: Operating
Budget Available: $3,000
Unbudgeted Costs: $
Source of Funds 2027 Operating Budget

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Alternate dates were considered moving everything up a week but it was felt the election date would be to close to the holidays.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

The 2027 By-election information will be promoted via the Town of Hanna e-news, mail-out and social media,

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Committee Reports, Council Reports & Roundtable

Meeting Date: November 10, 2026 Agenda Item No: 10.00
Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the Committee Reports & Council Reports for information.

BACKGROUND INFORMATION

This portion of the agenda allows for Minutes of Committees and Council members to provide written or verbal reports to update other members of Council with information resulting from meetings they have attended since the previous Council meeting.

Council members are encouraged to ask questions or seek clarification on any information presented.

ATTACHMENTS:

- CSB Meeting Minutes – October 20, 2026
- Mayor Povaschuk
- Councillor Crowle
- Councillor Karg
- Councillor Paisley
- Councillor Thuroo
- Councillor Warwick

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
COMMUNITY SERVICES BOARD MEETING
October 20,2026

Minutes of a meeting of the Community Services Board of the Town of Hanna held Monday, October 20,2026, in the Town Council Chambers at 6:30 p.m.

Members Present:
Acting Chairperson Darlene Herzog
Councillor Vern Thuroo
Cori Westcott
Kalli Cooper
Kalin Cooper
Kyle Olsen

Administration Present:
Community Services Director Brent Olesen
Community Services Coordinator Michele Toews
Municipal Secretary Raelene Liddicoat

Regrets:
Acting CAO Kim Neill
Erica Rorabeck

CALL TO ORDER
Acting Chairperson Darlene Herzog called the meeting to order at 4:32 p.m.
Welcome to Kyle Olsen on joining CSB Board

REVIEW AND ADOPTION OF AGENDA

MOTION: K.OLSEN- K.COOPER

CARRIED

ADOPTION OF MINUTES

MOTION C.WESTCOTT- K.COOPER
That the Minutes from June 20, 2026, be adopted as presented.

CARRIED

BUSINESS ARISING: None

CORRESPONDENCE: AB Pioneers as well as BCPCN handing in their CSB Grant reports as well as a Thank you for the grant money they received.

MOTION TO APPROVE FINANCIALS: K.COOPER- K.COOPER

CARRIED

Director of Community Services Report:

- Ice is in the Arena and HMH's 50th Logo looks nice
- Spoke about facility usage for Pool, facilities over the summer with different programs

Community Services Coordinator Report:

- As submitted- Kyle asked about Fall Showcase and having a BBQ for those new to Town as done in previous years.

Council Report:

- New Bylaw officer working 2x's week. Hoping for more enforcement esp. in the area of dog situation in Town.
- Library doing good with lots of programs going on

Youth Club Report:

- Hoping to run another Man Tracker at FLP, the last one was successful
- Pumpkin Parade Nov 1 at 7:00 in HKH Park, Hot drinks to be served after

CSB Grant Application Presentations:

- Ladies Aux asking for $3500 to cover rent costs for sale- Teri Griffith representative (12 points)
- Hanna Rodeo asking for $15,000 for Groomer- Trever Warburton representative (15 points)
- Hanna Minor Hockey asking $2500 to help cover 50th year celebration costs, possibly hosting Provincials- Jenny Finnimore, Chyanne Gladdish representatives (18 points)
- Hanna Library asking $2000 for new toy equipment- no representative showed for presentations.(13 points)

Discussions & scoring after presentations, the final decision was:
Library-$500
Rodeo- $1000 to go towards groomer
HMHA- $2500

MOTION: V.THUROO-K.COOPER CARRIED

Darlene made a motion to ask Council for an additional $15,000 for CSB grants
The Grant will be capped at $5000/per year/per group

MOTION: D.HERZOG- C.WESTCOTT CARRIED

Discussion about Erica leaving Council & CSB and moving Vern to a Member at Large status with CSB. Once new Councilors are sworn in one will be chosen to be on CSB Board.

MOTION: K.OLSEN - C.WESTCOTT CARRIED

Roundtable:

- Elks will be selling Grey Cup Tickets- Cash Raffle tickets will soon be up for sale
- Vern to retire at the end of October, retirement party at the Golf Course- Congratulations Vern!!

NEXT MEETINGS DATE:

Next Meeting - Monday, December 14 at 6:00pm in the Town Chambers with a supper start.

ADJOURNMENT

Acting Chairperson Darlene Herzog adjourned the meeting at 8:45 p.m.

_____
Acting Chairperson Darlene Herzog

_____
Acting CAO Kim Neill

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Karg**
Council Date: **November 10, 2026**

Committee or Boards to report on:

Hanna / Wake Student Exchange Committee
Harvest Sky Economic Development Corporation
Municipal Planning Commission ?
Palliser Regional Municipal Services
Personnel Committee
Regional Emergency Management Advisory (alternate)

Meeting: Town Council Regular Meeting
Location: Hanna
Date & Time: Oct 13, 2026 6:00 p.m.

Meeting: Town Council Committee of the Whole
Location: Hanna
Date & Time: Oct 29, 2026 8:30 a.m.
Unable to attend due to illness but watched the meeting on Hanna YouTube channel.

Information: Palliser Regional Plannng Services
Location: Hanna, AB
Date & Time: n/a
Palliser is currently tasked with filling a vacant Planner 1 Position. The Safety Code Administrative Position has been successfully filled.

Webinar: AB Municipal Leaders Caucus, Local Decisions Matter
Location: Virtual
Date & Time: Oct 29 at 10:00 a.m.
Unfortunately, not able to view with Zoom connection issues.

Upcoming:

Webinar: Understanding Albertas Safety Systems: Municipal Roles, Responsibilities and Decisions.
Location: Virtual
Date & Time: Nov 19, 2026 12:00 p.m.
Taking advantage of Alberta Munis free virtual webinars to develop a better understanding of the subject matter.

Webinar: Harassment of Elected Officials and Staff: Risks, Liabilities and Strategies
Location: Virtual
Date & Time: Nov 25 10:00 a.m.

Meeting: Committee of the Whole
Date & Time: Nov 25 8:30 a.m.

Meeting: Palliser Regional Planning Services Annual GM
Date & Time: Nov 26 4:00 p.m.

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councilor Warwick
Council Date: November 10, 2026

Committee or Boards to report on:
Community Futures Meridian Region (CF)
Municipal Planning Commission (MPC)
Palliser Economic Partnership (PEP)

Meeting: *CF Meridian General Board Meeting/Investment Meeting*
Location: Zoom from Kindersley Sask.
Date & Time: October 15, 2026

To date,
To date CF has approved 13 loans totaling $1,377,644. Demand for business advice also continues to grow, with many people reaching out for guidance and support.
*25% of our loan approvals come from Alberta zones.

Meeting: *COW*
Location: Town of Hanna
Date & Time: October 28, 2026/8:30 AM
Blue Flame Presented their proposed Data Centre. Community Open House November 4th at Legion.

Meeting: *Special Virtual Municipal Leaders Caucus — Local Decisions Matter*
Location: ZOOM
Date & Time: Oct 28, 2026 12:00-1:30 PM
Alberta Municipalities invited municipal leaders and administrators to join a special virtual Municipal Leaders Caucus, Local Decisions Matter. They explored cumulative provincial decisions affecting municipal governments, discuss the importance of local decision-making and shared governance principles, and gather member perspectives to help shape Alberta Municipalities' advocacy and a Request for Decision for the Spring Municipal Leaders Caucus.

- Retaining local autonomy-less authority now than 5 years ago
- RMA Statement: "Municipal councils are elected to make local decisions about planning, infrastructure, service delivery and community development on behalf of their residents and property owners. The province should not use its legislative authority to overturn municipal by laws simply because it disagrees with those decisions."
- Local voices making local choices
- Heard from The Town of Canmore and how their advocacy and council decisions made decisions around affordable housing.

Impacts on Municipal Autonomy:
Bill 18

- *Municipalities, post secondary institutions and other entities*
- *Provincial approval to enter federal funding agreements*

Bill 20

- *Change to local election rules*
- *Additional cabinet powers including to remove a councillor, change/repel bylaws, or require specific action to protect health/safety.*

Bill 50 & 51

- *Eliminated code of conduct bylaws*
- *Ministerial authority to set standard meeting procedures*
- *Changed rules respecting the ownership of schools*

Bill 28

- *Councillor accountability framework*
- *Public votes on viability*
- *Community design codes-voluntary but provincial ability to impose on municipalities*
- *Public Libraries-Expansion of provincial authority over public libraries/costs and practical implications*

Respect for Local Democracy

***Principal*:**

1. Locally elected councils should have the authority to make lawful decisions within their responsibilities. When councils follow provincial rules and establish processes, their decisions should be respected. Councils are accountable to residents through local elections. (Yes=98%)
2. The province should engage municipalities in meaningful consultations before intervening in local decisions, providing opportunities to understand concerns and explore alternatives. (Yes=98%)
3. Provincial policies should respect the diverse needs, circumstances and priorities of Albertas communities. Local flexibility is essential to effective governance. (Yes=96%)

Ensure Transparency and Fairness

4. Provincial intervention should be supported by clear reasons, transparent processes, and fair opportunities for municipalities to respond. (Yes=96%)
5. Provincial decisions should account for financial, operational, and community impacts, including the costs of implementing changes to established municipal plans and services. (Yes 96%)
6. Provincial and municipal governments share responsibilities for serving Albertans. Respectful collaboration,

clear roles, and constructive dialogue lead to better decisions and stronger communities. (Yes 94%)

Local Decisions Matter

Proposed Statement of Principles

Municipal governments are the level of government closest to Albertans. Locally elected councils understand their communities, make decisions that reflect local priorities and are directly accountable to the residents they serve.

Recognizing the Government of Alberta's legislative authority and its important role in provincial oversight, Alberta's municipal leaders affirm the following principles for strong and respectful provincial–municipal relations.

1. Respect Local Democracy Locally elected councils should have the authority to make lawful decisions within their responsibilities. When councils follow provincial rules and established processes, their decisions should be respected. Councils are accountable to residents through local elections.

2. Consult Before Intervening The province should engage municipalities in meaningful consultation before intervening in local decisions, providing opportunities to understand concerns and explore alternatives.

3. Recognize Local Differences Provincial policies should respect the diverse needs, circumstances and priorities of Alberta's communities. Local flexibility is essential to effective governance.

4. Ensure Transparency and Fairness Provincial intervention should be supported by clear reasons, transparent processes and fair opportunities for municipalities to respond.

5. Consider Municipal Impacts Provincial decisions should account for financial, operational and community impacts, including the costs of implementing changes to established municipal plans and services.

6. Work Together for Better Outcomes Provincial and municipal governments share responsibility for serving Albertans. Respectful collaboration, clear roles and constructive dialogue lead to better decisions and stronger communities.

Our Shared Commitment

Alberta's municipal leaders are committed to working constructively with the Government of Alberta to put these principles into practice through clear expectations, meaningful consultation and practical improvements to provincial–municipal relations.

Local voices. Local choices. Local decisions matter.

Meeting: Leading From the Front, CF Chair Meetings
Location: Calgary
Date & Time: November 3rd-5th

All Community Future Board Chairs & Vice Chairs were called together for discussion around funding, sustainability & Resources, modernizing program delivery, operational improvements, Performance improvements, network optimization & defining success while enabling each CF to maintain their local autonomy.

We also engaged in AI technology training and Board oversight.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Correspondence

Meeting Date: November 10, 2026 Agenda Item No: 11.00
Submitted by: Director of Corporate Services – Winona Gutsche

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts Correspondence item 11.01 – 11.09

BACKGROUND INFORMATION

Council is provided with various items of correspondence at each meeting for information. Correspondence may be in the form of a letter, note, newsletter, report or meetings minutes. Meeting minutes are most often from committees or boards that are affiliated with the Town but may not have an appointed representative.

Correspondence items do not usually require a response from Council, however if there is an item that a Councillor would like to bring forward for action, a motion can be put on the floor at that time.

Council members are encouraged to ask questions or seek clarification on any information presented.

ATTACHMENTS:

- Barb Larson - Email
- Prairie Land Public School Division – Board Highlights October 2026
- Red Deer River Watershed Alliance – 2027-2028 Municipal Case for Support
- Red Deer River Watershed Alliance – Municipal Support for Town of Hanna
- Resignation – Erica Rorabeck
- Outdoor Movie Night – Thank you
- Transalta – Annual Environmental Meeting Invite
- Tamara Prosser – Letter of Concern
- Audra Limpert – Letter of Concern

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

Outlook

Subject: Formal Inquiry and Objection: Environmental Liability and Regulatory Loop-Holes regarding GENIUSpark Hanna Campus No. 1

From Barbara Larson <barblarson17@gmail.com>
Date Thu 11/5/2026 6:15 AM
To Kim Neill <kneill@hanna.ca>

ATTENTION CAO KIM NEILL: Please distribute this formal community objection directly to Mayor Danny Povaschuk and all elected members of the Hanna Town Council ahead of the next scheduled meeting.

I formally request that this letter be included in the public Correspondence Agenda for the next regular meeting of Town Council so it becomes a permanent matter of public record.

I am writing to you as a concerned resident and taxpayer of Hanna regarding the proposed GENIUSpark Hanna Campus No. 1 data centre project slated for the intersection of Highway 9 and Pioneer Trail.
While I understand the Town Council's desire to explore new economic and revenue opportunities, a close examination of the project's parameters reveals that Hanna is being utilized as an unproven experimental pilot site by a corporate partnership with no established track record in AI data infrastructure.
Of greatest concern to the community is the developer's explicit strategy to utilize behind-the-meter natural gas power generation while keeping the facility's capacity intentionally under the 10 Megawatt (MW) threshold. This specific threshold is used to circumvent full Alberta Utilities Commission (AUC) Rule 007 oversight and dodge the rigorous, independent environmental impact and cumulative emissions modeling enforced by the province.
Because the developer is bypassing provincial environmental protocols, the burden of environmental and legal liability shifts entirely onto the municipal level. At the developer's public open house on November 4, representatives were completely unable to answer fundamental safety and engineering questions, including the required exhaust stack heights and localized downwash impacts of toxic Nitrogen Oxide (NOx) gases during Hanna's winter ground inversions.
As a municipality, approving an industrial fossil-fuel-burning plant directly inside town boundaries without independent environmental verification sets a highly dangerous precedent. We have already seen the AUC step in to reject similar gas-powered data centre applications, such as the recent decision in Olds, Alberta, due to unacceptable proximity to the surrounding community.
Before Council takes any formal steps to move forward with a First Reading of a Land-Use Bylaw amendment, I formally request written clarification on the following points:

1. Has the Town of Hanna required the developer to fund an independent, third-party Air Dispersion Modelling and Acoustic Assessment Study that specifically simulates a worst-case, calm, freezing winter surface inversion in Hanna?

2. What legal protections has the Town established to ensure the municipal corporation and its taxpayers are fully indemnified against future clean-air, health, or noise-related lawsuits resulting from this facility's localized emissions?
3. What mechanism will the Town use to legally bind and audit the promised "10% net profit community fund" to guarantee it is protected from corporate bankruptcy or accounting write-offs?

Industrial power-generation plants do not belong inside municipal boundaries where families live and breathe. I strongly urge the administration and Council to look past corporate promises, protect our local air quality, and demand a halt to this project until independent safety can be proven to the public.

Thank you for your time and your dedication to protecting our community.

Sincerely,

Barb Larson
619 5th Avenue West, Hanna
403-854-1310
barblarson17@gmail.com

BOARD HIGHLIGHTS

Board of Trustees Meeting October 27, 2026

Trustee Resignation
At its October 27 meeting, the Prairie Land Public School Division Board of Trustees accepted the resignation of Gemma Norburn, Trustee for Ward 2, Subdivision 1, representing the Town of Hanna. The Board extends its sincere appreciation to Gemma for her service to public education, her contributions to the Board and her commitment to representing the Hanna community. Trustees thank her for the time and dedication she has given to Prairie Land and wish her well in her future endeavours.

Under Section 81 of Alberta's Education Act, a school board with six or more trustees is not required to hold a by-election when a single vacancy occurs within the first three years following a general election. While Prairie Land currently has seven Trustees serving, the Board welcomes interest from individuals in the Town of Hanna who may wish to serve their community in this capacity.

Anyone interested in learning more about the role of a Trustee or the possibility of a by-election is encouraged to contact Mark Nikota, Secretary-Treasurer, at the Prairie Land Public School Division Central Office. Should there be no interest in pursuing a by-election, the Board may continue to operate with seven Trustees until the next general election.

Sale of Surplus Properties
The Board of Trustees approved the proposed sale of two surplus properties within Prairie Land: the former Hanna Primary School property, located at 602 1st Street East in Hanna, for $150,000, and the former teacherage at 121 1st Avenue in Cessford, for $90,000. Both sales remain pending completion of the necessary agreements and closing requirements.

These properties are no longer required for the Division's educational operations. Under Alberta's Real Property Governance Act, surplus school division properties must first be offered to the Government of Alberta to determine whether they are required for provincial purposes. Both properties went through this process, and the Province identified no further use for them, allowing Prairie Land to proceed with their sale following the required approvals.

The Board believes that disposing of properties no longer serving an educational purpose is a responsible use of public resources. Proceeds from the sales will support the Division's capital needs while reducing ongoing maintenance costs associated with properties that are no longer required.

Revisions to Board Policies 2 and 3
The Board of Trustees approved revisions to Board Policy 2, Safe and Caring Learning and Work Environments, and Board Policy 3, Role of the Board, to reflect recent amendments to Alberta's Education Act, including changes introduced through Bill 25, the Act to Remove Politics and Ideology from Classrooms.

The revisions to Policy 2 reinforce the Board's responsibility to provide safe and respectful learning environments while reflecting provincial requirements concerning student rights, freedom of

expression, parental involvement and the impartial delivery of educational programming. The policy continues to emphasize that all students and staff deserve to be treated with dignity and respect.

Changes to Policy 3 clarify the Board's responsibilities for ensuring that educational programming aligns with provincial legislation, that decisions remain focused on student learning and that the Board exercises appropriate oversight of its statutory obligations. The revisions also reinforce expectations regarding political neutrality and the importance of keeping the Board's work connected to its responsibilities under the Education Act.

Together, these changes ensure Prairie Land's governance policies remain aligned with provincial legislation while maintaining the Board's commitment to quality public education for all students

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For additional information please contact: Cam McKeage, Superintendent of Schools, Prairie Land Public School Division 403.854.4481

OUR COMMON WATER

PARTNERS IN WATERSHED MANAGEMENT

MUNICIPAL CASE FOR SUPPORT 2027-2028



WHO WE ARE

The Red Deer River Watershed Alliance (RDRWA) was established in 2005 as the official Watershed Planning and Advisory Council (WPAC) for the Red Deer River Watershed. The Alliance leads on watershed planning, promoting beneficial management practices, fostering stewardship activities, reporting on the state of the watershed and educating users on the importance of water resources.

As the official provincial Watershed Planning and Advisory Council (WPAC) for the Red Deer River watershed, the RDRWA has a responsibility to ensure that we engage with many groups of people with diverse perspectives, values, interests, and concerns; which includes sectors such as agriculture, industry and municipalities, as well as the general public.

As a multi-sector organization, the RDRWA acts as a collaborative forum for stakeholders from across sectors to work together in support of a healthy, dynamic, and sustainable watershed. We all have a role to play in watershed management and increasing water literacy. The RDRWA's primary role is one of connection - helping our community members and key stakeholders find meaningful opportunities to make a difference.



HELP THE RDRWA SUPPORT MUNICIPAL LEADERSHIP



WATER IS THE FOUNDATION FOR THE HEALTH AND PROSPERITY OF LOCAL COMMUNITIES

THE HEALTH OF THE RED DEER RIVER WATERSHED IS VITAL TO:

- Sourcewater Protection
- Fisheries and Lake Management
- Municipal Services
- Flood and Drought Resilience
- Wetlands and Riparian Areas
- Recreation

MUNICIPAL SUPPORT FOR WATERSHED MANAGEMENT

Municipalities are leaders and important land-use decision-makers in the Red Deer River watershed. The Red Deer River watershed is home to two cities (Red Deer and Brooks), 22 towns, 20 counties and specialized municipalities, 80 villages and hamlets, and 10 summer villages. Drinking water source watersheds cross varying political boundaries.

Many of these local governments support watershed initiatives by donating $0.50 for every resident within their part of the watershed to the RDRWA, proving there is power in numbers.

This funding enables the RDRWA to continue our work on: watershed planning, resource and tool development, environmental education programming, community engagement, hosting regular forums, and helping to meet your needs as a municipality.

PARTNERS IN WATERSHED MANAGEMENT

Municipalities contribute approximately 25% of the RDRWA's annual funding. This funding helps maintain programming, secure grants and strengthen the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, and lead water literacy and environmental education efforts.



The Red Deer River Watershed Alliance works collaboratively with a wide range of sectors, communities and perspectives.

ADVANCING WATERSHED MANAGEMENT: RDRWA AND YOUR MUNICIPALITY

The RDRWA's work benefits your municipality through local and regional programming that influences the health of watersheds and the water security of communities and industries.

This year the RDRWA updated content for the State of the Watershed Report. This resource will inform the Integrated Watershed Management Plan. We look forward to engaging with our municipal partners on the results and related planning in 2027.

We also encourage municipalities to consult our educational and technical resources via www.rdrwa.ca or to contact the RDRWA for direct support.

In 2026, we focused on improving programming for our municipalities, recognizing the role of municipalities as major land-use decision-makers and community leaders.



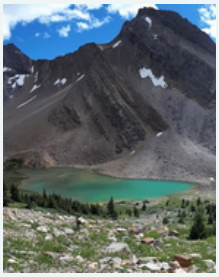
FALL FORUM AND 20 YEAR CELEBRATION

RDRWA celebrated two decades of collaborative watershed stewardship with community performances, partner presentations and a board director panel discussion while also providing an opportunity to network and reflect on the organization's history and accomplishments

WORKING FOR YOU

We strive to be a “go-to” resource for municipalities to learn about the watershed and specific actions that can be taken to support watershed health.

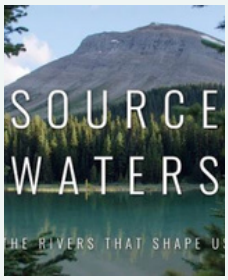
To assist municipalities with land and water resource management, we facilitate communication on watershed planning and produce technical reports and tools addressing watershed topics (e.g., source protection, riparian health, water security, hydraulic fracturing). All of these resources are available to you at no charge and can help inform planning decisions.



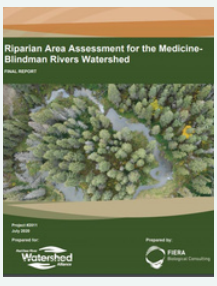
State of the Watershed (2024-2026)
The RDRWA made significant progress to update this resource. We are now working on a summary document and putting the content online. Priority chapters including water quantity and riparian areas are published online. Information will inform local decisions and identify priorities for the Integrated Watershed Management Plan.
Click here to view the State of the Watershed



Blueprint: An Integrated Watershed Management Plan for the Red Deer River Watershed on Water Quality (2016).
The plan addresses two key areas: surface water quality and groundwater quality, recognizing that the two are fundamentally interconnected.



Watershed Video Resources
The RDRWA created a short film, *Source Waters: The Rivers That Shape Us* to raise awareness about the Red Deer River watershed and the importance of water in central Alberta. The film follows the journey of the river from tip to toe, and features a range of experts and municipal leaders.
RDRWA has also created five additional videos on the following topics: municipal planning, gravel-bed rivers, riparian areas, climate change and native trout.



Natural Assets: Riparian Condition Mapping (2020- 2024)
Natural assets provide many ecosystem services including flood and drought protection. With support from three Watershed Restoration and Resiliency grants, RDRWA and Fiera Biological Consulting mapped over 10,000 km of shoreline riparian health using satelitte imagery. This information provides a baseline and focus for conservation and restoration areas. All reports and data are available on the RDRWA website. Municipalities are encouraged to use this information in projects to increase their resilience to floods and droughts.

YOUR SUPPORT MATTERS

Stronger Together. Water in the Red Deer River Basin is becoming increasingly important. The RDRWA works collaboratively with all levels of government to build partnerships and advance watershed management. Through support, you will be joining a community of other respected leaders, municipalities and sectors in shared watershed management.

Please consider supporting shared watershed management through a $0.50 contribution per capita to the RDRWA annually. This funding is leveraged through support from a range of funders, including fellow municipalities, the provincial government, industry, and other granting streams.

The RDRWA would be pleased to work with your municipality to identify strategic ways forward on key and emerging land and water issues.



For more information, contact the RDRWA
E: info@rdrwa.ca Tel: 403-340-7379

Red Deer River Watershed Alliance

October 30, 2026

Town of Hanna
Box 430
Hanna, AB T0J 1P0

Re: Municipal Support for the Red Deer River Watershed Alliance

Dear Town of Hanna,

I am reaching out on behalf of the Red Deer River Watershed Alliance (RDRWA). Water is the foundation for the health and prosperity of local communities and the RDRWA recognizes Town of Hanna is an important leader in land and water use decision-making in the Red Deer River Basin. Below is a brief update on RDRWA's activities and provides information on ways to help achieve our shared watershed planning goals and participate in our 2027-2028 funding process.

Who We Are

The RDRWA was established in 2005 and the designated Watershed Planning and Advisory Council (WPAC) for the Red Deer River Basin. RDRWA is one of 11 WPACs across the province and helps in the delivery of Alberta's *Water for Life Strategy*. Our vision is that the watershed will be healthy, dynamic, and sustainable through the efforts of the entire community. We are a multi-sector, not-for-profit organization that facilitates regional watershed management. Our renewed WPAC mandate and roles agreement with Environment and Protected Areas (2022) specifies RDRWA will lead an ongoing collaborative process to:

- Monitor & report on the State of the Watershed https://rdrwa.ca/state-of-the-watershed/
- Further develop and coordinate Integrated Watershed Management Plan (IWMP),
- Inform, educate and engage on water literacy and watershed stewardship, and
- Serve as a convenor and collaborator on watershed issues for diverse stakeholders

Benefits to Your Municipality

We are sending this letter, and the attached '*Our Common Water*' Case for Support, to invite the City of Brooks to join other municipalities from across the watershed with a financial contribution in support of the RDRWA. The RDRWA can directly help to support your municipality through programming at the watershed-scale that influences the health of local watersheds and the water security for communities and industries. Over the past 20 years, our organization has developed

many resources to maintain and protect watershed health including science-based state of watershed reporting, outreach programming and regional planning. These materials assist municipalities with local decision-making, planning and have community health and prosperity benefits including source water protection, flood and drought resiliency, increased water literacy, biodiversity enhancement and recreational enjoyment.

Municipalities contribute over 20% of the RDRWA's annual funding, based on a recommended funding model of **50 cents per capita.** Consistent municipal funding strengthens the RDRWA's ability to provide support to partner municipalities, advance integrated watershed management, engage different sectors, align monitoring initiatives and lead water literacy and environmental education efforts.

Update on Activities

Highlights from our 2025-2026 Annual Report and upcoming activities include:

- ***Watershed Assessment and Planning Resources****:* We produce technical reports and tools addressing watershed topics to assist municipalities with land and water resource management. Some initiatives are listed below.
    - **State of the Watershed:** The RDRWA is working to complete its interactive online State of the Watershed Report for early 2027. To date published chapters include: **Surface water quantity & allocation**, and **riparian and wetland health**. **https://rdrwa.ca/state-of-the-watershed/**. Findings will inform priorities for the Integrated Watershed Management Plan (IWMP).
    - **Flood and drought resilience:** The RDRWA has mapped over 10,000 km of riparian intactness (shoreline health). Technical reports, data and municipal summaries of this natural asset mapping support targeted restoration and conservation programming that provide ecosystem services.
- ***Education and Outreach:*** Our work reaches hundreds of central Albertans every year. This year the RDRWA connected with over 1,950 individuals through forums, workshops and public events. We delivered programs to school groups and the general public to promote watershed health topics. The RDRWA also connected with over 1,000 individuals on social media (Facebook), through our monthly newsletter (500) and with our website materials (4000 active users). We also maintain a local events and water and watershed resource page to share information.
- ***Convenor and Collaborator:*** Additionally, we provide forums for stakeholders and rights holders to meet, share information, discuss water and watershed issues and priorities in the basin. This past fall we celebrated 20 years of being an organization with our partners at our Fall Forum in Red Deer. Our AGM and Spring Forum (Buffalo Lake) featured speakers on various State of Watershed Chapters. Events were all well attended and received.



Stronger Together

Thank-you for considering this invitation to become a funding partner of the RDRWA and work together to protect, enhance, and sustain the water resources that support our communities, environment and the economy. For interest and follow up invoicing, please contact the RDRWA at info@rdrwa.ca.

Sincerely,

Francine Forrest, MSc.
Executive Director, RDRWA
francine@rdrwa.ca

403-340-7379

Stay Connected

Did you know that the RDRWA offers many ways to connect?

- Sign up for our monthly e-newsletter
- Check out water-related events on our community calendar
- Participate in our regular forums and events
- Request a presentation to Council and/or staff
- Engage with our outreach and technical committees

October 16, 2026

Re: Resignation

Please accept this letter as my formal resignation from my position as Councillor for the Town of Hanna, effective immediately.

When I made the decision to run for Council, I did so with a sincere desire to serve my community, represent its residents, and contribute positively to Hanna's future.

Throughout my time on Council, I have come to recognize that the culture and working dynamics are not the right fit for me. While this has been a difficult realization, I believe stepping down is the best decision moving forward.

My dedication to Hanna and its residents extends well beyond my position on Council, and while my time as an elected representative is coming to an end, my commitment to making a positive difference in this community remains strong as ever and I look forward to continuing that work in other ways.

I am grateful for the opportunity to have served the residents of Hanna.

Sincerely,



Erica Rorabeck



Town of Hanna,

Thank you for your support of our Hanna Outdoor Family Movie Night Event! We wouldn't have such an amazing community without you!

Thank you for the use of the tables, garbages, and recycling bins, and for dropping them off and picking them up.

Hanna Family Outdoor Family Movie Night Committee

transalta

YOU ARE INVITED

Please join us on December 1st, 2026, for our

Annual Environmental Meeting

This will be held at the
Palliser Regional Municipal Services Office
115 Palliser Trail, Hanna AB
10:00 a.m. – 2:00 p.m.

Lunch will be provided for all attendees

Please R.S.V.P by November 23rd, 2026, if you plan to attend.

Contact Joel Cavenagh:

Phone: 403 857 8291
Email: joel_cavenagh@transalta.com

Amber Maksymchuk | Administrative Assistant IV
TransAlta Corporation

T: +1 (403) 854-5165 **| C:** +1 (403) 854-0015
Web | Facebook | Twitter | LinkedIn

CONFIDENTIALITY NOTICE: This email is confidential and may be privileged. If you are not the intended recipient please notify the sender immediately, and please delete it: you should not copy it or use it for any purpose or disclose its contents to any other person.

Date: November 5, 2026

To: Acting CAO Kim Neill, Mayor Danny Povaschuk and Members of Hanna Town Council

Regarding: Urgent Request for Land Use Bylaw #1032-2023 Amendments for Data Center Developments and Phased 9.9 MW Power Generation Permits

Dear Acting CAO Kim Neill ,Mayor Povaschuk and Members of Council,

I am writing to you as a concerned resident regarding the proposed FingerMotion / GENIUSpark data center development at 409 Pioneer Trail South ("Hanna Campus #1"). While economic diversification and infrastructure investment are vital to addressing the town's reported $330 million infrastructure deficit, local growth must not come at the expense of our community standards, local residents, or transparent governance.

After reviewing FingerMotion's public disclosures alongside Historical Survey Plan #9911543, it is evident that the decision to build within town limits leverages pre-existing industrial zoning, immediate utility right-of-way corridors, and Hanna's finite 3 MW grid power headroom.

Of critical concern to myself (and likely much of the community) is the deliberate strategy to cap this initial phase at exactly 9.9 MW. As publicly disclosed, sizing these sites up to 9.9 MW is a calculated regulatory shortcut explicitly designed to bypass the rigorous review and public notification protocols mandated under Alberta Utilities Commission. By keeping the site under the 10 MW provincial threshold, the primary regulatory oversight defaults entirely to the Town of Hanna's Land Use Bylaw (LUB) #1032-2023.

Furthermore, the preemptive naming of this project as "Hanna Campus #1" Inc.—combined with corporate filings indicating 52.5 MW of global offtaker interest—strongly suggests an intention for multi-phased expansions. By utilizing single-use project corporations or individual land titles, developers can exploit a critical loophole: submitting successive, fragmented development applications for "Campus #2," "Campus #3," and so forth, or the single corporation **can scale itself in phases** over time.

This issue is further compounded (as I was advised; I was not in attendance) by Landon stated during the information session that "Stage 2" will involve an orphaned or stranded oil/gas well site, which I suspect will be used to transition operations to off-grid, "Behind-the-Meter" power generation. **Because our current Land Use Bylaw #1032-2023 does not explicitly define or govern "Industrial Power Generation" or data center complexes, I must directly ask: Will Council freeze the issuance of any**

development permits for this project until the LUB is formally amended with strict noise setbacks and specific regulations tailored to industrial gas turbines? Utilizing localized, raw fossil fuels to run independent microturbines directly within or adjacent to our town boundary introduces major industrial complexities that our current bylaws are entirely unequipped to handle.

If Council relies on a standard "one at a time" Discretionary Use evaluation model without an updated regulatory framework, the Development Authority will be forced to evaluate each application in isolation. This effectively prevents the Town from measuring, auditing, or mitigating the **cumulative** impacts of localized methane capture emissions, heavy industrial turbine noise, cooling fan decibels, exhaust setbacks, and long-term utility strain on our community.

To protect surrounding residents and establish clear, predictable operating rules before formal applications hit the desk, I urgently request that Council proactively pass an LUB Amendment to implement the following upfront performance standards:

1. **Cumulative Capacity Caps:** Establish strict multi-phase caps on any single parcel or adjacent parcels to ensure developers cannot bypass AUC thresholds via piecemeal project splintering.
2. **Strict Environmental and Noise Controls:** Impose maximum decibel limits on cooling fan corridors, clear perimeter screening rules, and rigid exhaust setback requirements from residential zones, explicitly covering any on-site natural gas or microturbine infrastructure proposed for Stage 2.
3. **Mandated Community Benefit Agreements (CBA):** Ensure that any promised economic benefits—such as the corporate 10% Community Fund or the estimated $300,000 in annual property taxes—are not left as abstract "possibilities" contingent entirely on un-audited corporate profit margins.

Regarding this final point, growth should benefit everyone, particularly our most vulnerable populations who face the immediate burdens of rising utility distribution costs and property taxes. "I request that Council secure a binding Community Benefits Agreement requiring a dedicated portion of project-derived revenues to be placed into a municipal **Tax and Utility Stabilization Reserve**. This reserve must be legally earmarked to fund municipal infrastructure repairs and broad-based municipal tax relief programs, directly mitigating the rising cost-of-living and utility burdens borne by Hanna's fixed-income seniors and vulnerable residents."

Without a legally binding Development Agreement tied to the land permit under the Municipal Government Act (MGA), corporate profit-share promises carry no legal weight. The Town currently has no framework or agreement governing how those funds would be collected, audited, or distributed, leaving local residents to take on all the long-term operational risks.

Maintaining absolute clarity over our municipal zoning inside town limits is our strongest tool to protect local community standards. I ask Council to act proactively rather than reactively to safeguard the financial and physical future of Hanna and all its residents.

Thank you for your time, transparency, and ongoing commitment to community engagement. I look forward to your formal response and further discussion at the upcoming information sessions and counsel meetings.

Sincerely,

Tamara Brosser

Email: neolover@live.ca

Hanna Resident

From: Audra LIMPERT <audra.limpert@plrd.ab.ca>
Sent: Friday, November 6, 2026 3:07 PM
To: Kim Neill <kneill@hanna.ca>
Subject: Letter to Council

Dear Mayor and Members of Hanna Town Council,

I am writing to express my deep disappointment in Town Council's refusal to work collaboratively with Prairie Land School Division to preserve the playground area on the east end of Hanna.

With the property now sold, an opportunity to maintain a valuable community space has been lost. While the sale may be final, I believe the decisions that led to this outcome deserve reflection and accountability.

As someone who has spent many years working in education and supporting children and families in Hanna, I understand the importance of providing safe, accessible spaces where children can play and families can gather. Playgrounds are not simply recreational extras. They are essential components of a healthy, vibrant, family-friendly community.

What disappoints me most is Council's apparent unwillingness to explore a partnership that could have benefited the very residents it was elected to serve.

I recognize that maintaining playgrounds comes with financial responsibilities and that Council must balance competing priorities. However, I would argue that the value of a community asset cannot always be measured in dollars and cents. Sometimes leadership requires looking beyond immediate financial considerations and recognizing the long-term benefits of investing in our community.

In a small rural town like Hanna, collaboration is not simply desirable; it is essential. We depend on partnerships between local government, schools, businesses, and community

organizations to maintain the services and opportunities that make our town a good place to live.

We frequently hear about the importance of attracting and retaining young families, encouraging community growth, and ensuring Hanna remains a vibrant place to call home. Yet decisions such as this raise legitimate questions about whether our actions reflect those stated priorities.

It is difficult to promote Hanna as a family-friendly community while allowing established neighbourhood recreational spaces to disappear without a clear plan for replacing them.

I am particularly disappointed that Council was unwilling to find a workable solution with the School Division before the property was sold. I believe residents have a right to expect their publicly funded organizations to make every reasonable effort to cooperate when community interests are at stake.

While we cannot change the sale of the property, we can certainly question the decisions that brought us to this point and expect greater collaboration in the future.

I would appreciate Council providing a response to the following question:

What is Council's long-term plan to ensure that families living on the east end of Hanna continue to have access to safe, convenient playground facilities?

I would also encourage Council to reflect on the broader message this decision sends to families who currently live in Hanna and those considering making our community their home.

Strong communities are built through cooperation, shared responsibility, and a willingness to recognize that some investments are about much more than financial return.

Our children and families deserve to be considered a priority, and preserving opportunities for them to play, connect, and grow should be a shared community responsibility.

Thank you for your consideration. I look forward to receiving a response from Council.

Sincerely,
Audra Limpert

--
Audra Limpert

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Closed Session

Meeting Date: November 10, 2026 Agenda Item No: 12.00
Submitted by: Acting CAO - Kim Neill

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council move to Closed Session at _____ p.m. to discuss the following agenda item

11.1 Disclose harmful to personal privacy;
As per ATIA Section 20

That Council move to Regular Session at _____ p.m.

BACKGROUND INFORMATION

The *Municipal Government Act (MGA)* says that a meeting or part of a meeting is considered to be closed to the public when

(a) any members of the public are not permitted to attend the entire meeting or part of the meeting,

(b) the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or

(c) the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the Exceptions to Disclosure in Division 2 of Part 1 of the *Access To Information Act (ATIA)* (s. 19 to 34). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of ATIA that applies before closing all or any part of a meeting to the public.

ATIA outlines the items that would allow a council to close a council meeting, which include matters where a public disclosure could be harmful to:

- Disclose harmful to business interests of a Third Party; (s. 19)
- Disclosure harmful to personal privacy; (s. 20)
- Disclosure harmful to individual or public safety; (s. 21)
- Confidential evaluations; (s. 22)
- Disclosure harmful to law enforcement; (s. 23)
- Workplace investigations (s. 24)
- Disclosure and complaints (s. 25)
- Disclosure harmful to intergovernmental relations (s. 26)
- Cabinet and Treasury Bond confidences (s. 27)
- Local public body confidences (s. 28)
- Advice from officials (s. 29)
- Disclosure harmful to economic and other interest of a public body (s. 30)
- Testing procedures, tests and audits (s. 31)
- Privileged information (s. 32)
- Disclosure harmful to conservation of heritage sites, etc. (s. 33) and
- Information that is or will be available to the public (s. 34)

Public bodies should not:

- Reveal confidential employee evaluations; or
- Disclose local public body confidences, or advice from officials; or
- Disclose information that is subject to any kind of legal privilege.

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or council's discretion) describing a new land use development should be held in a closed session (s. 19 of ATIA).

The required motion to move to closed session, including the exceptions to disclosure applicable under ATIA is provided above.

The only motion allowed during closed session is a motion to move to regular session. A recommended motion is provided above.

ATTACHMENTS:

-

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:
