

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
March 8, 2022**

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

3.1 JC Charyk School – Bird Raising Project – Animal Control Bylaw
Amendment

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.1 Minutes of the Regular Meeting of Council – February 8, 2022

5.2 Minutes of the Information Meeting of Council – February 23, 2022

6 FINANCE REPORTS

6.1 Accounts Payable

6.2 Statement of Revenues & Expenses – February 2022

6.3 Budget Overview – February 2022

7 COMMITTEE REPORTS

8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

8.1 Chief Administrative Officer

8.1.1 Michele Toews

8.1.2 Kevin Olsen

8.2 Director of Business & Communication

8.3 Director of Public Works

9 BUSINESS ITEMS

- 9.1 Hanna SPCA – Operating Grant
- 9.2 Hanna Cemetery – Subdivision Endorsement Extension
- 9.3 Hanna Arena Condenser Replacement Project – Proposal Acceptance
- 9.4 Hanna Tennis Court Resurfacing Project – Proposal Acceptance
- 9.5 JC Charyk – Bird Raising Project Request
- 9.6 Municipal Sustainability Agreement
- 9.7 Policy 2022-01 Council Remuneration & Expenses
- 9.8 Hanna Farmers Market Committee – Subsidized Rent Request

10 BYLAWS

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.1 Minister of Municipal Affairs – Budget 2022
- 12.2 Minister of Infrastructure – Hanna Learning Centre
- 12.3 Minister of Culture – Opportunity to Bid – 2024 Alberta Winter and Summer Games
- 12.4 Peter Julian – MP – Bill C-229 Support
- 12.5 Canadian Heritage – Celebrate Canada Funding Approval
- 12.6 National Police Federation – Community Engagement – Consultations
- 12.7 Harvest Sky Newsletter 2022 02
- 12.8 Agricultural Centre – Town Hall Invitation
- 12.9 PLRD Board Highlights – February 15, 2022
- 12.10 Hanna Historical Society – Thank You
- 12.11 Farm Safety Centre – Thank You
- 12.12 RCMP Town Hall Poster

13 CLOSED SESSION

- 13.1 Council Meeting Conduct
- 13.2 Infrastructure Assistance
- 13.3 CCRF Grant Application

14 ADJOURNMENT

Date: March 8, 2022

Agenda Item No: 03.01

JC Charyk School Bird Raising Project

Recommended Motion

That Council thanks the representatives from JC Charyk School for their presentation and request to allow the Bird Raising Project to take place at the JC Charyk School.

Background

The Town of Hanna has received a request from a group of students at JC Charyk school who have a plan to purchase and raise 30 meat birds storing and caring for them using two chicken coops and an outdoor fenced area on School property outside the concession. The intent is to purchase the birds in April and raise them until sometime in June where they will be transported off-site to be slaughtered.

The students are doing this as part of a Project Based Learning group. They indicate the project will teach them entrepreneurship skills, how to operate a small business and the process of raising animals properly.

The Town of Hanna Animal Control Bylaw 808 Section 16, "states that no person shall keep fowl or livestock within Town limits". The definition section of the Bylaw includes the following applicable definitions:

- Fowl – includes chickens, ducks, turkeys and geese.
- Livestock – means any domestic animals other than horses and fowl but does not include a domestic cat.

In addition to the Animal Control Bylaw, the Land Use Bylaw has restrictions regarding domestic animals.

The students have requested that the Town of Hanna amend Bylaw 808 The Animal Control Bylaw. This bylaw was approved in 1993 and if it was to be amended Administration would recommend a full review of the Bylaw. It would also be difficult to amend the bylaw to allow this activity to occur only on school property as part of a school project. To make an amendment to the Land Use Bylaw requires two separate council meetings, advertising and a public hearing.



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

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

- 1. Letter received from the JC Charyk School Project Based Learning Group.
- 2. Animal Control Bylaw 808

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Dear Town of Hanna;

Kyler Bond, Addison Viste, Elizabeth Brady, and Sullivan Buchwitz have decided that they will be purchasing and raising 30 meat birds in the spring (April, May, and June) then will be taking them to the hutterite colony to butcher and package them. In our second semester of the 2022 school year, we have the opportunity to plan our own project. Our project teaches us entrepreneurship, skills and business for the future. We want to learn the process of raising animals properly. Our goal for this is that we can raise meat birds in the school yard and butcher them when they are ready. We were reading over the bylaw document 808 h) "Fowl" includes chickens, ducks, turkeys and geese. In order to have them on school property we need your approval to mend the bylaw and have meat birds on the school property. We need your approval as soon as possible, so that by the need of the school year we can raise the birds and have them shipped to the Irricana hutterite colony to be butchered.

Our other goal is to make a profit off of the meat birds. The meat birds will be kept in a good facility, completely kept together and safe. We have a space outside the concession and we plan to have a chicken wire fence and two chicken coops to keep the meat birds in shelter. Brandi Benedict has recommended a hatchery to get the eggs from. The hatchery is called Miller Hatcheries which is located in Westlock, Alberta.

If you have any questions or concerns we would be happy to answer them! Please get back to us as soon as possible. Thank you for your time! We look forward to hearing from you.

Sincerely;

Kyler Bond, Addison Viste, Sullivan Buchwitz, Elizabeth Brady

TOWN OF HANNA

PROVINCE OF ALBERTA

BY-LAW NO. 808

A BYLAW OF THE TOWN OF HANNA IN THE PROVINCE OF ALBERTA PROVIDING FOR THE CONTROL OF ANIMALS PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, R.S.A. 1980, AND AMENDMENTS THERETO.

THE MUNICIPAL COUNCIL OF THE TOWN OF HANNA IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this bylaw:

- a) "Animal Control Officer" means a Special Constable or By-Law Enforcement Officer and any person appointed or authorized to carry out the provisions of this bylaw;
- b) "Animal" includes a dog, fowl, horse and/or any domestic livestock. For the purpose of this bylaw a domestic cat shall not be included in the definition of an animal;
- c) "Bylaw Enforcement Officer" means the person or persons appointed from time to time by Bylaw of the Town of Hanna with all the powers of a peace officer;
- d) "Council" means the Municipal Council of the Town of Hanna;
- e) "Dog" means and includes both males and females of the canine family;
- f) "Dog Fancier's License" means a license issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, up to four (4) licensed dogs over the age of three months;
- g) "Former Owner" means the person who at the time of impoundment was the owner of the dog which has subsequently been sold or destroyed;

- h) "Fowl" includes chickens, ducks, turkeys and geese;
- i) "Judge" has the meaning as in the PROVINCIAL COURT ACT R.S.A. 1980 as amended or replaced from time to time;
- j) "Leash" means a chain or other material capable of restraining the dog on which it is being used;
- k) "License Inspector" means the License Inspector for the Town of Hanna as appointed from time to time or his authorized assistants;
- l) "Livestock" means any domestic animals other than horses and fowl but does not include a domestic cat;
- m) "Owner" means a person or corporate body who has legal title to an animal and includes any person who has possession or custody of the animal, either temporarily or permanently, or harbors the animal or permits the animal to remain on his premises;
- n) "Parks or Parkland" includes picnic grounds, open spaces, playgrounds and playfields including all hiking trails within same, beaches, swimming pools, wading pools and other water bodies, and the open spaces or green areas adjacent to or under the control or jurisdiction of the Town and whether or not the custody, care, management and control of such areas have been delegated to another body or agency and regardless of whether all members of the public have a right of access thereto;
- o) "Peace Officer" means a member of the Royal Canadian Mounted Police or a Special Constable appointed pursuant to the Police Act R.S.A. 1980;
- p) "Pound" means a Town facility established for the holding of impounded dogs as set out in this bylaw;

- q) "Register" shall mean with the Town of Hanna;
- r) "Running at Large" means
 - i) a dog or dogs which is or are not under the control of a person responsible by means of a leash and is or are actually upon property other than the property in respect of which the owner of the dog or dogs has the right of occupation or upon any highway, thoroughfare, street, road, trail, avenue, parkway, lane, alley, bridge, sidewalk (including the boulevard portion of the sidewalk), park or other public place;
 - ii) a dog or dogs which is or are under the control of a person responsible by means of a leash and which causes damage to persons, property or other animals;
- s) "School Ground" means that area of land adjacent to a school and is owned or occupied by Rangeland School Division wholly or jointly with the Town;
- t) "Sterilized" means any female dog that has been spayed or any male dog that has been neutered;
- u) "Tag" means a device as approved by the Town Administrator and issued by the Animal Control Licensing Division showing that a license fee has been paid for the dog wearing it for the year it was issued;
- v) "Town" means the Town of Hanna;
- w) "Veterinarian" means a registered veterinarian as defined in the Veterinary Profession Act.
- x) "Vicious Dog" means any dog, whatever its age, whether on public or private property, which has without provocation, damaged or destroyed any public or private property; or without provocation threatened or created reasonable apprehension of a threat to any human or other domestic animals; and which, in the opinion of a Judge, may present a threat of serious harm to any human or other domestic animals;

- y) "Wildlife Sanctuary" means an area designated and maintained for the protection of animal and/or bird wildlife.

RESPONSIBILITIES OF DOG OWNERS

LICENSING

- 2. The owner of a dog shall:
 - a) Obtain an annual license for such dog at such times as specified in Section 2 and shall pay an annual fee as set out in Schedule "A" of this Bylaw.
 - b) Submit a certificate or documentation of sterilization prior to obtaining a dog license in order to determine the license payable by that owner.
 - c) Not give false information when applying for a dog license.
 - d) Obtain a license for such dog on the first day on which the Town Office is open for business after the dog becomes three months of age.
 - e) Obtain a license for a dog notwithstanding that it is under the age of three months, where the dog is found running at large.
 - f) Obtain a license on the first day on which the Town Office is open for business after he becomes the owner of the dog.
 - g) Obtain the annual license for the dog on the first day the Town Office is open for business after January first every year.
 - h) Ensure that his dog wears the current tag purchased for that dog, when the dog is off the property of the owner.

- i) Purchase a replacement dog tag, if the original is lost, by presenting the receipt for payment of the current years license fee to the Animal Control Officer and or Licensing Inspector who will issue a new tag to the owner for a fee as set out in Schedule "A".
- j) Ensure that tags are not transferred from one dog to another.

VICIOUS DOG LICENSING

- 3. The owner of a vicious dog shall:
 - a) Be over the age of seventeen (17) years.
 - b) Within three (3) days after the dog has been declared vicious have a licensed veterinarian tattoo or implant identification in the animal and provide a copy of the information contained thereon to the Animal Control Officer prior to a license being issued.
 - c) Obtain a vicious dog license pursuant to the provisions of Section 3 on the first day on which the Town Office is open for business after the dog has been declared as vicious.
 - d) Obtain an annual license for such vicious dog at such times as specified in Section 3 and shall pay an annual fee as set out in Schedule "A" of this Bylaw.
 - e) Not give false information when applying for a vicious dog license.
 - f) Obtain a license for such vicious dog on the first day on which the Town Office is open for business after the vicious dog becomes three months of age.
 - g) Obtain a license for a vicious dog notwithstanding that it is under the age of three months, where the vicious dog is found running at large.
 - h) Obtain a license on the first day on which the Town Office is open for business after he becomes the owner of the vicious dog.

- i) Obtain the annual license for the vicious dog on the first day the Town Office is open for business after January first every year.
- j) Ensure that his vicious dog wears the current tag purchased for that vicious dog, when the vicious dog is off the property of the owner.
- k) Purchase a replacement vicious dog tag, if the original is lost, by presenting the receipt for payment of the current years license fee to the Animal Control Officer and or Licensing Inspector who will issue a new tag to the owner for a fee as set out in Schedule "A".
- l) Ensure that tags are not transferred from one vicious dog to any other dog.
- m) Notify the Animal Control Officer in writing should the dog be sold, gifted, transferred to another person or die.
- n) Remain liable for the actions of the dog until written notification of sale, gift or transfer is received by the Animal Control Officer.
- o) Notify the Animal Control Officer and/or the Town Office if the dog is running at large.

DOG FANCIER

- 4. The maximum number of dogs in a single family dwelling or household shall be restricted to two (2) dogs over the age of three (3) months, except in the case where an owner is in receipt of a Dog Fancier's License.
- 5. a) Any person requesting a Dog Fancier's License shall submit an application to the Animal Control Officer which shall disclose;
 - i) location of property upon which the dogs will be housed;
 - ii) purpose;
 - iii) breed and sex of dogs;
 - iv) type of facilities;
 - v) consent of adjacent landowners;
- b) The Animal Control Officer shall not issue a Dog Fancier's License if, in his opinion, the site or conditions are unsuitable.

- c) Any person who is refused a Dog Fancier's License may appeal the decision of the Animal Control Officer to Council provided such appeal is submitted in writing within fourteen (14) days of the Animal Control Officers decision.
- d) Any approved license shall be issued upon payment of the fee specified in Schedule "A" of this Bylaw. Each Dog Fancier's License shall be issued pursuant to Section 2 and/or 3 of this Bylaw.
- e) The Animal Control Officer may remove the Dog Fancier's License upon receipt of bonafide complaints from two or more neighbors residing within sixty (60) meters of the residence of the licensee.

RECORD KEEPING

- 6. The License Inspector shall keep a book in which he shall record the name, address and telephone number of each owner, the breed, age, color and sex of each dog, the number stamped on the tag issued to the owner and the amount of the license fee paid by the owner.

PAYMENT OF LICENSE

- 7. Where a license required pursuant to this Bylaw has been paid for by the tender of an uncertified cheque, the license:
 - a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license; and
 - b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
- 8. No refund shall be made on any paid up dog license fee because of death, loss or sale of the dog or upon the owner's leaving the Town prior to expiration of the license period.

HANDICAPPED OWNERS

9. Notwithstanding Section 2 and/or 3, where the Animal Control Officer is satisfied that a person who is handicapped is the owner of a dog trained and used to assist such handicapped person, there shall be no fee payable by the owner for a license under Section 2 and/or 3, however Section 11 (a) (b) (c) (d) (e) (h) (j) (k) (l) (m) (n) and Section 12 shall apply.

VISITORS

10. The provisions of Sections 2 and 3 shall not apply to persons temporarily in Town for a period not exceeding two weeks however, Section 11 and Section 12 shall apply at all times the visitor's dog is in the Town.

NUISANCE

11. No owner shall allow/permit his dog:
 - a) to run at large; or
 - b) to attack/bite or attempt to attack/bite any person or animal; or
 - c) to bark/howl in a manner so as to disturb any person day or night; or
 - d) to chase any person, animal, bicycle, or motor vehicle; or
 - e) to be in a park while not on a leash and not under the control of a person; or
 - f) to be within a site containing playground apparatus and/or a sand play area; or
 - g) to be within any area designated as picnic grounds; or
 - h) to be on a leash that exceeds two metres in length; or

- i) to defecate on any public or private property (other than the property of its owner). The owner shall cause such defecation to be removed immediately; or
- j) to cause damage to property or other animals; or
- k) to upset any waste receptacles or scatter contents thereof either in or about a street, lane or other public property in or about premises not belonging to or in the possession of the owner of the dog; or
- l) to be left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons, as long as such restraint provides for suitable ventilation; or
- m) to be loose in any bird or animal wildlife sanctuary; or
- n) to enter a pool of water located in a park.

NUISANCE/VICIOUS DOG

12. The owner of a vicious dog shall ensure:

- a) that such dog does not, without provocation:
 - i) chase a person; or
 - ii) injure a person; or
 - iii) bite a person; or
 - iv) chase other domestic animals; or
 - v) injure other domestic animals; or
 - vi) bite other domestic animals; or
 - vii) damage or destroy public or private property.

- b) when such dog is on the property of the owner:
 - i) either such dog be confined indoors and under the control of a person over the age of seventeen (17) years; or
 - ii) when outdoors such dog be locked in a pen or other structure, constructed to prevent the escape of the vicious dog and capable of preventing the entry of any person not in control of the dog.
 - iii) such dog is kept as if the provisions of Section 12(c) applied to such dog while on the property of the owner.

- c) a locked pen or other structure shall:
 - i) have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters.
 - ii) provide the vicious dog with shelter from the elements and be of the minimum dimensions of one and one-half (1.5) metres by three (3) metres and be a minimum one and one-half (1.5) metres in height.
 - iii) not be less than one (1) metre from the property line or less than five (5) metres from a neighboring dwelling unit.

- d) at all times, when off the property of the owner, such dog is securely
 - i) muzzled, and
 - ii) harnessed or leashed on a lead which length shall not exceed one (1) metre, in a manner that prevents it from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property, and
 - iii) under the control of a person over the age of seventeen (17) years.

COMMUNICABLE DISEASES

13. An owner of a dog or vicious dog suspected of having rabies:
- a) shall immediately report the matter to Agriculture Canada, Veterinary Inspection Directorate or to the Animal Control Officer; and
 - b) shall confine or isolate the dog in such a manner as prescribed by a Veterinarian as to prevent further spread of the disease for a period of time deemed necessary at the cost of the owner.

ANIMAL CONTROL OPERATION/AUTHORITY

14. An Animal Control Officer of the Town may capture and impound any dog or vicious dog:
- a) found running at large; or
 - b) which is required to be impounded pursuant to the provisions of any Statute of Canada or of the Province of Alberta, or any Regulation made thereunder.

OBSTRUCTION

15. No person shall in any manner hinder or obstruct an Animal Control Officer in the performance of his duties under this bylaw.

KEEPING OF LIVESTOCK, FOWL OR HORSES

16. No person shall keep fowl or livestock within the Town limits.
17. Pursuant to Schedule "B", the keeping of horses within the Town shall be permitted only in those districts defined as "Residential Acreage" and "Urban Reserve" in the Town of Hanna Land Use Bylaw.

INTERFERENCE WITH ANIMALS

18. No person shall:

- a) untie, loosen or otherwise free an animal which has been tied or otherwise restrained;
- b) negligently or willfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the Town.

NOTIFICATIONS

19. If an Animal Control Officer knows or can ascertain the name of the owner of any impounded dog, he shall serve the owner with a Notice either by delivering the notice to the owner or an adult person at the residence or place of business of the owner or by mailing it to the last known address of the owner.

RECLAIMING

20. The owner of any impounded dog or vicious dog may reclaim the dog or vicious dog from the pound by paying to the Town the cost of impoundment as set out in Schedule "C" of this Bylaw, and by obtaining the license for such dog or vicious dog, should a license be required under this Bylaw.

21. Where a dog is claimed, the owner shall provide proof of ownership of the dog.

SALE OR DESTRUCTION

22. If the owner of a dog that has been impounded

- a) cannot be located and notified within 5 business days after the date on which the animal was impounded, or
- b) is located and notified but does not, within 5 business days of the date on which the dog was impounded, pay the expenses and penalties incurred in respect of the dog;

the dog may be sold or given to any person by the Animal Control Officer and the dog becomes the property of the person to whom it is sold or given.

23. Pursuant to Section 22, the Animal Control Officer may destroy the animal or cause the animal to be destroyed, if in the opinion of the Animal Control Officer the dog is not suitable to be sold or given away.
24. The Animal Control Officer may retain a dog for a longer period if in his opinion the circumstances warrant the expense.
25. The Animal Control Officer may, before selling an unclaimed dog, require that the dog be spayed or neutered.
26. When the Animal Control Officer arranges to put a dog to death the owner shall pay to the Town the fee charged by the Veterinarian.

PENALTIES

27. Where an Animal Control Officer or a Special Constable of the Town believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the Provincial Offences Procedure Act, R.S.A. 1988, Chapter P-21.5.
28. The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" of this Bylaw in respect of that provision.
29. Notwithstanding Section 28:
 - a) where any person contravenes the same provision of this Bylaw twice within one twelve month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule "B" of this Bylaw in respect of that provision, and

- b) where any person contravenes the same provision of this Bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule "B" of this Bylaw in respect of this provision.
30. A Judge, after convicting the owner of a dog of an offence under this Bylaw or the Dangerous Dog Act, Chapter D-3, may in addition to other penalties imposed, order owner of subject dog to:
- a) purchase the required dog license;
 - b) pay any outstanding pound or veterinary fees due to the Town;
 - c) reimburse the Town for any and all expenses incurred in repairing, replacing, and or cleaning up damage incurred by subject dog.
31. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than TWO THOUSAND, FIVE HUNDRED DOLLARS (\$2500.00) and in default of payment is liable to imprisonment of a term not exceeding six (6) months.
32. The minimum fines on summary conviction in respect to a contravention of this Bylaw with respect to vicious dogs shall be the same amounts as shown in Schedule "B" regarding vicious dogs.
33. The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw.
34. A Provincial Court Judge, in addition to the penalties provided in this Section, may if he considers the offence sufficiently serious, direct or order the owner of the dog to stop the animal from doing mischief or causing the disturbance or nuisance complained of, or to have the animal removed from the Town or have the animal destroyed.

35. A Judge, after convicting the owner of a dog of an offence under this Bylaw, may, in addition to any other penalties imposed or orders made, and without further notice or hearing, declare the subject dog a vicious dog, pursuant to the provisions of this Bylaw.
36. It is the intention of Council of the Town that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of the Council that if any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.
37. This Bylaw shall come into effect upon third reading thereof.
38. Bylaws numbered 480, 571, 624 and 630 are hereby repealed.

READ A FIRST TIME AND PASSED this 9th day of November, A.D., 1993.

Mayor

Municipal Manager

READ A SECOND TIME AND PASSED this 9th day of November, A.D., 1993

READ A THIRD TIME AND FINALLY PASSED THIS 9th day of November A.D., 1993

Mayor

Municipal Manager

SCHEDULE A

THE ANIMAL CONTROL BYLAW ANNUAL LICENSE FEES

DOG LICENSE	AMOUNT
1) Male or Female	\$25.00
2) Sterilized Male or Female	\$15.00
3) Vicious Dog License Fee	\$100.00
4) Replacement Dog Tag	\$2.00
5) Dog Fanciers License	\$50.00

SCHEDULE B

SPECIFIED PENALTIES

OFFENCE UNDER	OFFENCE	AMOUNT
Section 2	Licensing Dog	\$100.00
Section 3	Licensing Vicious Dog	\$500.00
Section 4	More than two dogs per household	\$100.00
Section 11(a)	Run at large	\$100.00
(b)	Bite/attack a person	\$200.00
(c)	Bark, howl, disturb a person	\$100.00
(d)	Chase a person, vehicle or animal	\$200.00
(e)	Be in a park without leash	\$100.00
(f)	Be in playground	\$100.00
(g)	Be in a picnic area	\$100.00
(h)	Use a leash longer than 2m	\$100.00
(i)	Defecate on private or public grounds	\$100.00

(j)	Damage property or animals	\$200.00
(k)	Upset waste receptacles	\$100.00
(l)	Left unattended/not leashed in vehicle	\$100.00
(m)	Loose in animal/bird sanctuary	\$100.00
(n)	Enter pool of water in park	\$100.00

Section 12 Vicious Dog Offences

(a)(i)(ii)(iii)	Chase, injure, bite a person	\$1000.00
(a)(iv)(v)(vi)	Chase, injure, bite a domestic animal	\$500.00
(a)(vii)	Damage/destroy public/private property	\$500.00
(b)(i)(ii)(iii)	Keep/control requirement on owners property	\$500.00
(d)(i)(ii)(iii)	Control requirement while off owners property	\$500.00

SPECIFIED PENALTIES

OFFENCE UNDER	OFFENCE	AMOUNT
Section 13	Isolate suspected rabies infected dog	\$200.00
Section 15	Obstruction	\$500.00
Section 16	Keeping fowl or livestock in Town	\$100.00
Section 17	Keeping horses in Town Permitted only in "Residential Acreage" zoning and "Urban Reserve" (as defined in Town of Hanna Land Use Bylaw) not more than 1 horse per 10,000 f2 feet (1015 m2)	\$100.00

Section 18(a)	Untie/free restrained animal	\$100.00
(b)	Negligently or willfully open gate, door or fence enclosure allowing animal(s) to run at large	\$100.00

SCHEDULE C

AMOUNT TO BE PAID TO ANIMAL CONTROL OFFICER BY OWNER OF ANIMAL IN ORDER TO RECLAIM OR DESTROY A DOG AT THE TOWN OFFICE

DESCRIPTION	AMOUNT
1. Impoundment Fees	\$50.00
2. Vicious Dog Impoundment Fee	\$250.00
3. Care and sustenance (per day or portion thereof. To commence at midnight on the day of impoundment)	\$10.00
4. Veterinary Fees for Tranquilizing - amount expended	
5. Destruction and Disposal of Dog by Veterinarian	\$40.00

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Date: March 8, 2022

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held February 8, 2022, be adopted as presented.

That the Minutes of the Information Meeting of Council held February 23, 2022, be adopted as presented.

Background

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.

Communications

Highlights of the report may be communicated in the newsletter as well as on the Town website and through the Town Social Media Program.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	



Policy and/or Legislative Implications

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.

Attachments

1. Minutes of the Regular Meeting of Council – February 8, 2022.
2. Minutes of the Information Meeting of Council – February 23, 2022.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
REGULAR COUNCIL MEETING
FEBRUARY 8, 2022**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, February 8, 2022 at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Gerald Campion
Fred Crowle
Sandra Murphy
Kyle Olsen
Angie Warwick – through video conference

Administration Present:

Kim Neill – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication
Brent Olesen – Director of Public Works
Gwen Snell – Director of Community Services

1.0 CALL TO ORDER

Mayor Povaschuk called the meeting to order at 6:01 p.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Campion that the agenda for the February 8, 2022, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

3.01 Hanna RCMP Detachment – Quarterly Report

020-2022
Hanna RCMP
Detachment
quarterly report

Moved by Councillor Beaudoin that Council thanks Sgt. Raimo Loo, OIC Hanna Detachment, for the presentation of policing statistics and the update on the activities of the Hanna RCMP Detachment.

Motion Carried

3.02 Hanna SPCA Update – Trevor Kerr

021-2022
Hanna SPCA
Update

Moved by Councillor Olsen that Council thanks Trevor Kerr, President of the Hanna SPCA for his presentation and information on the rebranding to Harvest Sky Animal Rescue.

Motion Carried

4.0 PUBLIC PRESENTATION

The Chief Administrative Officer confirmed no one had contacted him regarding a request to speak with Council at this meeting.

5.0 ADOPTION OF MINUTES

022-2022
Regular
Meeting Minutes

5.01 Minutes of the Regular Meeting of Council – January 11, 2022

Moved by Councillor Murphy that the Minutes of the Regular Meeting of Council held January 11, 2022 be adopted as presented.

Motion Carried.

023-2022
Information
Meeting Minutes

5.02 Minutes of the Information Meeting of Council – January 26, 2022

Moved by Councillor Olsen that the Minutes of the Information Meeting of Council held January 26, 2022 be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

024-2022
Accounts Payable

Moved by Councillor Crowle that Council accepts the accounts payable listings for general account cheques 42047 – 42094 and direct deposit payments 000800 – 000872 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – January 2022

025-2022
Statement of
Revenues &
Expenses

Moved by Councillor Beaudoin that Council accepts the Statement of Revenue & Expense Report for January 2022 for information.

Motion Carried.

6.03 Budget Overview – January 2022

026-2022
Budget Overview

Moved by Councillor Campion that Council accepts the Budget Overview for January 2022 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

7.01 Community Services Board Meeting Minutes – January 31, 2022

027-2022
Community Services
Board Meeting
Minutes

Moved by Councillor Campion that Council accepts the following committee report for information:

1. Community Services Board Meeting Minutes of January 31 2022.

Motion Carried

8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

- 8.01 Chief Administrative Officer
 - 8.1.1 Kevin Olsen – Community Services Foreman
 - 8.1.2 Michele Toews – Community Services Coordinator
- 8.02 Director of Business & Communication
- 8.03 Director of Public Works

028-2022
SAO Reports

Moved by Councillor Campion that Council accepts the Senior Administrative Officials reports 8.01 to 8.03 as presented for information.

Motion Carried.

9.0 BUSINESS ITEMS

- 9.01 Peace Officer Agreement

029-2022
Peace Officer
Agreement

Moved by Councillor Olsen that Council authorize the Mayor and Chief Administrative Officer to enter into the Memorandum of Agreement between the Special Areas Board and the Town of Hanna for the provision of Peace Officer Services within the jurisdiction of the Town of Hanna.

Motion Carried.

- 9.02 Community Centre Renovation Project – Grant Application

030-2022
Community Centre
Renovation Project -
Grant

Moved by Councillor Murphy that Council authorizes the Chief Administrative Officer to submit a grant application in the amount of \$1,405,058.68 on behalf of the Town of Hanna to the Green and Inclusive Communities Building Grant for the Hanna Community Centre Upgrade and commit to providing the required matching dollars in the amount of \$351,264.67.

Motion Carried.

- 9.03 Hanna Municipal Library Board – Safety & Use Bylaw

031-2022
Hanna Municipal
Library Board –
Safety & Use Bylaw

Moved by Councillor Beaudoin that Council accepts the Hanna Municipal Library Board Safety & Use Bylaw as amended.

Motion Carried.

10.0 BYLAWS

11.0 COUNCIL REPORTS AND ROUNDTABLE

The Mayor and Councillors provided written or verbal reports regarding meetings and events attended since the last Regular Council meeting.

Moved by Councillor Beaudoin that the Council Reports be accepted for information.

Motion Carried

032-2022
Council Reports &
Roundtable

Moved by Councillor Beaudoin that Council authorize the Chief Administrative Officer to write a letter to MLA Nate Horner and the Alberta Utilities Consumer Advocate to express concern regarding the increased charges for transmission and distribution of utilities in rural Alberta.

Motion Carried.

033-2022
MLA & AUCA -
Utility Charges

12.0 CORRESPONDENCE

- 12.01 Minister of Agriculture, Forestry & Rural Economic Development - Congratulations
- 12.02 Town of Tofield – Adolescent Vaccine Provision
- 12.03 Minister of Municipal Affairs – Convention Meeting Recap
- 12.04 Crowsnest Pass – Letter of Support – Streamlining Foreign Physicians Assessment
- 12.05 Crowsnest Pass – Letter of Support – Fast Tracking Immigrant Nurses for Certification
- 12.06 Government of Canada – Press Release – Canada Coal Transition Initiative – Infrastructure Fund
- 12.07 Community Engagement AHS – EMS System Pressure and Mitigation
- 12.08 Town of Gibbons – Bill 21 Provincial Administrative Penalties Act
- 12.09 Southern Alberta Energy from Water Association – Project Update Memo 2022.01

Moved by Councillor Campion that Council accepts Correspondence items 12.01 to 12.09 for information.

Motion Carried

034-2022
Correspondence

Town of Hanna
Regular Council Meeting
February 8, 2022
Page 014:

13.0 CLOSED SESSION

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:29 p.m.

These minutes approved this 8th day of March 2022.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
INFORMATION COUNCIL MEETING
FEBRUARY 23, 2022**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, February 23, 2022 at 8:30 a.m. in the Town of Hanna Council Chambers.

Councillors Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Gerald Campion
Fred Crowle - entered at 9:28 am
Sandra Murphy
Angie Warwick

Councillor Absent:

Kyle Olsen

Administration Present:

Kim Neill – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication

1.0 CALL TO ORDER

Mayor Danny Povaschuk called the meeting to order at 8:32 a.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Beaudoin that the agenda for the February 23, 2022 Information Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

The Chief Administrative Officer confirmed there were no delegations for this Council Information meeting.

4.0 PUBLIC PRESENTATION

The Chief Administrative Officer confirmed that no one had contacted him to make a presentation to Council at this meeting.

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

Chief Administrative Officer Neill reviewed his report with Council.

6.0 BUSINESS ITEMS

6.01 Council Honorarium and Expenses Clarification

Moved by Councillor Campion that Council directs Administration to prepare a Council Remuneration and Expenses Policy to be brought back to a Regular Council Meeting for review and approval.

Motion Carried

6.02 Ambulance Availability and Response Concerns

Council will extend an invitation to Ken Hansen to attend the next Council Information meeting to discuss the ambulance availability and response concerns.

6.03 Commissioner of Oaths Information

Chief Administrative Officer Neill provided Council with the Province of Alberta Information and Instructions for Commissioner for Oaths for their reference.

6.04 Hanna Healthy Living Strategy Study

Moved by Councillor Warwick that Council accepts for information the Hanna Healthy Living Strategy prepared by Lombard North Group.

Motion Carried.

036-2022
Council
Remuneration and
Expenses

037-2022
Hanna Healthy
Living Strategy

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the February 8, 2022 Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 11:18 a.m.

These minutes approved this 8th day of March 2022.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: March 8, 2022

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42095 – 42127 and direct deposit payments 000873 – 000931 for information.

Background

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 and direct deposits. 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.

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A



Attachments

1. Accounts Payable Listing – Cheques 42095 – 42127 totaling \$215,293.42.
2. Accounts Payable Listing – Direct Deposits 000873 – 000931 totaling \$200,355.32.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: March 8, 2022

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for February 2022 for information.

Background

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 2022 Operating and Capital budgets approved by Council at the December 14, 2021, 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 February 28, 2022.

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

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Statement of Revenue & Expense Report – February 2022

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 28/02/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	0.00	2,399,127.00-	2,399,127.00-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	0.00	900,657.00-	900,657.00-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	0.00	74,675.00-	74,675.00-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	0.00	1,366.00-	1,366.00-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	0.00	147,754.00-	147,754.00-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	0.00	66,768.00-	66,768.00-
PENALTY & COST ON TAX	1-01-0000-510	3,874.85-	25,500.00-	21,625.15-
CONCESSION & FRANCHISE	1-01-0000-540	62,214.69-	441,400.00-	379,185.31-
RETURN ON INVESTMENTS	1-01-0000-550	2,258.76-	71,400.00-	69,141.24-
DRAWN FROM OPERATING	1-01-0000-920	0.00	16,315.00-	16,315.00-
	TOTAL GENERAL MUNICIPAL 01:	68,348.30-	4,144,962.00-	4,076,613.70-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	430.00-	2,800.00-	2,370.00-
ADMIN SOUVENIR	1-12-0000-419	43.85-	4,400.00-	4,356.15-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	2,500.00-	16,800.00-	14,300.00-
ADMIN OTHER REVENUE	1-12-0000-590	39.81-	5,000.00-	4,960.19-
ADMIN FEDERAL CONDITIONAL	1-12-0000-830	0.00	40,000.00-	40,000.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	152,800.00-	152,800.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	300,000.00-	300,000.00-
ADMIN DRAWN FROM SURPLUS (OPERATING	1-12-0000-920	0.00	47,500.00-	47,500.00-
	TOTAL GENERAL ADMINISTRATION 12:	3,013.66-	569,300.00-	566,286.34-
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - LEASE	1-12-0600-560	3,000.00-	10,100.00-	7,100.00-
	TOTAL TAX RECOVERY PROPERTY:	3,000.00-	10,100.00-	7,100.00-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	88.00-	10,200.00-	10,112.00-
	TOTAL POLICE:	88.00-	10,200.00-	10,112.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	7,215.00-	102,900.00-	95,685.00-
FIRE PROVINCIAL CONDITIONAL GRANT	1-23-0000-840	0.00	325,000.00-	325,000.00-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	95,811.00-	95,811.00-
FIRE DRAWN FROM SURPLUS (OPERATING R	1-23-0000-920	0.00	100,000.00-	100,000.00-
	TOTAL FIRE:	7,215.00-	623,711.00-	616,496.00-
EMERGENCY SERVICES				
EMERGENCY SERV DRAWN FROM REESERVES	1-24-0000-920	0.00	3,250.00-	3,250.00-
	TOTAL DISASTER SERVICES:	0.00	3,250.00-	3,250.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	282.85-	3,000.00-	2,717.15-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	60.00-	400.00-	340.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	18,500.00-	17,900.00-	600.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	0.00	200.00-	200.00-
BY-LAW FINES	1-26-0000-530	0.00	1,000.00-	1,000.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
	TOTAL BY-LAW ENFORCEMENT:	18,842.85-	23,000.00-	4,157.15-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	2,850.00-	4,900.00-	2,050.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	2,850.00-	5,000.00-	2,150.00-
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	0.00	3,000.00-	3,000.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	0.00	300.00-	300.00-
	TOTAL COMMON SERVICES:	0.00	3,300.00-	3,300.00-
STREETS & ROADS				
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	430,439.00-	430,439.00-
	TOTAL STREETS & ROADS:	0.00	430,439.00-	430,439.00-
AIRPORT				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 28/02/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	1,200.00-	7,400.00-	6,200.00-
AIRPORT OTHER REVENUE	1-33-0000-590	0.00	100.00-	100.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	16,205.00-	16,205.00-
TOTAL AIRPORT:		1,200.00-	23,705.00-	22,505.00-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	687.89-	1,087,400.00-	1,086,712.11-
WATER SERVICE CHARGES	1-41-0000-413	0.00	1,300.00-	1,300.00-
WATER DRAWN FROM SURPLUS (OPERATING	1-41-0000-920	0.00	10,000.00-	10,000.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	0.00	82,700.00-	82,700.00-
TOTAL WATER SUPPLY & DISTRIBUTION:		687.89-	1,181,400.00-	1,180,712.11-
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	188.12-	260,100.00-	259,911.88-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	37,500.00-	37,500.00-
TOTAL SANITARY SEWERS:		188.12-	297,600.00-	297,411.88-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	90.98-	74,300.00-	74,209.02-
TOTAL GARBAGE COLLECTION & DISPOSAL:		90.98-	74,300.00-	74,209.02-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	275.96-	353,800.00-	353,524.04-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
TOTAL BIG COUNTRY WASTE AUTHORITY:		275.96-	353,900.00-	353,624.04-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	800.00-	800.00-
FCSS VAN RENTAL	1-51-0000-561	116.55-	700.00-	583.45-
FCSS DONATIONS	1-51-0000-591	0.00	1,000.00-	1,000.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	0.00	1,500.00-	1,500.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	0.00	89,798.00-	89,798.00-
TOTAL F.C.S.S.:		116.55-	93,798.00-	93,681.45-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	4,149.53-	16,400.00-	12,250.47-
CEMETERY OTHER	1-56-0000-590	8.58-	100.00-	91.42-
TOTAL CEMETERY:		4,158.11-	16,500.00-	12,341.89-
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE BUILDING RENT	1-61-0200-560	6,000.00-	24,000.00-	18,000.00-
COMMERCIAL OFFICE BUILDING DRAW FROM	1-61-0200-930	0.00	1,690.00-	1,690.00-
TOTAL COMMERCIAL OFFICE BUILDING:		6,000.00-	25,690.00-	19,690.00-
ECONOMIC DEVELOPMENT - TOURISM				
TOURISM SALES OF GOODS AND SERVICES	1-61-0300-410	0.00	1,200.00-	1,200.00-
TOTAL ECONOMIC DEVELOPMENT - TOURISM:		0.00	1,200.00-	1,200.00-
BUSINESS & COMMUNICATIONS				
BUS COM DRAWN FROM SURPLUS (OPERATIN	1-61-0400-920	0.00	10,000.00-	10,000.00-
TOTAL BUSINESS & COMMUNICATIONS:		0.00	10,000.00-	10,000.00-
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	0.00	500.00-	500.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	0.00	1,000.00-	1,000.00-
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	37,100.00-	37,100.00-
RECREATION LOCAL GRANTS	1-72-0000-850	0.00	187,000.00-	187,000.00-
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	0.00	5,400.00-	5,400.00-
TOTAL RECREATION REVENUE:		0.00	231,000.00-	231,000.00-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	0.00	21,000.00-	21,000.00-
POOL LESSON REGISTRATIONS	1-72-0100-411	0.00	28,400.00-	28,400.00-
POOL DAILY ADMISSIONS	1-72-0100-412	0.00	13,000.00-	13,000.00-
POOL RETAIL SALES	1-72-0100-419	0.00	3,100.00-	3,100.00-
POOL RENTAL REVENUE	1-72-0100-560	0.00	6,100.00-	6,100.00-
POOL DONATIONS	1-72-0100-590	0.00	200.00-	200.00-
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
TOTAL SWIMMING POOLS:		0.00	86,800.00-	86,800.00-
ARENA				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 28/02/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
ARENA ADVERTISING REV SIGNS	1-72-0200-410	4,187.50-	12,200.00-	8,012.50-
ARENA RENTAL REVENUE	1-72-0200-560	12,313.50-	63,600.00-	51,286.50-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	0.00	1,800.00-	1,800.00-
ARENA DONATIONS	1-72-0200-590	0.00	2,850.00-	2,850.00-
	TOTAL ARENA:	16,501.00-	80,450.00-	63,949.00-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	0.00	32,200.00-	32,200.00-
CURLING RINK RENTAL REVENUE	1-72-0400-560	0.00	7,500.00-	7,500.00-
CURLING RINK DRAWN FROM DEFFERED	1-72-0400-930	0.00	10,000.00-	10,000.00-
	CURLING RINK TOTAL:	0.00	49,700.00-	49,700.00-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	0.00	5,100.00-	5,100.00-
	TOTAL BALL DIAMONDS REVENUE:	0.00	5,100.00-	5,100.00-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	0.00	3,400.00-	3,400.00-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	0.00	479.00-	479.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	609.52-	54,600.00-	53,990.48-
FOX LAKE DRAWN FROM SURPLUS (OPERATI	1-72-0700-920	0.00	15,000.00-	15,000.00-
	TOTAL FOX LAKE & HELMER DAM:	609.52-	73,479.00-	72,869.48-
PARKS				
PARKS DRAWN FROM SURPLUS	1-72-0800-930	0.00	125,000.00-	125,000.00-
	TOTAL PARKS:	0.00	125,000.00-	125,000.00-
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	0.00	2,000.00-	2,000.00-
PLAYGROUND PROGRAM DONATIONS	1-72-1000-591	0.00	500.00-	500.00-
	TOTAL PLAYGROUND PROGRAM:	0.00	2,500.00-	2,500.00-
HKH PIONEER PARK				
HKH DRAWN FROM SURPLUS	1-72-1300-920	0.00	8,000.00-	8,000.00-
	TOTAL HKH PARK REVENUE:	0.00	8,000.00-	8,000.00-
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	0.00	2,100.00-	2,100.00-
	TOTAL SOCCER FIELDS REVENUE:	0.00	2,100.00-	2,100.00-
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATIN	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	1,998.27-	7,200.00-	5,201.73-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	18,600.00-	18,600.00-
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	19,850.00-	19,850.00-
RCSC DRAWN FROM DEFERRED REVENUE	1-74-0800-930	0.00	10,000.00-	10,000.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	4,654.60-	24,000.00-	19,345.40-
RCSC FITNESS CENTRE DONATIONS	1-74-0801-591	2,180.58-	0.00	2,180.58
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	8,833.45-	79,650.00-	70,816.55-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	1,710.00-	22,570.00-	20,860.00-
	TOTAL COMMUNITY CENTRE:	1,710.00-	22,570.00-	20,860.00-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	375.00-	1,200.00-	825.00-
	LIONS HALL TOTAL:	375.00-	1,200.00-	825.00-
	TOTAL REVENUE:	144,104.39-	8,678,904.00-	8,534,799.61-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	12,696.34	94,100.00	81,403.66
COUNCIL BENEFITS	2-11-0000-130	419.94	4,200.00	3,780.06
COUNCIL NON T4 BENEFITS	2-11-0000-133	0.00	550.00	550.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	0.00	14,400.00	14,400.00
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	0.00	13,300.00	13,300.00
COUNCIL GOODS	2-11-0000-500	5,336.30	17,800.00	12,463.70
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	1,000.00	1,000.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	158.00	4,900.00	4,742.00
	TOTAL COUNCIL:	18,610.58	150,250.00	131,639.42
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	55,318.21	352,500.00	297,181.79
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	591.50	11,000.00	10,408.50
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	4,212.46	20,900.00	16,687.54
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	32.39	800.00	767.61
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	5,686.08	45,900.00	40,213.92
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	0.00	11,900.00	11,900.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	0.00	18,400.00	18,400.00
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	7,200.00	7,200.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	0.00	6,200.00	6,200.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	0.00	9,900.00	9,900.00
ADMINISTRATION TELEPHONE	2-12-0000-217	1,733.56	11,100.00	9,366.44
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	830.22	6,700.00	5,869.78
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	4,116.93	9,300.00	5,183.07
ADMINISTRATION AUDIT	2-12-0000-230	0.00	33,000.00	33,000.00
ADMINISTRATION LEGAL	2-12-0000-231	0.00	5,000.00	5,000.00
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	25,811.98	147,900.00	122,088.02
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	33,614.11	33,614.00	0.11-
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	0.00	5,000.00	5,000.00
ADMINISTRATION INSURANCE	2-12-0000-274	126,256.63	15,230.00	111,026.63-
ADMINISTRATION ASSESSOR	2-12-0000-280	0.00	45,500.00	45,500.00
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	100.00	1,000.00	900.00
ADMINISTRATION GOODS	2-12-0000-500	4,856.52	11,800.00	6,943.48
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	4,400.00	4,400.00
ADMINISTRATION POWER	2-12-0000-541	3,662.68	21,800.00	18,137.32
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	74,817.27	152,000.00	77,182.73
ADMINISTRATION BANK CHARGES	2-12-0000-810	436.71	5,400.00	4,963.29
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	0.00	2,900.00	2,900.00
ADMINISTRATION OTHER	2-12-0000-990	969.94-	32,000.00	32,969.94
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	0.00	1,000.00	1,000.00
	TOTAL ADMINISTRATION:	341,107.31	1,029,344.00	688,236.69
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - CONTRACTED R	2-12-0600-250	0.00	2,000.00	2,000.00
TAX RECOVERY PROPERTY - INSURANCE	2-12-0600-274	0.00	300.00	300.00
TAX RECOVERY PROPERTY - HEAT	2-12-0600-540	286.17	1,800.00	1,513.83
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	129.99	1,800.00	1,670.01
TRANSFER TO CAPITAL	2-12-0600-762	0.00	3,360.00	3,360.00
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	0.00	840.00	840.00
	TOTAL TAX RECOVERY PROPERTY:	416.16	10,100.00	9,683.84
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	0.00	72,000.00	72,000.00
	TOTAL POLICE:	0.00	72,000.00	72,000.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,500.00	2,500.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	0.00	150.00	150.00
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	0.00	800.00	800.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,300.00	1,300.00
	TOTAL SAFETY & RISK MANAGEMENT:	0.00	4,750.00	4,750.00
FIRE				
FIRE SALARIES - DIR PROTECTIVE SERVI	2-23-0000-110	2,036.82	1,800.00	236.82-
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	83,000.00	83,000.00
FIRE BENEFITS	2-23-0000-130	0.00	100.00	100.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	483.60	8,600.00	8,116.40
FIRE NON T4 BENEFITS	2-23-0000-133	0.00	1,600.00	1,600.00
FIRE TRAVEL	2-23-0000-211	0.00	7,000.00	7,000.00
FIRE TRAINING	2-23-0000-212	0.00	23,400.00	23,400.00
FIRE FREIGHT	2-23-0000-215	41.70	400.00	358.30
FIRE TELEPHONE	2-23-0000-217	923.37	9,800.00	8,876.63
FIRE ADVERTISING	2-23-0000-220	0.00	900.00	900.00
FIRE MEMBERSHIPS	2-23-0000-221	660.00	900.00	240.00
FIRE CONTRACTED SERVICES	2-23-0000-232	2,694.66	23,100.00	20,405.34
FIRE CONTRACTED REPAIRS	2-23-0000-250	829.00	14,000.00	13,171.00
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	0.00	5,000.00	5,000.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 28/02/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
FIRE INSURANCE	2-23-0000-274	0.00	15,740.00	15,740.00
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	3,587.35	18,200.00	14,612.65
FIRE PETROLEUM PRODUCTS	2-23-0000-521	539.44	9,300.00	8,760.56
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	200.00	200.00
FIRE HEATING	2-23-0000-540	2,310.98	8,700.00	6,389.02
FIRE POWER	2-23-0000-541	1,188.02	12,500.00	11,311.98
FIRE TRANSFER TO CAPITAL	2-23-0000-762	0.00	225,000.00	225,000.00
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	0.00	16,200.00	16,200.00
	TOTAL FIRE:	15,294.94	486,040.00	470,745.06
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	5,200.00	5,200.00
EMERGENCY SERVICES CONTRACTED SERVCI	2-24-0000-232	1,733.34	6,000.00	4,266.66
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	900.00	900.00
EMERGENCY SERVICES OTHER	2-24-0000-990	0.00	100.00	100.00
	TOTAL EMERGENCY SERVICES:	1,733.34	12,200.00	10,466.66
BY-LAW ENFORCEMENT				
BYLAW SALARIES	2-26-0000-110	6,619.66	5,900.00	719.66-
BYLAW BENEFITS	2-26-0000-130	706.49	400.00	306.49-
BYLAW NON T4 BENEFITS	2-26-0000-133	0.00	600.00	600.00
BYLAW FREIGHT	2-26-0000-215	0.00	700.00	700.00
BYLAW ADVERTISING	2-26-0000-220	0.00	1,000.00	1,000.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	1,733.34	53,800.00	52,066.66
BYLAW INSURANCE	2-26-0000-274	0.00	480.00	480.00
BYLAW GOODS	2-26-0000-500	0.00	800.00	800.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	279.52	3,000.00	2,720.48
	TOTAL BY-LAW ENFORCEMENT:	9,339.01	66,680.00	57,340.99
DOG CONTROL				
DOG CONTROL SALARIES	2-28-0000-110	1,527.61	1,400.00	127.61-
DOG CONTROL BENEFITS	2-28-0000-130	0.00	100.00	100.00
DOG CONTROL NON T4 BENEFITS	2-28-0000-133	0.00	100.00	100.00
DOG CONTROL POSTAGE	2-28-0000-215	0.00	700.00	700.00
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	300.00	300.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	0.00	6,100.00	6,100.00
DOG CONTROL GOODS	2-28-0000-500	0.00	600.00	600.00
	TOTAL DOG CONTROL:	1,527.61	9,300.00	7,772.39
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	37,848.77	235,700.00	197,851.23
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	0.00	3,600.00	3,600.00
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	5,351.92	16,400.00	11,048.08
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	0.00	200.00	200.00
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	12,749.39	45,300.00	32,550.61
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00
COMMON SERVICES TRAINING	2-31-0000-212	108.94	1,500.00	1,391.06
COMMON SERVICES FREIGHT	2-31-0000-215	0.00	800.00	800.00
COMMON SERVICES TELEPHONE	2-31-0000-217	0.00	3,000.00	3,000.00
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	1,000.00	1,000.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	744.58	20,600.00	19,855.42
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	388.75	15,000.00	14,611.25
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	0.00	10,000.00	10,000.00
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	320.00	4,500.00	4,180.00
COMMON SERVICES EQUIPMENT RENTAL OR	2-31-0000-263	2,259.37	27,806.00	25,546.63
COMMON SERVICES INSURANCE	2-31-0000-274	0.00	27,280.00	27,280.00
COMMON SERVICES GOODS	2-31-0000-500	3,779.00	17,900.00	14,121.00
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	2,496.86	46,700.00	44,203.14
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	253.26	8,100.00	7,846.74
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	1,573.24	11,300.00	9,726.76
COMMON SERVICES HEATING	2-31-0000-540	3,705.47	15,000.00	11,294.53
COMMON SERVICES POWER	2-31-0000-541	1,910.08	12,700.00	10,789.92
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	1,180.81	13,472.00	12,291.19
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	0.00	3,000.00	3,000.00
	TOTAL COMMON SERVICES:	74,670.44	541,358.00	466,687.56
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	10,835.54	81,300.00	70,464.46
S & R SEASONAL SALARIES	2-32-0000-111	0.00	5,300.00	5,300.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
S & R BENEFITS	2-32-0000-130	0.00	5,500.00	5,500.00
S & R SEASONAL BENEFITS	2-32-0000-131	0.00	400.00	400.00
S & R NON T4 BENEFITS	2-32-0000-133	0.00	15,100.00	15,100.00
S & R FREIGHT	2-32-0000-215	0.00	2,100.00	2,100.00
S & R CONTRACTED SERVICES	2-32-0000-232	0.00	5,900.00	5,900.00
S & R CONTRACTED REPAIRS	2-32-0000-250	0.00	135,000.00	135,000.00
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	0.00	5,000.00	5,000.00
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	144.00	34,500.00	34,356.00
S & R EQUIPMENT GOODS	2-32-0000-522	31.72	3,000.00	2,968.28
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	10,214.95	112,700.00	102,485.05
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	430,439.00	430,439.00
TOTAL STREETS & ROADS:		21,226.21	840,239.00	819,012.79
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	220.68	2,000.00	1,779.32
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,500.00	3,500.00
AIRPORT BENEFITS	2-33-0000-130	0.00	200.00	200.00
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	200.00	200.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	0.00	400.00	400.00
AIRPORT FREIGHT	2-33-0000-215	0.00	100.00	100.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	0.00	50.00	50.00
AIRPORT CONTRACTED SERVICES	2-33-0000-232	166.67	2,100.00	1,933.33
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	0.00	14,300.00	14,300.00
AIRPORT VEHICLE REPAIRS	2-33-0000-255	0.00	200.00	200.00
AIRPORT INSURANCE	2-33-0000-274	2,328.00	5,660.00	3,332.00
AIRPORT GOODS	2-33-0000-500	0.00	1,500.00	1,500.00
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	370.90	2,100.00	1,729.10
AIRPORT POWER	2-33-0000-541	766.00	7,500.00	6,734.00
AIRPORT WATER & SEWER	2-33-0000-542	40.00	500.00	460.00
TOTAL AIRPORT:		3,892.25	40,410.00	36,517.75
WATER PLANT				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	58,550.10	808,700.00	750,149.90
WATER PLANT POWER	2-41-0100-541	2,120.71	27,000.00	24,879.29
TOTAL WATER PLANT:		60,670.81	835,700.00	775,029.19
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	9,247.03	125,700.00	116,452.97
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	776.42	9,600.00	8,823.58
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	1,109.38	24,300.00	23,190.62
WATER LINES TRAVEL & TRAINING	2-41-0200-211	394.28	5,500.00	5,105.72
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	0.00	9,200.00	9,200.00
WATER LINES ADVERTISING	2-41-0200-220	0.00	1,000.00	1,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	0.00	7,300.00	7,300.00
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	5,125.00	25,000.00	19,875.00
WATER LINES GOODS	2-41-0200-500	117.71	20,000.00	19,882.29
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
TOTAL WATER LINES & DISTRIBUTION:		16,769.82	280,800.00	264,030.18
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	3,421.19	27,900.00	24,478.81
SEWERS BENEFITS	2-42-0000-130	0.00	2,000.00	2,000.00
SEWERS NON T4 BENEFITS	2-42-0000-133	0.00	5,500.00	5,500.00
SEWERS FREIGHT & POSTAGE	2-42-0000-215	0.00	500.00	500.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	283.01	1,800.00	1,516.99
SEWERS CONTRACTED REPAIRS	2-42-0000-250	4,069.86	72,500.00	68,430.14
SEWERS INSURANCE	2-42-0000-274	0.00	3,160.00	3,160.00
SEWERS GOODS	2-42-0000-500	11,550.00	26,500.00	14,950.00
SEWERS HEATING	2-42-0000-540	234.22	1,100.00	865.78
SEWERS POWER	2-42-0000-541	1,009.16	12,400.00	11,390.84
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
TOTAL SANITARY SEWERS:		20,567.44	203,360.00	182,792.56
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	11,600.00	75,400.00	63,800.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
	TOTAL GARBAGE:	11,600.00	75,700.00	64,100.00
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	83,600.29	334,400.00	250,799.71
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	16,100.00	16,100.00
	TOTAL REGIONAL WASTE SYSTEM:	83,600.29	350,500.00	266,899.71
FCSS				
FCSS SALARIES	2-51-0100-110	4,506.32	27,500.00	22,993.68
FCSS BENEFITS	2-51-0100-130	0.00	2,400.00	2,400.00
FCSS NON T4 BENEFITS	2-51-0100-133	0.00	5,200.00	5,200.00
FCSS TRAVEL	2-51-0100-211	0.00	900.00	900.00
FCSS TRAINING	2-51-0100-212	0.00	600.00	600.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	0.00	300.00	300.00
FCSS ADVERTISING	2-51-0100-220	0.00	800.00	800.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	0.00	500.00	500.00
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	0.00	500.00	500.00
	TOTAL FCSS:	4,506.32	40,800.00	36,293.68
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	4,136.82	31,800.00	27,663.18
COORDINATOR PART TIME SALARIES	2-51-0200-111	0.00	1,800.00	1,800.00
COORDINATOR BENEFITS	2-51-0200-130	0.00	2,700.00	2,700.00
COORDINATOR PART TIME BENEFITS	2-51-0200-131	0.00	100.00	100.00
COORDINATOR NON T4 BENEFITS	2-51-0200-133	0.00	5,900.00	5,900.00
COORDINATOR TRAVEL	2-51-0200-211	0.00	2,000.00	2,000.00
COORDINATOR TRAINING	2-51-0200-212	0.00	1,500.00	1,500.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	0.00	300.00	300.00
COORDINATOR TELEPHONE	2-51-0200-217	0.00	400.00	400.00
COORDINATOR ADVERTISING	2-51-0200-220	0.00	3,000.00	3,000.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	100.00	100.00
COORDINATOR GOODS	2-51-0200-500	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	11,723.47	57,200.00	45,476.53
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
	TOTAL COORDINATOR:	15,860.29	108,100.00	92,239.71
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	4,226.86	17,200.00	12,973.14
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	828.23	1,500.00	671.77
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	2,260.99	3,200.00	939.01
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,700.00	2,700.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	7,316.08	25,300.00	17,983.92
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	0.00	900.00	900.00
CSD VAN INSURANCE	2-51-0500-274	0.00	3,250.00	3,250.00
CSD VAN GOODS	2-51-0500-500	0.00	100.00	100.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	0.00	400.00	400.00
	TOTAL COMMUNITY SERVICES VANS:	0.00	4,750.00	4,750.00
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	323.33	8,700.00	8,376.67
CEMETERY SEASONAL SALARIES	2-56-0000-111	0.00	6,900.00	6,900.00
CEMETERY BENEFITS	2-56-0000-130	0.00	700.00	700.00
CEMETERY SEASONAL BENEFITS	2-56-0000-131	0.00	500.00	500.00
CEMETERY NON T-4 BENEFITS	2-56-0000-133	0.00	1,800.00	1,800.00
CEMETERY ADVERTISING	2-56-0000-220	0.00	100.00	100.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	0.00	4,200.00	4,200.00
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	0.00	20.00	20.00
CEMETERY GOODS	2-56-0000-500	0.00	5,000.00	5,000.00
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	600.00	600.00
	TOTAL CEMETERY:	323.33	30,020.00	29,696.67
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
TOTAL MUNICIPAL PLANNING COMMISSION:		0.00	500.00	500.00
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE REPAIRS	2-61-0200-250	98.00	15,590.00	15,492.00
COMMERCIAL OFFICE INSURANCE	2-61-0200-274	0.00	500.00	500.00
COMMERCIAL OFFICE GOODS	2-61-0200-500	0.00	500.00	500.00
COMMERCIAL OFFICE HEATING	2-61-0200-540	266.66	1,700.00	1,433.34
COMMERCIAL OFFICE POWER	2-61-0200-541	349.30	3,800.00	3,450.70
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	0.00	3,600.00	3,600.00
TOTAL COMMERCIAL OFFICE BUILDING:		713.96	25,690.00	24,976.04
TOURISM				
TOURISM SALARIES	2-61-0300-110	3,517.15	21,600.00	18,082.85
TOURISM BENEFITS	2-61-0300-130	0.00	1,600.00	1,600.00
TOURISM NON T4 BENEFITS	2-61-0300-133	0.00	4,000.00	4,000.00
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	0.00	500.00	500.00
TOURISM ADVERTISING	2-61-0300-220	0.00	2,600.00	2,600.00
TOURISM GOODS	2-61-0300-500	0.00	500.00	500.00
TOTAL TOURISM:		3,517.15	30,900.00	27,382.85
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	14,068.51	86,600.00	72,531.49
B & C BENEFITS	2-61-0400-130	1,457.41	6,300.00	4,842.59
B & C NON T4 BENEFIT	2-61-0400-133	3,102.14	16,100.00	12,997.86
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	75.00	1,000.00	925.00
B & C FREIGHT & POSTAGE	2-61-0400-215	0.00	300.00	300.00
B & C TELEPHONES	2-61-0400-217	0.00	800.00	800.00
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	1,800.00	1,800.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	75.00	3,400.00	3,325.00
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	32,700.00	59,000.00	26,300.00
B & C INSURANCE	2-61-0400-274	0.00	120.00	120.00
B & C GOODS	2-61-0400-500	0.00	4,000.00	4,000.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	270.01	3,700.00	3,429.99
TOTAL BUSINESS & COMMUNICATIONS:		51,748.07	184,620.00	132,871.93
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	63.75	2,500.00	2,436.25
VIC SEASONAL SALARIES	2-62-0000-111	0.00	2,300.00	2,300.00
VIC BENEFITS	2-62-0000-130	0.00	200.00	200.00
VIC SEASONAL BENEFITS	2-62-0000-131	0.00	200.00	200.00
VIC NON T4 BENEFITS	2-62-0000-133	0.00	500.00	500.00
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	900.00	900.00
VIC CONTRACTED SERVICES	2-62-0000-232	98.00	1,200.00	1,102.00
VIC CONTRACTED REPAIR	2-62-0000-250	206.14	1,000.00	793.86
VIC INSURANCE	2-62-0000-274	0.00	880.00	880.00
VIC GOODS	2-62-0000-500	77.38	3,000.00	2,922.62
VIC HEATING	2-62-0000-540	234.22	1,100.00	865.78
VIC POWER	2-62-0000-541	180.01	2,400.00	2,219.99
VIC WATER	2-62-0000-963	0.00	3,000.00	3,000.00
TOTAL VISITOR INFORMATION CENTRE:		859.50	19,180.00	18,320.50
SUBDIVISION				
SUBDIVISION CONTRACTED REPAIRS	2-66-0000-250	11,129.50	0.00	11,129.50-
TOTAL SUBDIVISION:		11,129.50	0.00	11,129.50-
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	0.00	3,000.00	3,000.00
TOTAL COMMUNITY SERVICES BOARD:		0.00	3,500.00	3,500.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	5,544.57	21,700.00	16,155.43
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	2,200.00	2,200.00
RECREATION BENEFITS	2-72-0000-130	1,880.02	1,900.00	19.98
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	200.00	200.00
RECREATION NON T4 BENEFITS	2-72-0000-133	3,246.14	3,800.00	553.86
RECREATION TRAVEL	2-72-0000-211	0.00	2,300.00	2,300.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
RECREATION TRAINING	2-72-0000-212	290.00	3,600.00	3,310.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	0.00	300.00	300.00
RECREATION TELEPHONE	2-72-0000-217	0.00	1,400.00	1,400.00
RECREATION ADVERTISING	2-72-0000-220	2,555.00	2,800.00	245.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	420.00	800.00	380.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	0.00	21,100.00	21,100.00
RECREATION INSURANCE	2-72-0000-274	0.00	9,750.00	9,750.00
RECREATION GOODS	2-72-0000-500	124.00	2,100.00	1,976.00
RECREATION PROGRAM EXPENSES	2-72-0000-510	0.00	1,000.00	1,000.00
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	0.00	1,200.00	1,200.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	0.00	300.00	300.00
RECREATION OTHER	2-72-0000-990	0.00	5,000.00	5,000.00
TOTAL RECREATION:		14,059.73	81,450.00	67,390.27
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	0.00	13,900.00	13,900.00
POOL SEASONAL SALARIES	2-72-0100-111	0.00	119,500.00	119,500.00
POOLS BENEFITS	2-72-0100-130	0.00	1,100.00	1,100.00
POOL SEASONAL BENEFITS	2-72-0100-131	0.00	8,200.00	8,200.00
POOLS NON T-4 BENEFITS	2-72-0100-133	0.00	2,800.00	2,800.00
POOLS TRAVEL	2-72-0100-211	0.00	600.00	600.00
POOLS TRAINING	2-72-0100-212	15.00	2,000.00	1,985.00
POOLS FREIGHT & POSTAGE	2-72-0100-215	265.00	1,700.00	1,435.00
POOLS TELEPHONE	2-72-0100-217	0.00	100.00	100.00
POOLS ADVERTISING	2-72-0100-220	0.00	1,300.00	1,300.00
POOL CONTRACTED SERVICES	2-72-0100-232	88.00	1,100.00	1,012.00
POOLS CONTRACTED REPAIRS	2-72-0100-250	821.78	8,100.00	7,278.22
POOLS INSURANCE	2-72-0100-274	0.00	6,310.00	6,310.00
POOLS GOODS	2-72-0100-500	250.00	10,500.00	10,250.00
POOL RETAIL GOODS	2-72-0100-501	0.00	2,000.00	2,000.00
POOLS CHEMICALS	2-72-0100-531	0.00	15,500.00	15,500.00
POOLS HEATING	2-72-0100-540	796.85	9,900.00	9,103.15
POOLS POWER	2-72-0100-541	465.79	19,900.00	19,434.21
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	0.00	4,600.00	4,600.00
TOTAL SWIMMING POOLS:		2,702.42	229,110.00	226,407.58
ARENA				
ARENA SALARIES	2-72-0200-110	32,962.80	135,700.00	102,737.20
ARENA SEASONAL SALARIES	2-72-0200-111	0.00	17,300.00	17,300.00
ARENA BENEFITS	2-72-0200-130	3,341.43	10,500.00	7,158.57
ARENA SEASONAL BENEFITS	2-72-0200-131	0.00	1,200.00	1,200.00
ARENA NON T4 BENEFITS	2-72-0200-133	6,366.44	25,500.00	19,133.56
ARENA FREIGHT & POSTAGE	2-72-0200-215	25.00	700.00	675.00
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	1,000.00	1,000.00
ARENA CONTRACTED SERVICES	2-72-0200-232	891.77	4,500.00	3,608.23
ARENA CONTRACTED REPAIRS	2-72-0200-250	2,505.95	17,600.00	15,094.05
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	5,000.00	5,000.00
ARENA INSURANCE	2-72-0200-274	0.00	9,570.00	9,570.00
ARENA GOODS	2-72-0200-500	1,706.91	17,700.00	15,993.09
ARENA PETROLEUM PRODUCTS	2-72-0200-521	677.48	3,700.00	3,022.52
ARENA HEATING	2-72-0200-540	4,382.68	19,600.00	15,217.32
ARENA POWER	2-72-0200-541	1,863.15	19,400.00	17,536.85
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	0.00	4,400.00	4,400.00
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	0.00	10,800.00	10,800.00
ARENA ICE PLANT GOODS	2-72-0201-500	1.99	500.00	498.01
ARENA ICE PLANT POWER	2-72-0201-541	2,794.72	16,400.00	13,605.28
TOTAL ARENA:		57,520.32	321,070.00	263,549.68
PARKS SHOP				
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	0.00	4,500.00	4,500.00
PARKS SHOP INSURANCE	2-72-0300-274	0.00	1,830.00	1,830.00
PARKS SHOP GOODS	2-72-0300-500	245.05	1,500.00	1,254.95
PARKS SHOP HEATING	2-72-0300-540	1,348.78	4,800.00	3,451.22
PARKS SHOP POWER	2-72-0300-541	326.36	3,600.00	3,273.64
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	0.00	1,800.00	1,800.00
TOTAL PARKS SHOP:		1,920.19	18,030.00	16,109.81
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	69.52	5,100.00	5,030.48
CURLING RINK SEASONAL SALARIES	2-72-0400-111	0.00	2,300.00	2,300.00

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
CURLING RINK BENEFITS	2-72-0400-130	0.00	400.00	400.00
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	0.00	200.00	200.00
CURLING RINK NON T4 BENEFITS	2-72-0400-133	0.00	1,000.00	1,000.00
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	2,228.53	5,500.00	3,271.47
CURLING RINK INSURANCE	2-72-0400-274	0.00	6,340.00	6,340.00
CURLING RINK GOODS	2-72-0400-500	0.00	1,500.00	1,500.00
CURLING RINK HEATING	2-72-0400-540	2,788.98	12,200.00	9,411.02
CURLING RINK POWER	2-72-0400-541	931.57	10,500.00	9,568.43
CURLING RINK - SUBSIDY	2-72-0400-771	0.00	14,500.00	14,500.00
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	0.00	1,700.00	1,700.00
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	0.00	10,800.00	10,800.00
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	2,794.72	15,700.00	12,905.28
	TOTAL CURLING RINK:	8,813.32	88,240.00	79,426.68
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	0.00	7,600.00	7,600.00
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	0.00	5,800.00	5,800.00
BALL DIAMOND BENEFITS	2-72-0500-130	0.00	600.00	600.00
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	0.00	400.00	400.00
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	0.00	1,500.00	1,500.00
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	0.00	1,000.00	1,000.00
BALL DIAMOND GOODS	2-72-0500-500	0.00	7,500.00	7,500.00
BALL DIAMOND POWER	2-72-0500-541	86.40	930.00	843.60
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	0.00	12,900.00	12,900.00
	TOTAL BALL DIAMONDS:	86.40	38,230.00	38,143.60
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	0.00	2,690.00	2,690.00
	TOTAL GOLF COURSE:	0.00	2,690.00	2,690.00
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	0.00	5,100.00	5,100.00
FOX LAKE SEASONAL SALARIES	2-72-0700-111	0.00	1,200.00	1,200.00
FOX LAKE BENEFITS	2-72-0700-130	0.00	400.00	400.00
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	0.00	100.00	100.00
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	0.00	1,000.00	1,000.00
FOX LAKE FREIGHT	2-72-0700-215	0.00	200.00	200.00
FOX LAKE ADVERTISING	2-72-0700-220	0.00	1,500.00	1,500.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	0.00	30,400.00	30,400.00
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	0.00	7,000.00	7,000.00
FOX LAKE INSURANCE	2-72-0700-274	0.00	260.00	260.00
FOX LAKE GOODS	2-72-0700-500	0.00	5,000.00	5,000.00
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	0.00	400.00	400.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	600.00	600.00
FOX LAKE HEAT	2-72-0700-540	36.05	600.00	563.95
FOX LAKE POWER	2-72-0700-541	164.42	6,000.00	6,164.42
FOX LAKE TO FUNCTION CAPITAL RESERVE	2-72-0700-764	0.00	30,000.00	30,000.00
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,100.00	8,100.00
	TOTAL FOX LAKE PARK:	128.37	97,860.00	97,988.37
PARKS				
PARKS SALARIES	2-72-0800-110	6,906.39	72,200.00	65,293.61
PARKS SEASONAL SALARIES	2-72-0800-111	0.00	48,500.00	48,500.00
PARKS BENEFITS	2-72-0800-130	338.17	5,700.00	5,361.83
PARKS SEASONAL BENEFITS	2-72-0800-131	0.00	3,400.00	3,400.00
PARKS NON T4 BENEFITS	2-72-0800-133	0.00	13,800.00	13,800.00
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	0.00	1,000.00	1,000.00
PARKS FREIGHT	2-72-0800-215	0.00	800.00	800.00
PARKS CONTRACTED REPAIRS	2-72-0800-250	0.00	24,100.00	24,100.00
PARKS EQUIPMENT REPAIRS	2-72-0800-253	0.00	9,200.00	9,200.00
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	0.00	3,100.00	3,100.00
PARKS INSURANCE	2-72-0800-274	0.00	4,200.00	4,200.00
PARKS GOODS	2-72-0800-500	180.80	30,600.00	30,419.20
PARKS PETROLEUM PRODUCTS	2-72-0800-521	0.00	10,500.00	10,500.00
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	0.00	2,100.00	2,100.00
PARKS VEHICLE MAINTENANCE	2-72-0800-523	1,852.94	3,000.00	1,147.06
PARKS POWER	2-72-0800-541	289.84	3,100.00	2,810.16
PARKS RECOVERIES TO OPERATING	2-72-0800-963	0.00	10,400.00	10,400.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	9,568.14	247,300.00	237,731.86
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	280.11	2,500.00	2,219.89
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	0.00	20,100.00	20,100.00
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	0.00	200.00	200.00
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	0.00	1,400.00	1,400.00
PLAYGROUND PROGRAM NON T4 BENEFITS	2-72-1000-133	0.00	400.00	400.00
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	0.00	300.00	300.00
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	0.00	140.00	140.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,200.00	1,200.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	0.00	2,500.00	2,500.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	3,000.00	3,000.00
	TOTAL PLAYGROUND PROGRAM:	280.11	32,460.00	32,179.89
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	0.00	1,300.00	1,300.00
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	0.00	1,100.00	1,100.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	0.00	100.00	100.00
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	0.00	100.00	100.00
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	0.00	300.00	300.00
SPRAY PARK FREIGHT	2-72-1200-215	0.00	200.00	200.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	0.00	500.00	500.00
SPRAY PARK INSURANCE	2-72-1200-274	0.00	530.00	530.00
SPRAY PARK GOODS	2-72-1200-500	0.00	500.00	500.00
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	2,700.00	2,700.00
SPRAY PARK POWER	2-72-1200-541	465.79	2,400.00	1,934.21
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	0.00	2,600.00	2,600.00
	TOTAL SPRAY PARK:	465.79	12,330.00	11,864.21
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	0.00	7,600.00	7,600.00
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	0.00	13,900.00	13,900.00
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	0.00	600.00	600.00
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	0.00	1,000.00	1,000.00
KING HUNTER PARK EMP NON T4 BENEFITS	2-72-1300-133	0.00	1,500.00	1,500.00
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	0.00	3,000.00	3,000.00
KING HUNTER PARK INSURANCE	2-72-1300-274	0.00	150.00	150.00
KING HUNTER PARK GOODS	2-72-1300-500	0.00	11,000.00	11,000.00
KING HUNTER PARK POWER	2-72-1300-541	198.11	1,600.00	1,401.89
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	0.00	4,600.00	4,600.00
	TOTAL KING HUNTER PARK:	198.11	44,950.00	44,751.89
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	0.00	2,500.00	2,500.00
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	3,500.00	3,500.00
SOCCER FIELD BENEFITS	2-72-1400-130	0.00	200.00	200.00
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	0.00	200.00	200.00
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	0.00	500.00	500.00
SOCCER FIELD GOODS	2-72-1400-500	0.00	2,000.00	2,000.00
SOCCER FIELDS POWER	2-72-1400-541	86.40	1,000.00	913.60
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	0.00	3,300.00	3,300.00
	TOTAL SOCCER FIELDS:	86.40	13,200.00	13,113.60
MUSEUM				
MUSEUM GAS	2-74-0100-540	888.22	4,200.00	3,311.78
MUSEUM POWER	2-74-0100-541	357.34	3,300.00	2,942.66
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	TOTAL MUSEUM:	1,245.56	14,500.00	13,254.44
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	268.93	1,800.00	1,531.07
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	60.00	2,400.00	2,340.00
LIBRARY INSURANCE	2-74-0200-274	0.00	3,340.00	3,340.00
LIBRARY GOODS	2-74-0200-500	10.32	700.00	689.68
LIBRARY HEATING	2-74-0200-540	860.13	4,000.00	3,139.87

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 28/02/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
LIBRARY POWER	2-74-0200-541	571.62	4,800.00	4,228.38
LIBRARY GRANTS	2-74-0200-770	16,061.76	21,100.00	5,038.24
LIBRARY PERSONNEL GRANTS	2-74-0200-771	0.00	67,400.00	67,400.00
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	0.00	1,400.00	1,400.00
TOTAL LIBRARY:		17,832.76	107,740.00	89,907.24
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	4,086.22	43,500.00	39,413.78
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	8,847.78	35,400.00	26,552.22
RCSC BENEFITS	2-74-0800-130	254.79	3,700.00	3,445.21
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	401.82	2,500.00	2,098.18
RCSC NON T4 BENEFITS	2-74-0800-133	0.00	8,800.00	8,800.00
RCSC STAFF TRAINING	2-74-0800-212	525.00	500.00	25.00-
RCSC FREIGHT	2-74-0800-215	0.00	300.00	300.00
RCSC TELEPHONE	2-74-0800-217	133.08	900.00	766.92
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	293.34	9,800.00	9,506.66
RCSC CONTRACTED REPAIRS	2-74-0800-250	50.00	16,400.00	16,350.00
RCSC INSURANCE	2-74-0800-274	0.00	4,580.00	4,580.00
RCSC GOODS	2-74-0800-500	480.62	10,100.00	9,619.38
RCSC HEATING	2-74-0800-540	1,901.79	7,200.00	5,298.21
RCSC POWER	2-74-0800-541	1,651.84	19,100.00	17,448.16
RCSC ADDED TO OPERATING RESERVE	2-74-0800-764	0.00	6,000.00	6,000.00
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	0.00	1,100.00	1,100.00
RCSC - HFC GRANT	2-74-0801-770	0.00	2,500.00	2,500.00
TOTAL CENTENNIAL PLACE:		18,626.28	175,080.00	156,453.72
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	741.92	2,500.00	1,758.08
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,200.00	1,200.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	0.00	200.00	200.00
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	0.00	500.00	500.00
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	0.00	500.00	500.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	143.73	900.00	756.27
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	715.16	24,900.00	24,184.84
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	398.34	5,300.00	4,901.66
COMMUNITY CENTRE INSURANCE	2-74-0900-274	0.00	6,840.00	6,840.00
COMMUNITY CENTRE GOODS	2-74-0900-500	182.16	4,000.00	3,817.84
COMMUNITY CENTRE HEAT	2-74-0900-540	913.13	4,500.00	3,586.87
COMMUNITY CENTRE POWER	2-74-0900-541	965.54	7,700.00	6,734.46
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	0.00	1,100.00	1,100.00
TOTAL COMMUNITY CENTRE:		4,059.98	60,440.00	56,380.02
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	30.00	5,000.00	4,970.00
LIONS HALL INSURANCE	2-74-1000-274	0.00	690.00	690.00
LIONS HALL GOODS	2-74-1000-500	0.00	500.00	500.00
LIONS HALL HEAT	2-74-1000-540	578.04	2,000.00	1,421.96
LIONS HALL POWER	2-74-1000-541	139.87	1,600.00	1,460.13
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	0.00	600.00	600.00
TOTAL LIONS HALL:		747.91	10,390.00	9,642.09
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	0.00	668,700.00	668,700.00
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	0.00	153,300.00	153,300.00
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	643.00	643.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	270.74	2,500.00	2,229.26
TOTAL GOVERNMENT REQUISITIONS:		270.74	825,143.00	824,872.26
TOTAL EXPENDITURES:		915,356.20	7,902,304.00	6,986,947.80
TOTAL REVENUE & EXPENSES:		771,251.81	776,600.00-	1,547,851.81-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 28/02/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
FIRE DEPARTMENT				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	0.00	83,600.00	83,600.00
FIRE VEHICLE ADDITIONS	8-23-0000-650	0.00	200,000.00	200,000.00
	TOTAL FIRE DEPARTMENT:	0.00	283,600.00	283,600.00
WATER DEPARTMENT				
WATER MACHINES, EQUIPMENT	8-41-0000-630	0.00	35,000.00	35,000.00
	TOTAL WATER DEPARTMENT:	0.00	35,000.00	35,000.00
RECREATION				
RECREATION POOL ENGINEERING STRUCTUR	8-72-0100-610	7,525.40	0.00	7,525.40-
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	25,000.00	25,000.00
RECREATION ARENA MACHINES & EQUIPMEN	8-72-0200-630	0.00	150,000.00	150,000.00
RECREATION CURLING RINK BUILDING	8-72-0400-620	0.00	10,000.00	10,000.00
RECREATION FOX LAKE PARK ENGINEERING	8-72-0700-610	0.00	30,000.00	30,000.00
RECREATION PARKS PLAYGROUND ENGINEER	8-72-0800-610	0.00	200,000.00	200,000.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	0.00	25,000.00	25,000.00
	TOTAL RECREATION:	7,525.40	440,000.00	432,474.60
CULTURE				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
COMMUNITY CENTRE EQUIPMENT	8-74-0900-630	0.00	8,000.00	8,000.00
	TOTAL CULTURE:	0.00	18,000.00	18,000.00
	TOTAL CAPITAL FINANCES APPLIED:	7,525.40	776,600.00	769,074.60
	GRAND TOTAL OF ALL ACCOUNTS:	7,525.40	776,600.00	769,074.60
	REPORT TOTALS:	778,777.21	0.00	778,777.21-

*** End of Report ***

Date: March 8, 2022

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for February 2022 for information.

Background

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 2022 Operating and Capital budgets approved by Council at the December 14, 2021 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 February 28, 2022.

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

Communications

N/A



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. Budget Overview – February 2022

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

FEBRUARY 2022**BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES**

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

2022 BUDGET Adopted Dec 14, 2021	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-4,128,647			-68,348			-4,060,299
DRAW FROM RESERVES	-16,315			0			
REQUISITIONS		822,643		0	0		822,643
SURPLUS		2,500			271		2,229
CONTINGENCY		0			0		0
			-3,319,819			-68,078	
COUNCIL	0			0			0
COUNCIL		150,250			18,611		131,639
			150,250			18,611	
GENERAL ADMINISTRATION	-569,300			-3,014			-566,286
ADMINISTRATION		1,029,344			341,107		688,237
			460,044			338,094	
HANNA WAKE PROGRAM	0			0			0
STUDENT EXCHANGE		0			0		0
			0			0	
TAX RECOVERY PROPERTY	-10,100			-3,000			-7,100
TAX RECOVERY PROPERTY		10,100			416		9,684
			0			-2,584	
POLICE	-10,200			-88			-10,112
POLICE		72,000			0		72,000
			61,800			-88	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		4,750			0		4,750
			4,750			0	
FIRE	-623,711			-7,215			-616,496
FIRE		486,040			15,295		470,745
CAPITAL - EQUIPMENT		38,600			0		38,600
CAPITAL - RADIO EQUIP		45,000			0		45,000
CAPITAL - RESCUE TRUCK		200,000			0		200,000
			145,929			8,080	
EMERGENCY SERVICES	-3,250			0			-3,250
EMERGENCY SERVICES		12,200			1,733		10,467
			8,950			1,733	
BY-LAW ENFORCEMENT	-23,000			-18,843			-4,157
BYLAW		66,680			9,339		57,341
			43,680			-9,504	
DOG CONTROL	-5,000			-2,850			-2,150
ANIMAL CONTROL		9,300			1,528		7,772
			4,300			-1,322	

FEBRUARY 2022**BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES**

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

2022 BUDGET Adopted Dec 14, 2021	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	-3,300			0			-3,300
PUBLIC WORKS		541,358			74,670		466,688
PUBLIC WORKS - CAPITAL		0			0		0
			538,058		74,670		
STREETS & ROADS	-430,439			0			-430,439
STREETS & ROADS CAPITAL	0			0			0
STREETS & ROADS		840,239			21,226		819,013
S & R - CAPITAL					0		0
			409,800		21,226		
AIRPORT	-23,705			-1,200			-22,505
AIRPORT		40,410			3,892		36,518
AIRPORT CAPITAL		0			0		0
			16,705		2,692		
WATER							0
TREATMENT	-1,181,400			-688			-1,180,712
TREATMENT		835,700			60,671		775,029
LINES & DISTRIBUTION	0			0			0
LINES & DISTRIBUTION		280,800			16,770		264,030
CAPITAL - METER EQUIPMENT		35,000			0		35,000
			-29,900		76,753		
SANITARY SEWERS	-297,600			-188			-297,412
SEWERS		203,360			20,567		182,793
SEWER - CAPITAL		0			0		0
			-94,240		20,379		
GARBAGE	-74,300			-91			-74,209
GARBAGE		75,700			11,600		64,100
			1,400		11,509		
REGIONAL WASTE SYSTEM	-353,900			-276			-353,624
ANNUAL CONTRACT		350,500			83,600		266,900
			-3,400		83,324		
F.C.S.S.	-93,798			-117			-93,681
ADMINISTRATION		40,800			4,506		36,294
PROGRAMS		108,100			15,860		92,240
YOUTH CLUB SUPPORT		25,300			7,316		17,984
VAN OPERATIONS		4,750			0		4,750
			85,152		27,566		

FEBRUARY 2022**BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES**

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

2022 BUDGET Adopted Dec 14, 2021	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-16,500			-4,158			-12,342
CEMETERY		30,020			323		29,697
			13,520			-3,835	
MUNICIPAL PLANNING COMM	0			0			0
MPC		500			0		500
			500			0	
COMMERCIAL OFFICE BUILDING	-25,690			-6,000			-19,690
OFFICE BUILDING		25,690			714		24,976
			0			-5,286	
TOURISM	-1,200			0			-1,200
TOURISM		30,900			3,517		27,383
			29,700			3,517	
BUSINESS & COMMUNICATION	-10,000			0			-10,000
		184,620			51,748		132,872
			174,620			51,748	
VISITOR INFORMATION BOOTH	0			0			0
		19,180			860		18,321
			19,180			860	
SUBDIVISION	0			0			0
SUBDIVISION		0			11,130		-11,130
			0			11,130	
RECREATION	-231,000			0			-231,000
CS BOARD		3,500			0		3,500
RECREATION		81,450			14,060		67,390
			-146,050			14,060	
SWIMMING POOLS	-86,800			0			-86,800
POOLS		229,110			2,702		226,408
CAPITAL - WATERSLIDE PUMP		10,000			7,525		2,475
CAPITAL - JO POOL HEATER		15,000			0		15,000
			167,310			10,227	
ARENA	-80,450			-16,501			-63,949
ARENA		293,370			57,502		235,868
ICE PLANT		27,700			0		
CAPITAL - CONDENSOR		150,000			0		150,000
			390,620			41,001	

FEBRUARY 2022**BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES**

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

2022 BUDGET Adopted Dec 14, 2021	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PARKS SHOP	0			0			0
PARKS SHOP		18,030			1,920		16,110
			18,030			1,920	
CURLING RINK	-49,700			0			-49,700
CURLING RINK		61,240			8,813		52,427
ICE PLANT		27,000			0		27,000
CAPITAL - WALL REPAIR		10,000			0		10,000
			48,540			8,813	
BALL DIAMONDS	-5,100			0			-5,100
BALL DIAMONDS		38,230			86		38,144
			33,130			86	
GOLF COURSE	0			0			0
GOLF COURSE		2,690			0		2,690
			2,690			0	
FOX LAKE PARK	-73,479			-610			-72,869
FLP		97,860			-128		97,988
CAPITAL - ELECTRICAL		30,000			0		30,000
			54,381			-738	
PARKS	-125,000			0			-125,000
PARKS		247,300			9,568		237,732
CAPITAL - WALKING TRAILS		50,000			0		50,000
CAPITAL - TENNIS COURTS		150,000			0		150,000
CAPITAL - SKATEPARK		25,000			0		25,000
			347,300			9,568	
SUMMER YOUTH PROGRAM	-2,500			0			-2,500
PROGRAM		32,460			280		32,180
			29,960			280	
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0			0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		12,330			466		11,864
			12,330			466	
KING-HUNTER PIONEER PARK	-8,000			0			-8,000
KING-HUNTER PIONEER PARK		44,950			198		44,752
			36,950			198	
SOCCER FIELDS	-2,100			0			-2,100
SOCCER FIELDS		13,200			86		13,114
			11,100			86	

FEBRUARY 2022 BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES							
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2022 BUDGET Adopted Dec 14, 2021	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
MUSEUM	0			0			0
MUSEUM		14,500			1,246		13,254
			14,500			1,246	
LIBRARY	-10,000			0			-10,000
LIBRARY		107,740			17,833		89,907
LIBRARY - CAPITAL - WATER DIVERSION		10,000			0		10,000
			107,740			17,833	
CENTENNIAL PLACE	-79,650			-8,833			-70,817
CENTENNIAL PLACE		175,080			18,626		156,454
CENTENNIAL PLACE CAPITAL		0			0		0
			95,430			9,793	
COMMUNITY CENTRE	-22,570			-1,710			-20,860
CENTRE		60,440			4,060		56,380
CENTRE CAPITAL - CLEANER		8,000			0		8,000
			45,870			2,350	
LIONS HALL	-1,200			-375			-825
LIONS HALL		10,390			748		9,642
			9,190			373	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-8,678,904			-144,104			-8,534,800
TOTAL EXPENDITURES		8,678,904			922,863		7,756,041
TOTAL SURPLUS (DEFICIT)			1			778,759	

Date: March 8, 2022

Agenda Item No: 08.00

Senior Administrative Officials Reports

Recommended Motion

That Council accepts the Senior Administrative Officials reports 8.01-8.03 as presented for information.

Background

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.

Communications

Highlights of the reports may be communicated in the newsletter as well as on the Town web-site and through the Town Social Media Program.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A



Attachments

1. Chief Administrative Officer
2. Director of Business & Communication
3. Director of Public Works

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

MEMORANDUM

Date: March 8, 2022
To: Mayor & Council
From: Kim Neill
Chief Administrative Officer
Re: CAO Report – March 8, 2022, Council Meeting

1. Demolition Project Update:

The hazard abatement and demolition are complete on the following properties:

- 206 Fox Lake Trail
- 109 - 3rd Ave West
- 305 – 1st Street West
- 123- 2nd Avenue West
- 102 – Centre Street

The fencing is still up at the Seymour property (102 – Centre Street) and the cost of the fencing will be covered by the contractor until the end of March after which it will become the cost of the Town if the excavation is not satisfactorily completed by then.

Have received the final invoices from the demolition contractor but may have a final invoice from BCWMC for the tipping fees.

2. Assessment

Assessment notices are anticipated to be mailed on March 9th. Below please find the impacts on Assessment from 2021 - 2022:

- Residential Assessment has decreased by \$922,950 from \$166,242,040 to \$165,319,090.
- Non – Residential Assessment has increased by \$2,760,510 from \$58,482,280 to \$61,242,790.
- Exempt Assessment has decreased by \$1,387,920 from \$67,064,370 to \$65,676,450.
- Linear Assessment has increased by \$14,800 from \$7,790,690 to \$7,805,490.
- Total Assessment increase of \$464,440.

The key part of understanding assessment is that the Town of Hanna establishes how much tax revenue it requires to operate (2022 tax revenues were budgeted to remain the same as the 2021 tax revenue collected) and then using the assessed values adjusts the tax rate to achieve this revenue. To make a long story short if assessment decreases across all residential properties are similar, the tax rate will require an adjustment and each resident should end up paying a similar amount as their 2021 taxes even though their assessment may have dropped.

With Covid-19 restrictions currently dropped Administration is planning to host an Assessment Open House with our assessors scheduled for May 9th from 3 – 6 PM but if property owners are not able to attend the open house as always are encouraged to contact the Town Assessor to ask questions and receive information regarding their assessment. Contact information for the Assessor will be on the Assessment Notice as well as promoted in the Town March Utility Newsletter and through the Town Social Media Program.

Administration will be bringing spring budget adjustments to Council for approval at the May 10th Council meeting, prior to setting the tax rate at the same meeting.

3. 2021 Audit

Representatives from Ascend (Endeavor) will be in the Office March 14th – 16th to complete the 2021 Financial Audit for the Town of Hanna.

4. Provincial Budget Review

Included as part of the correspondence in the Agenda Package is a letter from the Minister of Municipal Affairs identifying changes to municipalities in the 2022 Provincial Budget. The significant changes are identified below:

- MSI Capital will decrease significantly in 2022 from 2021 funding levels as 2021 was front loaded slightly by the province. In 2022 the Town of Hanna MSI Capital amount is \$277,216 versus the \$684,595 received in 2021. This is not a surprise as the province stated there were significant decreases planned to MSI Capital in the years 2022 and onward (anticipated amounts for 2023 to be \$277,216). MSI was scheduled to conclude in 2021-22 and be replaced by legislated funding provided under the Local Government Fiscal Framework in subsequent years. In 2021 the province announced that given the current circumstances and economic uncertainty, that they would be extending MSI for two years to stabilize provincial revenues before launching the Local Government Fiscal Framework in 2024-25. The baseline funding level for that first year of the LGFF is projected at \$722 million.
- MSI Operating will remain at 2021 levels for 2022 which is \$152,833 and the projected funding for MSI Operating appears to be stable in future years.
- Library and FCSS funding are budgeted to remain at 2021 levels.
- Federal Gas Tax Funding will remain at 2021 levels which is \$153,350 and projected funding remains stable.

5. Staffing Update:

The position of the part time Municipal Secretary (front counter reception/utilities) has been filled by Bonnie Deadlock. Bonnie is born and raised in Hanna most recently working at ATB for the past ten years. Bonnie will begin her position the week of March 28th.

The PW crew is still operating 1 staff member short with a staff member still on long term disability until April 11th at the earliest.

The application deadline for seasonal staff positions closed on March 1st so Administration is in the process of shortlisting and interviewing staff for positions at the pool, Epic

Adventures, Public Works, and Parks. As usual most the staff that will be brought on will be returning staff.

6. GFL Update:

I met with Brad Walls from GFL last week and he provided an update on GFL activities:

- Don Francis has resigned from his position, and they have filled it internally on a temporary basis.
- GFL are working on a response to the concerns presented by Andrew Waldie at the December 14, 2021, Council meeting. They are involving all areas of their organization in the review and response, so it is taking longer to prepare. It is hoped that representatives from GFL will attend the April 12th Council Meeting.
- The storage building is on schedule to be here shortly and constructed which will help reduce issues caused by wind. They are also going to complete the aesthetic requirements of their Development which include trees and grass on the berms and are purchasing larger wind screens.

7. Airport Update:

The tenant renting the airport suite has moved out and there is some work to do on the suite prior to it being rented out again. This work includes some sewer line work, bathtub/shower replacement, some painting and flooring replacements.

Anchor Glass has been retained to complete the siding replacement project on the exterior west wall of the terminal building.

8. Land Use Bylaw Review:

Administration has held a kick-off meeting with Palliser Regional Municipal Services on the Town of Hanna Land Use Bylaw Review. This is a large project and will take most of the year to complete. The existing Land Use Bylaw was adopted in 2012 with a few amendments being made over past ten years. I have attached to my report an overview sheet to highlight the review process. There will be opportunity for Council and MPC to provide significant input into the review as well as some public engagement opportunities.

9. Electric Vehicle Charging Program – MCCAC Grant

The Government of Canada, with matching funding from the Government of Alberta, is providing millions to support investments in electric vehicle (EV) charging stations. As one of Alberta's local partners, the Action Centre is offering \$3.4 million in rebates for municipalities to build charging infrastructure. The program will cover up to 100% of costs to a maximum of \$200,000 per municipality.

The Electric Vehicle Charging Program supports municipalities installing new EV charging stations in public places, on-street locations, municipal property and for municipal vehicle fleets.

This represents a savings of:

Up to \$10,000 for each Level 2 Charger (for charging over several hours)

Up to \$150,000 for each Fast Charger (for charging up in 30 minutes)

Over \$3 million is available to Alberta municipalities and non-profit community-related organizations located on municipally owned land.

Administration has met with a company called Sustainable Projects Group (SPG) who have provided the Town with a proposal regarding the Electric Vehicle Charging Program and how they can assist. Basically, SPG will come out and assess the feasibility of Town owned properties to determine the type of power at the facility, what available power exists and what type of charger could be accommodated. Then they will work with the Town to determine what types of chargers, what locations, how many and submit the expression of interest and grant application to MCCAC at no charge to the Town. If the grant is successful SPG will design the system, order the material/equipment, and install within the approved funding. If the grant is not successful, they will not receive any funds for their time.

SPG is ready to move on this next week and come out and start the process, but I have also been in contact with a local business who expressed interest in getting involved with the Town on renewable energy projects. I have told them that they will need to provide the Town with a proposal as to how they can assist the Town with this program and what experience they may have in this area ASAP as we need to move on this program quickly as it will be oversubscribed, and the program indicates funding is on a first come basis. SPG has already submitted close to 15 applications on behalf of other municipalities.

Meetings Attended:

- Vacation - February 9th – 18th
- Emergency Management – Public Alerting Transition – February 22nd
- Council Information Meeting – February 23rd
- Chief Medical Officer of Health – Covid Update for Municipalities – February 23rd
- Canadian Dam Association Webinar – February 24th
- Special Areas – Peace Officer – Startup Meeting – February 24th
- Municipal Affairs – Budget Town Hall – February 24th
- Harvest Sky – Prairies Can – Canadian Coal Transition Funding Update – February 25th
- Alberta Municipalities – Provincial Budget Overview – February 25th
- Facility Tour – February 26th
- Arena Crew – Staff Meeting – February 28th
- Business Hub – Economic Development Collaboration – March 1st
- Municipal Climate Change Action Centre – Climate Resilience Capacity Building Program – Webinar – March 1st
- Palliser Regional Municipal Services – Development – Subdivision Issues – Land Use Bylaw Review Start up Meeting – March 2nd
- Summit 72 – Lead Generation Meeting – March 3rd
- AHS – Free Recreation Opportunities – March 7th

Upcoming Events:

- Chief Medical Officer of Health – Covid Update for Municipalities – March 9th

- Harvest Sky – 818 Studios – Signage Project - Canadian Community Revitalization Project Meeting – March 14th
- Business Hub – Economic Development Collaboration – March 15th and April 5th
- Harvest Sky AGM – February 15th
- Community Services Board – Facility Tour – Meeting – March 21st
- RCMP Town Hall – March 24th
- Council Info – March 30th
- Vacation – March 31st – April 7th

Town of Hanna – Communications Procedure

Handling Bylaw Complaints

Procedure No.: 2201-1

Department: Bylaw & Communications

Effective Date: Mar 1, 2022

Review Date: Apr 1, 2022

Supersedes:

Related Policy, Agreement or Documents:

Council Resolution No.: n/a

Authority: CAO

Revision Date:

Department to Review: Administration

Bylaw Complaint Form dated 2022

Barking Log dated 2022

Background

The Town of Hanna has entered into a contract with Special Areas Board to provide enhanced bylaw services through the Community Peace Officer (CPO).

Purpose

The purpose of this procedure is to establish a fair, consistent and professional workflow.

Operating Guidelines

Scope of Procedure

This procedure and any corresponding policy apply inclusively toward but is not limited to the following:

- a) Mayor and Council of the Town of Hanna;
- b) All employees of the Town of Hanna;
- c) Contractors employed by the Town of Hanna;
- d) Volunteers of Town of Hanna boards, committees and commissions.

Receipt of Bylaw Complaint

All bylaw related complaints are to be accepted and dealt with according to this procedure.

1. Public safety or immediate danger are to be directed to the Hanna RCMP detachment through 9-1-1.
2. Bylaw infractions within the Town of Hanna are to be processed through the Town of Hanna office.
3. Third parties (Elected Officials or Special Areas Board staff for example) are to immediately direct the complainant to the Town of Hanna office.
4. May be submitted in person, mail, email, fax or phone.



5. All complaints shall be recorded in writing on the approved *Bylaw Complaint* document. The document is available on the Town of Hanna website (hanna.ca/forms) or in hard copy at the Town Office.
6. Name, contact information (street address and/or phone number) and nature at a minimum MUST be provided. Anonymous complaints will not be considered.
7. Completed complainant package including any relevant logs and images, will be submitted to the CAO the same day of business that the complaint package is received.
8. CAO may designate an employee to liaise with the Community Peace Officer.

Investigation

9. The CAO or Town of Hanna CPO liaison will review the file and take the following action.
 - a. May be resolved internally with a solution that is satisfactory to all parties.
 - b. If deemed appropriate the Town of Hanna CPO liaison will present the file to the CPO for further investigation and action.
 - c. The CPO will provide follow up as required and in their quarterly report to Hanna Town Council.

Enforcement

10. Enforcement procedures are outlined in the respective bylaws.

Chief Administrative Officer

Date

Office use only
File No:
Date:
Received by:
Type:

Bylaw Complaint Form

Personal information contained on this form is received by the Town of Hanna in confidence. This confidentiality cannot be guaranteed if this complaint results in court proceedings. Release of this information is governed by the provisions of the *Freedom of Information and Protection of Privacy Act*.

Complainant:	
Name:	
Civic Address:	
Mailing Address <i>(incl. Town and Postal)</i>	
Day Ph:	Cell Ph:
Email:	

Incident Information
Address <i>(where alleged bylaw violation is taking place):</i>
Name of Occupier of Property <i>(if known)</i>
Name of Registered Property Owner <i>(if known)</i>
Detailed description of alleged bylaw violation and how it affects you, your property, or daily life. <i>(attach as a separate sheet if required)</i>
Date(s) and Times(s) of alleged bylaw violation:

Declaration				
By signing this complaint form, I confirm that I understand that the Town of Hanna will be unable to guarantee confidentiality of the above information if this matter results in court action or an order from the Provincial Information and Privacy Commission.				
<table> <tr> <td>_____</td> <td>_____</td> </tr> <tr> <td>Signature</td> <td>Date</td> </tr> </table>	_____	_____	Signature	Date
_____	_____			
Signature	Date			

PROJECT DIRECTIONS



Project Approach

- Review and improve existing Land use Bylaw.



General Project Tasks

- Review and update of **Administration Policies**
- Review **Definitions & Uses**
- Review **Land Use Districts**
- Review of **General Land Use Regulations**
- Relationship to **other Plans & Policies**
- **Legislative Compliance (MGA)**
- Bring up to date with **current trends**



Key Topics (so far)

- Flexible Policy (encourage development while ensuring compatibility)
- Reduce Red Tape (areas where permits may not be needed)
- Signs Regulations
- Home Occupations
- Pet Care Definitions
- Review of Permitted & Discretionary Uses
- Provincial Appeal Body Changes



Stakeholder Engagement

- Key Stakeholders:
 - Administration
 - Council & MPC
 - Residents
- Administrative Meetings:
 - 2-4 anticipated
- Council and Public Engagement Process:
 - Open house & Presentation of Draft
 - Timeframe for Council and residents to review draft and provide input
 - Public Hearing prior to Bylaw adoption

Anticipated Project Timeline

- | | | |
|------------------|---|-------------------|
| Project Start | ● | March '22 |
| Draft Plan | ● | Sept '22 |
| Approval Process | ● | Nov '22 – Jan '23 |

Community Services Coordinator Report

Drive Happiness

We are now in the early stages of volunteer recruitment for Drive Happiness. Interested volunteers have been directly approached and are in the process of completing the background checks to be registered with Drive Happiness. Once we have our first few volunteers signed up we will launch our local advertising campaign to let residents know that they can start booking rides.

Immigration Services

Kimberlee Groves out of Drumheller is now working out of the Hanna Library two days a week, providing immigration support services to temporary foreign workers, permanent residents, and new citizens. Doray Veno from the Hanna Learning Centre and I took Kimberlee on a community tour to introduce her to other stakeholders and key contacts in Hanna to help her build a network to support the newcomers she works with. As part of her placement here in Hanna, the Calgary Catholic Immigration Society is completing a Community Assessment on Hanna. The assessment is focusing on understanding services and supports available to newcomers, as well as evaluating what communities are doing to be welcoming and build a strong sense of belonging. I have been interviewed for their assessment and they are interviewing others in Hanna including the Hanna Learning Centre and J.C. Charyk school staff. We will receive a copy of the report when it is completed.

Hanna Wellness Network

The Hanna Wellness Network is completing the set up of the Community Event Trailer as well as purchasing new items to donate to the Hanna Library of Things. Our goal is to have the trailer ready to be used for events this summer. The group is now looking at what other initiatives they would like to take on with the remaining grant funds. The group is currently looking into the logistics of having a disc golf course set up in our community. We are working with a group out of Drumheller, where they have 3 courses, to find out more about the cost and feasibility for our community.

Emergency Social Services (ESS)

The Town of Hanna had planned an Emergency Social Services workshop for the spring of 2020, which was postponed due to the pandemic. I am working with the contractor that was to provide the workshop to reschedule for this spring. This workshop will be a great opportunity to reengage with our ESS volunteers and identify any recruitment needs or planning gaps that need to be addressed as part of our over all Emergency Management Plan.

Addressing Food Insecurity

I was invited to participate in a local meeting to discuss food insecurity issue in Hanna and area. The meeting was led by the Hanna Learning Centre and included representatives from AHS Mental Health & Addictions, and the Hanna Food Bank. After discussion of the issues being seen in our community and potential solutions, the Hanna Learning Centre is going to pursue applying for a grant to start a soup kitchen type project, looking to serve one hot meal a week as a pilot project. The project is still in the early planning stages, but the initial ask from the Town perspective would be potential gift in kind of use of a kitchen in one of our facilities to prepare the food.

Hanna Youth Club

The Youth Club met and is excited to be able to resume more normal operations with the covid restrictions lifting. They are holding their AGM on March 22nd at 5pm at the Town Office and are looking for new youth and adult members to join. They plan to start booking movie nights and dances for later this year, and are exploring whether they want to book the Teen Fair this fall, or postpone until 2023 to allow for more lead time in planning.

Summer Staffing

Applications for summer staff for Epic Adventures has now closed. Numerous applications from returning and new staff have been received. Interviews and hiring decisions are expected to take place in the coming weeks, with the program manager expected to start work in early May.

Save the Date

To celebrate Volunteer Week this year we have booked Humboldt Broncos survivor Tyler Smith to speak at the Community Centre on April 14th. We are just finalizing the details for the event, watch for tickets available soon!

Community Services Facilities - March 2022 Council report

2 tournaments this month U7 and Cowboys. Both went over well, nice to have the rink busy.

Arena will be slowing down as end of season nears and teams finish their playoff series. Closing the arena the evening of March 25th unless we have Minor Hockey teams still requiring ice for provincial preparations.

Week off from school had the crew busy during the day with shinny and public skating booked. Average attendance for both.

Outdoor rink has melted to the point of not being able to continue its use. Crokicurl was salvageable and still in use, although seems to be a bit less usage.

Did training for the Centennial bounce house. Helps keep staff more comfortable with its use.

Lights damaged from the December power surge have been replaced as well as having motion sensors installed in the arena and curling rink washrooms.

Library had the crew move large furniture and their train structure to allow for reopening. Also changed some parking arrangements in the back to allow for accessible parking stalls.

Had some damage done at Fox Lake due to some young drivers' bad choices. 19 recycled posts were broke off and cable torn out of the rest. Guilty party came forward to the Town we are working on a quote for repairing the damage.

Council walkthrough our facilities on Saturday Feb. 26th

Afternoon of Feb 26th our boiler stopped working. We have had multiple issues with the boiler, lines and recirculating pump this season. Sinclairs sourced one within 2 days and we will be having the system replaced by Friday, Mar. 4th.

Multiple companies toured the ice plant as a requirement of our RFP to submit a proposal on our Condenser Replacement Project.

A brine filtration system has been added and the other relocated (2 systems- 1 for cooling floor, 1 for heating floor). We had a suspected brine leak Feb. 23rd, plant tech Dan Frey was out within hours. Further investigation seems to dictate that it was a line that opened up due to the new filtration as opposed to a leak. Keeping an eye on it and no more loss after a week so far.

Public Works has serviced our fleet vehicles with varying service and repairs needed.

Working on a grant to have Sustainergy install "readers" on every breaker throughout the arena, curling rink and swimming pool. This will allow for better budgeting of power usage between facilities. Will also allow us to read and predict patterns to help set life cycle of pumps, motors etc. and potentially recognize faults in our operations.

Report to Council

Date: Mar 8, 2022

Submitted by: Laurie Armstrong, Director of Business & Communication

Since the February meeting, the department has been busy with the following:

- March 2022 newsletter
- Weekly Herald Ad
- Updates to software licenses, security groups and permissions to align with staff changes including changes in areas of responsibility. This is ongoing and will soon include students.
- Staff training as needed.
- Continue to update the listings in the business and community groups directories. The second notice has been sent to licensed businesses to renew for 2022. That means the next step is to go through the online business directory and remove those who have not renewed their license for 2022.
- Worked with Sgt. Raimo to develop, test, release and promote their Community Policing Priorities survey for 2022. Also prepared and provided marketing materials, for use. Will be following up with promoting the upcoming Town Hall meeting scheduled for Mar 24 at 6:00 pm in the Community Centre. hanna.ca/rcmp
- Developed and distributed an internal procedure and documents for accepting and dealing with bylaw complaints. This includes the development of an interactive bylaw complaint form on the website. Citizens now have a variety of options for submitting concerns. hanna.ca/enforcement
- Issued RFP's on the provincial purchasing website for the tennis courts and condenser replacement projects.
- Working on developing some streamlined processes and reporting forms for the Health and Safety committee.
- Completed an update to our municipal accounting program package.
- Still assessing our current VOIP system and our billing. At first look it appears that we may be able to make some changes for increased efficiency and better pricing, but information gathering is still in progress. There are many Town facilities and some redundancies that must be in place so this is a large project that cannot be rushed. All pieces must be well researched and planned. I am also looking at bringing the Library and the Fire Hall onto our VOIP system. They are currently serviced by Telus.
- New Business: Congratulatory correspondence for the following new businesses has been completed. The Hub and the Herald have been notified.
 - PART Hair Co
 - GFL Environmental
- Attended a session hosted by the Alberta Emergency Management Agency (AEMA) regarding the transition of Alberta's Public Alerting system. This system, known as

Alberta Emergency Alerting System (AEA) can interrupt broadcasts and issue various notifications ranging from emergency alerts to information notifications. Municipalities, including Town of Hanna, have users trained and authorized to issue alerts. AEA will be decommissioned and Alberta will be transitioning to the National Public Alerting System (NAADS). The following are the transition milestones.

- Existing active users of the AEA will be easily transitioned and new Authorized User Agreements will be signed.
- New user training will be held Oct to Dec 2022
- Alberta alerts to be issued through NAADS Mar 1, 2023

All communication and promotion regarding the transition will be guided by the AEMA. This transition is in the very preliminary stages and Town of Hanna authorized users are aware and informed.

COUNCIL REPORT

DATE: March 8, 2022

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the February 8, 2022 Council meeting, the public works department has been busy with the following items:
 - Water & Sewer
 - The Annual Water and Wastewater reports have been submitted to Alberta Environment & Parks.
 - The Lead Monitoring Program report was also submitted to Alberta Environment & Parks. This program started in 2021 and requires that municipalities test a number of properties for lead in the drinking water.
 - We did the water meter reads at the start of this month.
 - Road Maintenance
 - We hauled snow from the downtown core to help with ice in the gutters to allow the water to run once the weather turns warmer. We have not hauled snow from any residential areas as we are trying to keep a small layer of snow for insulation and there is not enough snow to make it worth hauling at this time.
 - We sanded the streets as needed. The sand/salt mixture is more effective when the weather is warmer.
 - The crew has been brushing and salting sidewalks as needed. With the warmer weather during the day and freezing at night it has been an ongoing process.
 - Meetings
 - I am attending the Monday morning Director's meetings.
 - Airport
 - We are doing routine maintenance at the airport.
 - We cleared the runway and tarmac after the snow this month.
 - The tenant has left the airport apartment, so we have been doing some work and clean up to get it ready to rent again.
 - General
 - We delivered potable water to the waste transfer site this month and hauled the wastewater from their tank. We continue to haul sewer from the tanks at the Airport and Special Areas Shop.
 - The crew has been replacing and fixing our wooden barricades when we have spare time.
 - Logan and Wes are busy in the shop servicing the Parks vehicles.

Date: March 8, 2022

Agenda Item No: 09.01

Hanna SPCA – Operating Grant

Recommended Motion

That Council amend the Town of Hanna 2022 Operating Budget to provide an Operating Grant to the Hanna SPCA – Harvest Sky Animal Rescue in the amount of \$7,424.16 with the funds derived from Accumulated Surplus.

Background

The Hanna SPCA Board made the decision to dissolve the society as of December 31, 2021, and upon the announcement of their upcoming dissolution a group of interested citizens formed with the intent to keep this service available in the Town of Hanna.

Trevor Kerr the new president of the Hanna SPCA attended the February 8, 2022, Council Meeting and provided Council with an update on the transition from the original group to the new group including a proposed name change to Harvest Sky Animal Rescue.

During this presentation the Society provided a proposed budget which showed an operating deficit of \$2,424.16 which included an operating grant of \$5,000 from the Town of Hanna. In the past the Town of Hanna has provided the Hanna SPCA with an operating grant which has ranged from \$5,000 - \$15,000. The last few years the contribution from the Town to the Society has been \$5,000. During the 2022 Operating Budget discussions an operating grant to the SPCA was not included as at that time it was anticipated that there would be no SPCA operating in 2022.

Administration is recommending that Council provide the Hanna SPCA with an Operating Grant in the amount of \$7,424.16 in 2022 with the funds derived from Accumulated Surplus. This grant would make the Society's proposed 2022 budget balanced.

Communications

Highlights of the presentation may be communicated through the Town of Hanna Social Media Programs.



Financial Implications

Operating:	_____ \$7,424.16 _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____ \$7,424.16 _____	Unbudgeted Costs:	_____
Source of Funds:	_____ Accumulated Surplus _____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. Hanna SPCA – Harvest Sky Animal Rescue Society – Report to Town Council – February 8, 2022.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Report to Town of Hanna Council – Feb 8, 2022

- New management took over on December 28, 2021. To mark the new era of the SPCA, we have been working on a rebranding. As of February 15th (with membership approval), the new name “Harvest Sky Animal Rescue” and new logo will be official. To mark this occasion, we are hoping to hold an “open house” event in the spring/summer. With the rebrand will come new governing bylaws and policies which include more accountability and transparency.
- Support since the transition has been overwhelming. Some of the highlights include:
 - Over a dozen new volunteers and 3 new foster homes;
 - A media interview with Boom 99.5/Drumheller Online regarding the continuation of operations and for their program in memory of actress Betty White;
 - A successful first rescue-led fundraising effort. The 50/50 raffle netted \$1220;
 - Several community-led fundraisers including:
 - Mayor Povaschuck’s hair shaving fundraiser,
 - The JC Charyk School Support Dog students fundraiser which raised \$204.00,
 - Birthday donations of supplies from a young lady in Delia,
 - Tim Hortons’ Smile Cookie Day (this fall).
- Documents provided include:
 - “Budget-at-a-glance” showing estimated revenue and expenses for 2022.
 - Adoption maps.
 - These are provided to highlight the reach our organization has. The two maps are of adopters from each community from 2020 and 2021.
 - The Strategic Business Plan which spells out the HSAR goals and a “roadmap” to achieve them.
 - We will be continuing with the core programs (adoption/surrender & feral management).
 - Also setting new initiatives such as new fundraising opportunities and pursuing partnerships with various groups and organizations in Hanna to increase community activity.
 - Another main goal is to strengthen important partnerships with other organizations such as the Town, neighboring municipalities, the RCMP, the AB SPCA, & other rescues.
- Discussions around finding a new facility for the rescue have been ongoing, all in the brainstorming phase.

On behalf of all the volunteers, I’d like to extend our gratitude for the support the Town of Hanna and Council have shown us. We look forward to working together going forward.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Trevor Kerr", written over a light blue horizontal line.

Trevor Kerr
President



2022 Estimated Budget At-A-Glance

Revenue	
Donations	\$21,857.63
Fundraising	\$7,072.59
Casino Fundraiser	\$7,666.66
Town Grant	\$5,000.00
Adoption/Surrender Fees	\$5,462.50
Interest	\$38.78
Memberships	\$0.00
Total Revenue	\$47,098.16

Expenses	
Facility Rental	\$9,600.00
Utilities	\$5,911.62
Veterinarian Services	\$24,173.85
Advertising	\$76.98
Bank Charges	\$28.94
Dues & Fees	\$33.50
Fundraising Expenses	\$948.56
Insurance & License	\$1,209.86
Office	\$558.28
Repairs	\$832.97
Telephone	\$438.71
Tools & Supplies	\$5,484.60
Travel	\$224.45
Total Expenses	\$49,522.32

Difference	-\$2,424.16
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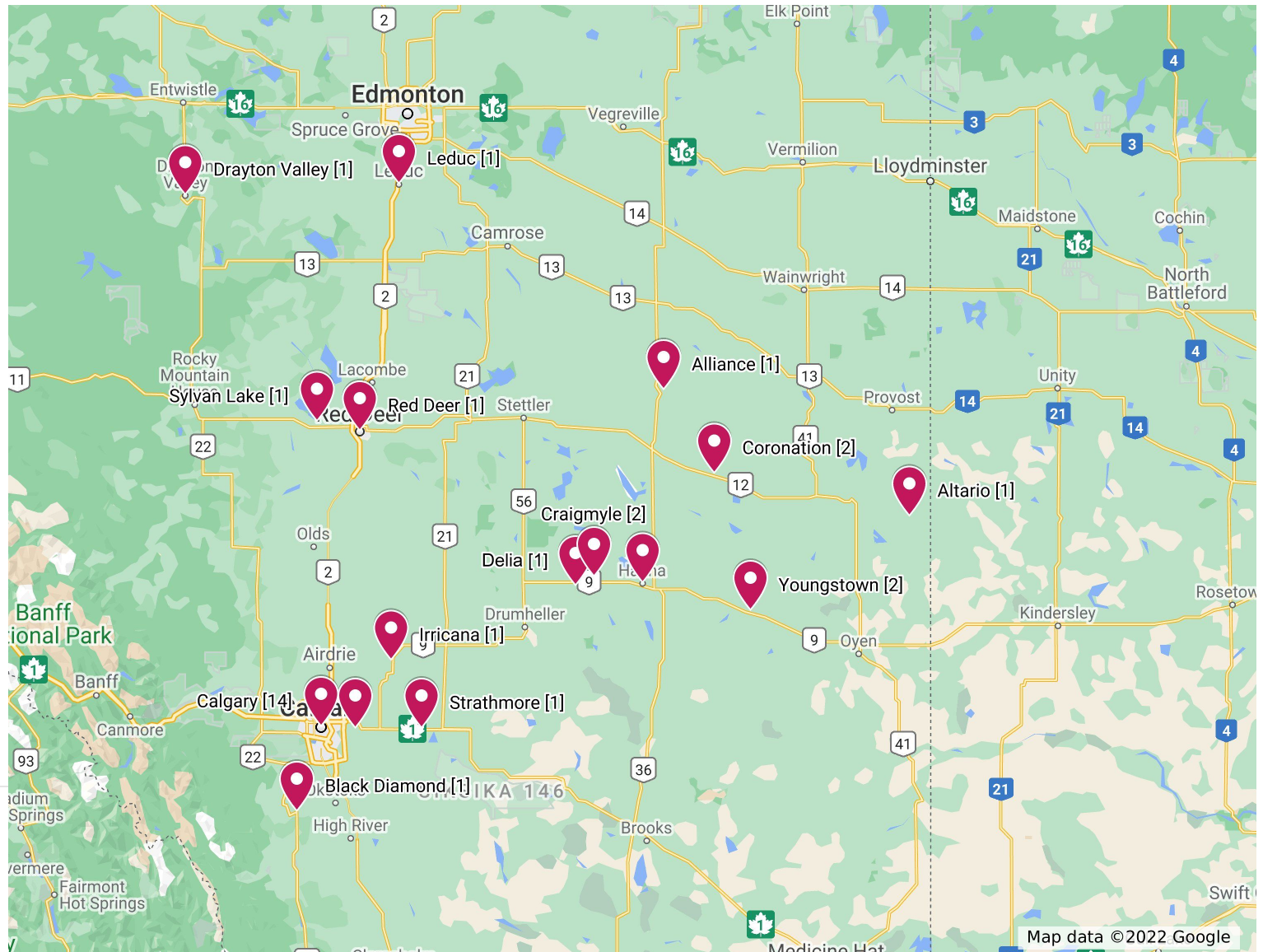
Notes to consider:

- The numbers provided are based on averages from 2018 to 2021 except facility rental and utilities (2022 actual).
- The casino revenue is based on \$23,000 split over a 3 year period, but it is paid as a lump sum in one year. COVID has put this fundraiser into question for the time being.
- The casino revenue is also limited to being used for veterinary expenses and building rental and major repairs.
- Some items, such as the adoption/surrender fees & veterinary services are tied to the number of animals under our care.
- Membership revenue will be \$0 for 2022 only. It averages \$127.50.

2021 Adoptions

2021 Adoptions

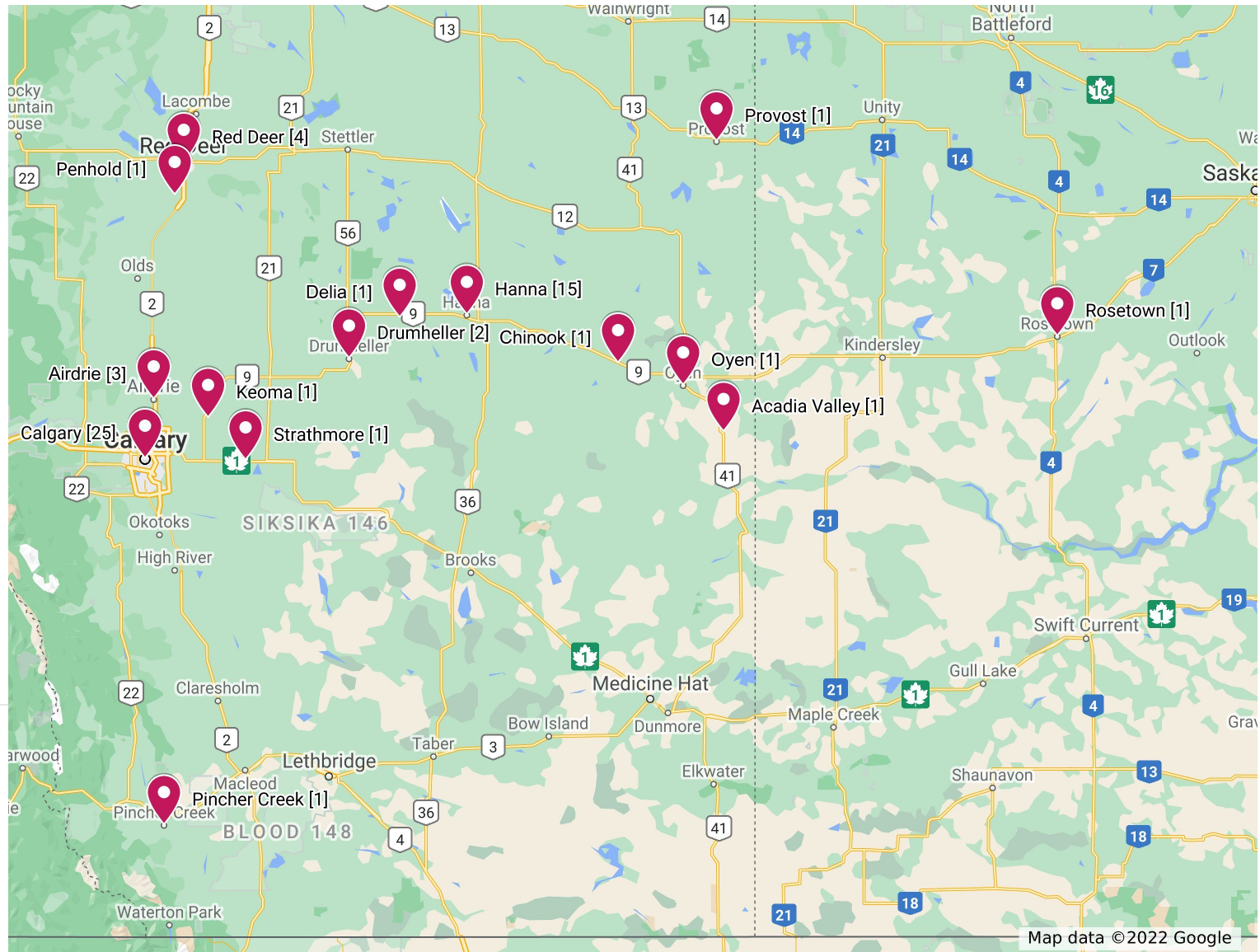
- 📍 Alliance [1]
- 📍 Calgary [14]
- 📍 Chestermere [2]
- 📍 Coronation [2]
- 📍 Craigmyle [2]
- 📍 Drayton Valley [1]
- 📍 Hanna [32]
- 📍 Irricana [1]
- 📍 Leduc [1]
- 📍 Sylvan Lake [1]
- 📍 Youngstown [2]
- 📍 Red Deer [1]
- 📍 Strathmore [1]
- 📍 Altario [1]
- 📍 Black Diamond [1]
- 📍 Delia [1]
- 📍 Ciudad Apodaca [1]



2020 Adoptions

2020 Adoptions

- Acadia Valley [1]
- Airdrie [3]
- Calgary [25]
- Chinook [1]
- Delia [1]
- Drumheller [2]
- Hanna [15]
- Keoma [1]
- Oyen [1]
- Penhold [1]
- Pincher Creek [1]
- Provost [1]
- Red Deer [4]
- Rosetown [1]
- Strathmore [1]



January 2022

Strategic Business Plan

Harvest Sky Animal Rescue



Harvest Sky
Animal Rescue

Situation Statement

The Hanna S.P.C.A. was founded in February 2005, incorporated as a society under *the Alberta Societies Act* in October of 2005, and became a registered charity in June 2009. In February of 2022, the Hanna S.P.C.A. ceased operations and, under new management, transitioned into the Harvest Sky Animal Rescue (HSAR) which continues the Hanna S.P.C.A.'s work.

The HSAR serves a very large area in East Central Alberta, spanning from the Saskatchewan border in the east, Stettler in the west, Wainwright in the north, and Brooks/Drumheller in the south. As well, the HSAR frequently provides services outside of this area.

The HSAR has no paid staff and is operated only by volunteers. There are 7 members on the Board of Directors. On a yearly basis, the HSAR receives approximately 122 animals into its care, and releases (either through adoption or the "catch-and-release" program) approximately 117. These averages are determined using totals from 2011-2016. The annual income of the HSAR averages \$47,098.16. Most of the HSAR's income is derived from donations and fundraising efforts. The annual expenses average \$49,302.07. These averages are determined using totals from 2018-2021. These expenses include but are not limited to, daily animal care, facility rental, veterinarian expenses, and utilities.

The HSAR's main programs include the care and adoption of companion animals and the feral feline "catch-and-release" program. Community education and outreach are also very important to the HSAR. Donations are the main source of income for the HSAR. The Town of Hanna provides a yearly grant; and specific fundraising campaigns, such as the garage sale and raffles, are successful. The HSAR also has access to several reliable foster homes.

Vision

The Harvest Sky Animal Rescue believes in supporting the health, well-being, and safety of companion and feral animals in our service area; achieved through a valued companion animal population, a carefully monitored and managed feral animal population and an engaged and educated community.

Mission

The Harvest Sky Animal Rescue is dedicated to the promotion of welfare and dignity for companion and feral animals. We strive to end their suffering by encouraging a caring, responsible society. We provide a wide range of services necessary to meet the needs of the animals and to fulfill our mandate as the principal animal welfare program for Hanna and District. We promote a friendly and supportive service within the community. We strive to provide leadership and support in the development of animal care services and programs in conjunction with other affiliated animal groups.

Goals

1. A well-managed and reduced feral feline population.
2. Elimination of abandoned companion animal cases.
3. A safe, healthy, and valued companion animal population.
4. An educated community on the presence of the HSAR, its programs, and successes.
5. Increase the long-term financial security of the HSAR.
6. Promote volunteerism within the community.
7. Facilitate the education and experience garnering of youth in the community, specifically regarding animal care and volunteerism.
8. Obtain a new facility for the HSAR to conduct operations in.

GOAL 1

A well-managed and reduced feral feline population.

An appropriately sized, non-reproductive feral feline population is beneficial to the community in that it maintains a controlled rodent population, and aids in preventing unmonitored and unwanted feral animals from establishing a presence in the area.

Strategy 1

Control the current feral feline population's ability to reproduce, while still maintaining their present numbers.

- » *Action:* Implement a program in which feral felines are temporarily captured, have their health evaluated by a veterinarian, are neutered or spayed, and then released back into the area.
- » *Action:* When feral felines are surrendered to the HSAR and are deemed unable to be adopted as companion animals, they will have their health evaluated by a veterinarian, be neutered or spayed, and then released into the community to replace any existing feral felines that have been lost.
- » *Action:* As an alternative to releasing the feral feline into the community, they will be adopted as "shop/barn" cats, to aid in controlling the rodent population at a site, while requiring minimal care.

Strategy 2

Educate the community on the benefits of maintaining a feral feline population in the area, rather than removing them.

- » *Action:* Produce educational materials outlining the benefits of maintaining a population for distribution to the community.
- » *Action:* In conversations with the public, where appropriate, provide information on the benefits of maintaining a population.

GOAL 2	<p>Elimination of abandoned companion animal cases.</p> <p>Abandoned companion animal cases are generally caused by an owner's inability or unwillingness to continue care for the companion animal, along with their lack of knowledge of the HSAR's services.</p>
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Strategy 1

Better educate the community on the duties and costs of responsible, long-term companion animal ownership.

- » *Action:* In conversations with the public, where appropriate, provide information on the duties and costs related to companion animal ownership.
- » *Action:* Produce educational materials outlining the costs and duties of companion animal ownership for distribution to the community.

Strategy 2

Increase awareness of the HSAR and its services for owners in situations where they feel that they can no longer care for the animal.

- » *Action:* Wherever possible, advertise the HSAR and its services in local newspapers, on local radio stations/services, social media, and in other community publications.
- » *Action:* Utilize "word-of-mouth" and conversations with the public to spread awareness of the HSAR and its services.

GOAL 3

A safe, healthy, and valued companion animal population.

This goal is one of the central concepts of HSAR's mission. A community committed to responsible companion animal ownership will result in fewer surrendered animals, and a content companion animal population.

Strategy 1

Better educate the community on what is required to maintain a healthy and cared-for companion animal in their care.

- » *Action:* Produce educational materials outlining the physical and behavioral indications of a healthy and content companion animal.
- » *Action:* In conversations with the public, whenever appropriate, provide information on the physical and behavioral indications of a healthy and content companion animal.

Strategy 2

As companion animals are regularly examined by the local veterinarian, they can be an effective partner in delivering information on animal health and wellness.

- » *Action:* Partner with local veterinary clinics in developing educational materials, regarding animal health and wellness.
- » *Action:* Partner with local veterinary clinics to deliver HSAR produced educational materials regarding animal health and wellness.

Strategy 3

In situations where companion animals are not being properly cared for, the HSAR will take a leading role in resolving the situation, while following all legal procedures, in a way beneficially first to the animal, and secondly to other parties.

- » *Action:* When appropriate, the HSAR will forward complaints to an animal welfare agency in closer proximity to the location of the situation.
- » *Action:* When appropriate, the HSAR will forward complaints to the Alberta S.P.C.A. and provide support to their operations when requested.
- » *Action:* When appropriate, the HSAR will partner with the local RCMP detachment to determine proper actions in resolving a complaint.
- » *Action:* When appropriate, the HSAR will partner with the local bylaw officer to determine proper actions in resolving a complaint.

GOAL 4

An educated community on the presence of the HSAR, its programs, and its successes.

A community aware of the HSAR and its operations will be more likely to increase support in programs, donations, and fundraising.

Strategy 1

Better educate the community regarding the HSAR and its operations.

- » *Action:* Produce educational materials regarding the HSAR's history, programs, and successes to distribute to the public.
- » *Action:* In conversations with the public, when appropriate, information about the HSAR, its programs, and successes will be provided.
- » *Action:* Wherever possible, advertise the HSAR and its operations in local newspapers, on local radio stations/services, social media, and in other community publications.

Strategy 2

Engage agencies within the community to increase the visibility and presence of the HSAR.

- » *Action:* Engage the Hanna Learning Center to assist with the promotion of the HSAR
- » *Action:* Engage the Town of Hanna in promoting the HSAR.

GOAL 5

Increase the long-term financial security of the HSAR

The long-term financial security of the HASR is critical in maintaining operations and programs. Financial security also will allow the HSAR to better care for the animals in its charge. Long term financial security could also allow for the expansion of the HSAR's programs and services.

Strategy 1

Continue and expand current fundraising efforts including, but not limited to, raffles, the annual garage sale, and casino staffing.

- » *Action:* Continue to advertise for and hold the annual garage sale, procuring sale items through donation.
- » *Action:* Continue to hold various raffles through the year, in following with Alberta Gaming and Liquor Commission (A.G.L.C.) rules.
- » *Action:* Continue to participate in the "casino fundraiser", in following with A.G.L.C. rules.

Strategy 2

Investigate and implement new fundraising activities which will benefit the HSAR.

- » *Action:* Investigate all possible avenues of fundraising activities to determine their viability, success or failure potential in this community, and their volunteer requirements.
- » *Action:* When determined to be appropriate, implement new fundraising opportunities fully.
- » *Action:* When possible, implement these fundraisers on a regular basis.

Strategy 3

Investigate and pursue grants provided by various governments and other agencies.

- » *Action:* Investigate, and apply for, all appropriate grants or related to the HSAR's operations, programs, and goals.
- » *Action:* Engage with the Hanna Volunteer Association's service assisting organizations with finding and applying for grants.

Strategy 4

Pursue a partnership with a post-secondary educational institution to procure veterinary services at a reduced cost.

- » *Action:* Determine which post-secondary educational institutions run veterinary or animal health technology programs.
- » *Action:* Pursue a partnership with institutions in which the HSAR provides patients for students' hands-on learning opportunities for a reduced cost to the HSAR.

GOAL 6

Promote volunteerism within the community.

Organizations in small towns often rely on volunteers to operate. The HSAR is in a position to become one of the preeminent volunteer organizations in the community; through both obtaining and retaining volunteers for our organization and promoting the benefits of volunteering in general.

Strategy 1

Engage with the Hanna Volunteer Association, also known as Volunteer Hanna.

- » *Action:* Utilize services offered in support of volunteers in carrying out their duties.
- » *Action:* Utilize services offered in connecting volunteers and the HSAR.

Strategy 2

Advertise volunteer opportunities with the HSAR.

- » *Action:* Advertise opportunities utilizing traditional distribution methods such as print and radio ads
- » *Action:* Advertise opportunities utilizing social media platforms.
- » *Action:* Focus on fostering positive community relations to increase word-of-mouth communication of volunteer opportunities.

Strategy 3

Engage the senior citizen population in the community to promote the benefits of volunteering.

- » *Action:* Approach administration of the senior living facilities in the community to examine and pursue senior-oriented programs.
- » *Action:* Engage with senior-oriented activity groups in the community (eg:// Hanna Senior Circle) to examine and pursue opportunities for senior engagement.
- » *Action:* Develop materials purporting the benefits of volunteering as a senior citizen.

GOAL 7

Facilitate the education and experience garnering of youth in the community, specifically regarding animal care and volunteerism.

The HSAR is proudly a family-friendly environment and as such, is capable of providing opportunities for youth to obtain volunteer experience, education in animal care, and experience in a business/work environment.

Strategy 1

Partner with the J.C. Charyk school to investigate and implement a youth engagement program in the HSAR facility.

- » *Action:* Investigate the viability of, and implement if appropriate, a work experience program partnership with J.C. Charyk school.
- » *Action:* Investigate the viability of, and implement if appropriate, a volunteer program partnership with J.C. Charyk school.

Strategy 2

Promote volunteerism with the HSAR and its advantages in the school.

- » *Action:* Produce print materials for distribution at J.C. Charyk school (with authorization) purporting the advantages of youth volunteering with the HSAR.
- » *Action:* Pursue a time allocation with various classes in the school for an in-person presentation regarding the HSAR, its activities, and volunteer opportunities at J.C. Charyk school.

Strategy 3

Promote volunteerism with the HSAR and its advantages to youth outside of J.C. Charyk school.

- » *Action:* Produce print materials for distribution purporting the advantages of youth volunteering with the HSAR.
- » *Action:* Design and implement youth-oriented programs and activities within the HSAR.

Strategy 4

Engage preschool-aged youth in age-appropriate activities.

- » *Action:* Engage with pre-schools, day-homes, daycares, etcetera in the community with the goal of designing and implementing programs of mutual benefit to the youths and the HSAR.

GOAL 8

Obtain a new facility for the HSAR to conduct operations in.

A new, more adequately equipped, and more energy efficient facility will allow the HSAR to provide more effective services and programs to the community. The mentioned facility would also allow for more effective care of animals in the charge of the HSAR and could allow for the expansion of programs and services.

Strategy 1

Examine the pros and cons of all methods for procuring a different facility.

- » *Action:* Examine the benefits and costs of renting an existing facility.
- » *Action:* Examine the benefits and costs of leasing an existing facility.
- » *Action:* Examine the benefits and costs of purchasing an existing facility and repurposing it.
- » *Action:* Examine the benefits and costs of purchasing an unoccupied property and constructing a purpose-built facility.

Strategy 2

If it is determined renting or leasing an existing facility would be the most appropriate option, the HSAR will pursue this option.

- » *Action:* Identify a facility which would suit the HSAR's requirements.
- » *Action:* Engage into an agreement with the owner and relocate the HSAR's operations.

Strategy 3

If it is determined purchasing an existing facility or unoccupied property to build on would be the most appropriate option, the HSAR will pursue this option.

- » *Action:* Identify a facility which would suit the HSAR's requirements.
- » *Action:* Examine all fundraising methods [or a combination of methods] to fund the purchase, including the methods mentioned in "Goal 5", fundraisers specifically aimed at purchasing a new facility, or an unconventional [yet appropriate] method to be determined.

Date: March 8, 2022

Agenda Item No: 09.02

Hanna Cemetery – Subdivision Endorsement Extension

Recommended Motion

That Council request and recommend that Palliser Regional Municipal Services and the Special Areas Board provide a Subdivision Application Endorsement Extension for Palliser Regional Municipal Services Subdivision Application 42/388 to December 31, 2022.

Background

The Town of Hanna in 2012 investigated the land surrounding the existing Hanna Cemetery to ensure there was a satisfactory amount of land to be able to expand the cemetery for future use. Council authorized the Mayor and Chief Administrative Officer to negotiate and execute an offer to purchase 2 acres of land to the south of the existing cemetery from Mr. Bill Mackenzie at \$10,000/acre. The purchase agreement was completed, the funds were exchanged, and the property was fenced and maintained as part of the Hanna Cemetery.

The land required subdivision and the Town submitted a Subdivision Application (PRMS 42/388) as part of the purchase agreement. Alberta Land titles rejected the Transfer of Land for several reasons.

Administration rectified a couple of the issues shortly after receiving notice of the rejection at land titles, however a few of the issues remained on the back burner with no movement on the file until recently. Administration retained Smith & Hersey to review the file and deal with the issues that required attention from land titles perspective to get this situation finalized with Alberta Land Titles.

New transfer of land documents including the Dower Act requirements, have been completed and signed off by both parties. One item remaining is to have the Subdivision Endorsement extended by Special Areas and PRMS. The first step in this process is to have Council recommend to Palliser Regional Municipal Services and the Special Areas Board to extend the Endorsement from 03/19/2015 to 12/31/2022.



Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. PRMS Subdivision Application 42/388 Information.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

SUBDIVISION REPORT

AGENDA: August 28, 2012 **MUNICIPALITY:** Special Area No. 2

FILE No. 42/388 PRMS No. 2012-034 **PROPOSAL:** Cemetery Expansion

LOCATION: Located less than half a mile (0.81 km) north of the Town of Hanna boundary along Pioneer Trail (Range Road 14-3).

LEGAL DESCRIPTION: NE 1/4 Sec. 16 - Twp. 31 - Rge 14 W4M

APPLICANT: Town of Hanna

OWNERS: William MacKenzie

TITLE AREA: 149.13 ac. (60,308 ha.)

PROPOSED SUBDIVISION AREA: N.E. ¼ Sec. 16 2.0 ac. (0.46 ha)
Block 1, Plan 2602 JK 10.87 ac. (4,399 ha.)
Consolidated parcel 12.87 ac. (4,859 ha.)+/-

NUMBER OF PROPOSED PARCELS: Zero (0)

EXISTING USE: Agricultural

PROPOSED USE: Public/Institutional

LAND USE CLASSIFICATION: *A* – Agricultural District

RESERVE STATUS: Not required [Municipal Government Act, RSA 2000 Section 663(a)]
663 A subdivision authority may not require the owner of a parcel of land that is the subject of a proposed subdivision to provide reserve land or money in place of reserve land if
(a) one lot is to be created from a quarter section of land,

Even though this will be an additional parcel removed from the quarter section the new parcel will be consolidated with the existing one and can still be considered as the "first parcel out". It is also recommended that reserve not be taken as the proposal is for public use.

APPEAL STATUS: Municipal.

The Secretary
Subdivision & Development Appeal Board
Special Areas Board
P.O. Box 820
Hanna, Alberta
T0J 1P0

CIRCULATION: No objections were received through circulation.

ATCO Electric has no facilities affected by this subdivision. (Contact: Keith Davidson, Alberta Land Surveyor, SE Region at 780-871-5553)

AltaGas Utilities Inc. has no objection to the proposed subdivision described in the file mentioned above. At the present time AltaGas Utilities Inc does not have any existing pipe in the proposed subdivision but we do request that prior to any construction you contact the Alberta First Call Locations Service at 1-800-242-3447. (Contact: Sherry-Lyn Kegler, Land & Engineering Clerk, at 780-986-5215)

TELUS has no concerns. (Contact: Grace Ford, Engineering Technician, 403-341-8343)

Energy Resources Conservation Board (ERCB) has reviewed and completed a search of ERCB regulated wells and pipelines in the vicinity of the referred subdivision or development application and their records indicate the following:

An abandoned well (or wells) has (have) been identified within the search area of this application. The location(s) and licensee(s) are identifies as:

ABANDONED WELL INFORMATION

<u>Surface Location</u>	<u>Bottom Hole Location</u>	<u>Licensee</u>
10-16-031-14W4	10-16-031-17W4	EnCana Corporation

The approximate locations of abandoned wells and/or pipelines in the area of application are shown on an enclosed copy of the ERCB's infrastructure map.

Questions concerning this reply may contact: Emergency Planning and Assessment Help Line at 403-297-2625 or setbackreferrals@ercb.ca)

STAFF COMMENTS: The purpose of this subdivision is to subdivide a 2 acre (0.46 ha.) from the balance of the quarter section to expand the existing Hanna Cemetery. This area will be added to the south end of Block 1, Plan 2602 JK, registered as an expansion in 1964, creating a new total area of about 12.87 acres (4.86 ha.). The Town of Hanna has an offer to purchase agreement in place with the landowner of the balance of the surrounding quarter. Within the Agricultural District of the current Special Areas Land Use Order cemeteries are a discretionary use.

Surrounding Area Features: A couple of pipeline right-of-ways cross the quarter section in the lower half and do not affect this proposal. Within half a mile to the south is the Hanna Golf Course and just under a mile to the west in the adjoining quarter section is the Catholic Cemetery with the regional waste transfer located to the north of it.

Soil Classification: Agricultural Region of Alberta Soil Inventory Database (AGRASID) classifies soil types 1 thru 4 as better soils.

Class	Percent	Sub Class 1	Sub Class 2
4 - Severe limitations	70	S - Combination of subclasses	T - Topography
6 - Perennial forage only	20	W - Excess water	
3 - Moderately severe limitations	10	S - Combination of subclasses	

Access: Legal access to all parcels is provided via the local road network. As this proposed parcel will be consolidated with an existing lot, no new access will be required. Both the consolidated parcels and the balance of the quarter section have access onto Pioneer Trail (Range Road 14-3) along their easterly boundaries.

Land Use Considerations: Within the Special Areas Land Use Order M.O. #L:090/03 these parcels are designated as "A" Agricultural District

19. A - Agricultural District

(1) Permitted Uses

- detached dwellings
- manufactured homes
- extensive agriculture
- accessory buildings
- beekeeping
- municipal works
- first (1st) dwelling unit

(2) Discretionary Uses

- home occupations
- bed and breakfast establishments
- commercial tourist facilities
- agri-tourism operations
- recreational facilities
- campgrounds
- parks and playgrounds
- intensive vegetative operations
- signs requiring a development permit
- airports
- churches
- cemeteries
- community halls
- manufactured home parks
- public & quasi-public installations & facilities
- natural resource extractive industries
- kennels
- abattoirs
- automobile wreckers
- bulk oil and fuel depots and sales
- agricultural supply depots and sales
- commercial uses
- industrial uses
- group care facilities
- multiple dwelling units and subsequent dwelling units
- nuisance grounds
- wind power facilities
- communication facilities

(3) Minimum Requirements

- (a) Site Area:
 - (i) an unsubdivided quarter section unless otherwise allowed.
- (b) Minimum Front Yard:
 - (i) 100 ft. (32 m) from the right-of-way of a municipal road allowance whether developed or not.
 - (ii) As required by Alberta Transportation in the case of provincial highways.
- (b) Minimum Side Yard:
 - (i) 25 ft. (7.5 m) where abutting another parcel.
 - (ii) 100 ft. (32 m) from the right-of-way of a municipal road.
- (c) Minimum Rear Yard:
 - (i) 25 ft. (7.5 m) where abutting another parcel.
 - (ii) 100 ft. (32 m) from the right-of-way of a municipal road.

(4) Maximum Limits

- (a) A maximum of one (1) parcel per quarter section may be subdivided for the following purposes:
 - (i) farmstead separation;
 - (ii) country residence;
 - (iii) rural industrial plant; or
 - (iv) rural commercial use.
- (b) In the case of special circumstances such as estate purposes etc., the Special Areas Board may, at its discretion, relax the provisions of subsection (a).
- (c) Additional subdivisions may be allowed for public utilities, schools, public or quasi-public buildings, and oil and gas facilities.

Title Encumbrances: There are no encumbrances that appear to affect the proposed subdivision area. There caveat, represented by Registration Number 911 276 597, for an easement upon the parent quarter by the Meadowlands Water Co-op Ltd.

Sewage and Water System Details: Services are not required.

STAFF RECOMMENDATIONS:

That the application be approved, subject to the following conditions:

- (1) Registration of the subdivision by means suitable to the Registrar of the Land Titles Office, [Section 81 and 89 of the Land Titles Act];
- (2) All outstanding taxes to be paid to the municipality, [Section 654 (1)(d) of the Municipal Government Act];
- (3) Satisfactory arrangement to be made with the municipality for the provision of services, at the cost of the developer, [Section 655 of the Municipal Government Act].
- (4) Concurrent registration of utility easements and right-of-ways as required by relevant authorities [Section 654(1)(a) of the Municipal Government Act].
- (5) Consolidation of proposed parcel containing 2.0 acres (0.46 ha.) +/- with Block 1, Plan 2602 JK [Section 655(1)(a) of the Municipal Government Act];

MUNICIPAL RECOMMENDATION:

That the application be approved in accordance with staff recommendations.

DECISION:

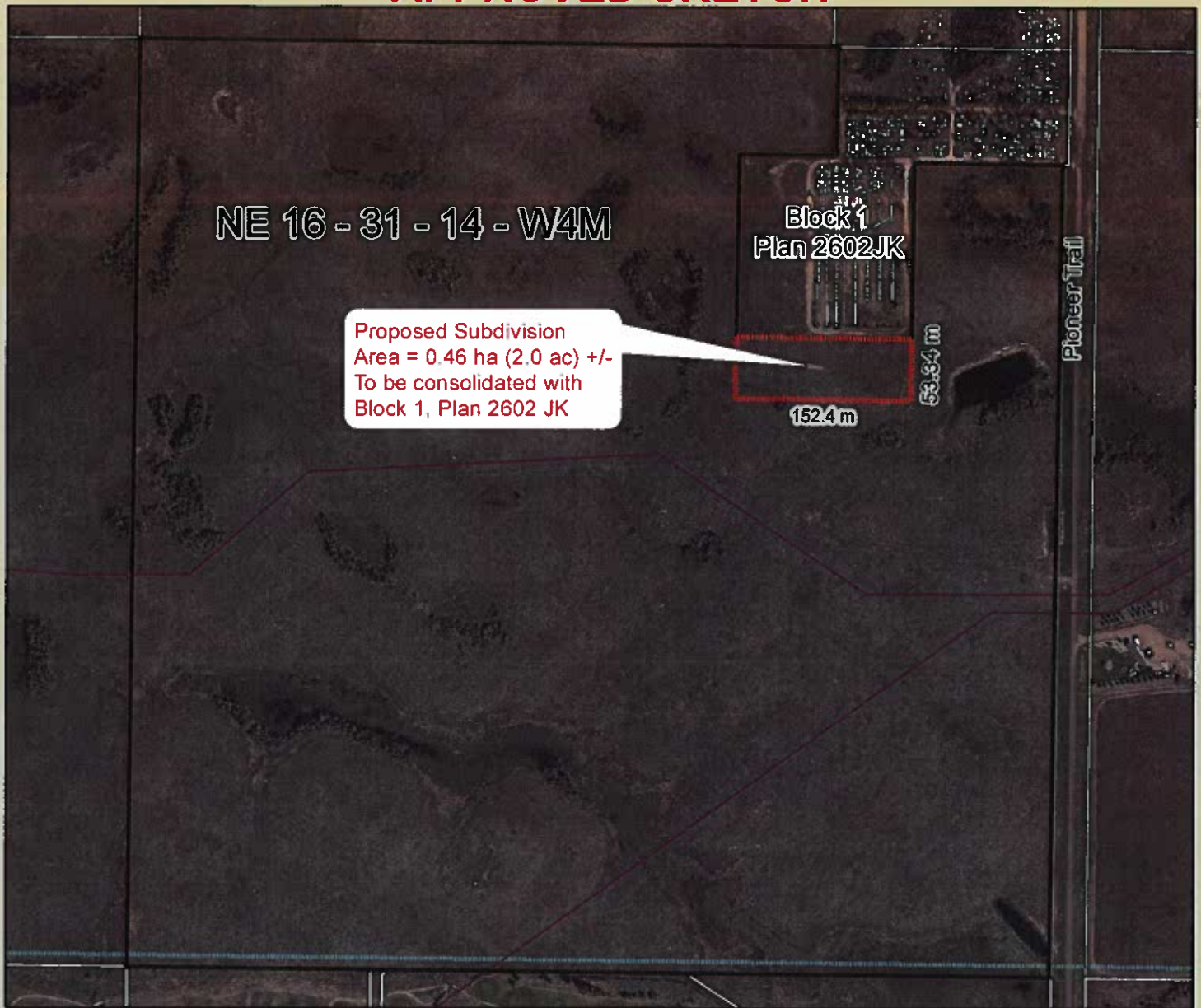
That the application be approved in accordance with staff recommendations.



Brad Wiebe, RPP, MCIP
C.E.O., Director of Planning

August 28, 2012
BW/gw

APPROVED SKETCH



Special Area No. 2

Proposed Subdivision in the NE 1/4 16-31-14-W4M
File No. 42/388, PRMS # 2012-34
Title Area: 60.308 ha (149.13 ac)+/-
Subdivision Area: 0.46 ha (2.0 ac)+/-

Legend

- Proposed Subdivision
- Quarter Section
- Pipeline
- Hanna Boundary

Conditionally Approved

August 28, 2012

Palliser Regional Municipal Services



Note: Dimensions and Areas are approximate and based on information submitted by the applicant. Dimensions need to be verified in the field by an ALS. All Dimensions in Meters.

Date: March 8, 2022

Agenda Item No: 09.03

Hanna Arena Condenser Replacement Project – Proposal Acceptance

Recommended Motion

That Council accepts the proposal from Frey Consulting Ltd. for the Town of Hanna Arena Condenser Replacement Project as per the Proposal dated February 25, 2022, in the amount of \$126,000 plus GST with the funds derived from the Town of Hanna 2022 Capital Budget.

Background

During the 2022 - 2024 Budget process, administration included \$150,000 to replace the condenser at the Hanna Arena. This project and the anticipated budget amount were approved by Council at their December 14, 2021 Council Meeting.

Due to the anticipated cost of the condenser replacement and the provincial requirement to openly source large capital projects Administration prepared a Request for Proposals document for the Hanna Arena Condenser Replacement Project which was advertised on the Alberta Purchasing Connection website with a deadline to submit a proposal by 2:00 PM on Friday, February 25, 2022. As of the deadline, 7 proposal options were received from five different companies. The cost identified for each of the options are detailed below:

Frey Consulting Ltd.

Option # 1	Adiabatic Condenser (includes VFD Motor)	\$126,000
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Berg

Option # 1	Evaporative Condenser (VFD Motor Option)	\$177,776
Option # 2	Adiabatic Condenser (VFD Motor)	\$145,079

ICOM

Option # 1	Adiabatic Condenser (VFD Motor)	\$136,245
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Startec

Option # 1	Evaporative Condenser (VFD Motor Option)	\$286,600
Option # 2	Adiabatic Condenser (VFD Motor)	\$295,200

Trane

Option # 1	Chiller & Condenser Replacement (New refrigerant system – no ammonia)	\$660,400
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The RFP that was advertised indicated the proposals would be evaluated using the following criteria and weighting:

- Price – 40%
- Experience – 20%
- Understanding of the project – 20%
- Understanding of our existing system – 20%

Administration has reviewed the proposals and evaluated them using the evaluation criteria and weighting as identified above. Using this evaluation Frey Consulting Ltd. had the highest overall score. Administration is recommending the acceptance of the proposal from Frey Consulting Ltd. to replace the existing air-cooled condenser with a new adiabatic condenser at a price of \$126,000 plus GST.

The main reasons for the selection of this proposal are highlighted below:

- The Adiabatic Condenser is the newest technology evaporative condenser and is the preference of most operators looking at replacing their condenser as it requires the least amount of water to operate effectively. The units do not require a water pump, water tank or a heated enclosure to house them, and will save any future operating and maintenance cost in regard to those components. The major downfall with the adiabatic condenser is the time frame to have the unit supplied. All proposals indicate the delivery of the unit could be up to 28 weeks and none of the companies would guarantee that time frame which puts in very close to the time the staff would normally be starting the plant to make ice for the season. Frey Consulting Ltd. proposal indicates deliver timelines of 27-28 weeks.
- Lowest price proposal



- Frey Consulting is the company that services and maintains the existing ice plant and has for several years with the Principal Dan Frey having worked on the ice plant system for roughly 30 years.
- Frey Consulting knows our plant inside and out and has a good working relationship with the Town of Hanna.
- Frey Consulting will be using local sub-contractors.
- In the event that there are some discrepancies in the scope of work or what was included in the proposal, Administration has a stronger comfort level that they can be worked through with Frey based on our previous excellent working relationship.

The 2022 Condenser Replacement Project Budget is recommended to be remain at \$150,000 to allow for a contingency in case there are any surprises or discrepancies that are encountered with the project.

Administration has recently submitted a request for funding from the Special Areas for 50% of the cost. No decision has been made to date, however if funding is approved that will require a smaller draw from the Recreation Reserve.

It is the recommendation of Administration that the Arena Condenser Replacement Project be awarded to Frey Consulting as per their proposal dated February 25, 2022, in the amount of \$126,000.00 plus GST.

Communications

N/A

Financial Implications

Operating:	<u>N/A</u>	Capital Cost:	<u>\$126,000</u>
Budget Available:	<u></u>	Budget Available:	<u>\$150,000</u>
Unbudgeted Costs:	<u></u>	Unbudgeted Costs:	<u></u>
Source of Funds:	<u></u>	Source of Funds:	<u>Recreation Reserve</u>



Policy and/or Legislative Implications

N/A

Attachments

1. Request for Proposals – Hanna Arena Condenser Replacement Project.
2. Frey Consulting Ltd. Proposal.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

HANNA ARENA/CURLING RINK CONDENSER REPLACEMENT

REQUEST FOR PROPOSALS

1.0 Invitation

The Town of Hanna invites qualified contractors to submit proposals to complete the Hanna Arena/Curling Rink Condenser Replacement Project including the following adhering to ABSA requirements and B52 refrigeration code requirements:

- supply and install a new evaporative condenser
- replacement of all relevant piping
- modify and provide engineered approval for necessary modifications to the existing condenser stand

2.0 Statement of Purpose

The purpose of this request for proposals (RFP) is to select the most qualified contractor to complete the Hanna Arena/Curling Rink Condenser Replacement Project. If the Town receives an acceptable proposal, the Town in its sole discretion may request a presentation from one or more Proponents for an interview regarding “the Work”.

3.0 Background

The Town of Hanna is a rural community in east central Alberta approximately 2 hours northeast of Calgary. The population is approximately 2600 people, and the Town is a major service center for the area offering a full range of professional services and is a center for trade including industrial, retail, hospitality and service businesses. The Town is located at the junction of two major highways, Highway 9 running east/west and Highway 36 running north/south. The Hanna Arena/Curling Rink facility is an important recreational amenity that serves the Town of Hanna and the surrounding residents of the Special Areas. The existing compressor is an

older air-cooled condenser that will have served its life span at the end of this winter season.

Submission of RFP

- 4.1** Proponents may submit either by email to kcolsen@hanna.ca a pdf copy of their proposal or by sending 2 paper-based copies of their proposal in a sealed envelope marked “Town of Hanna” Request for Proposal for Hanna Arena/Curling Rink Condenser Replacement on or before **2:00 p.m. (Mountain Time) on Friday, February 25, 2022** (hereinafter referred to as the “RFP Closing Time”) to:
Town of Hanna
302 – Second Avenue West
P. O. Box 430
Hanna, Alberta T0J 1P0
Email; kcolsen@hanna.ca
Attn: Kevin Olsen, Facilities Manager
- 4.2** Proposals will be opened following the RFP Closing Time. No proposals(s) submitted after the RFP Closing Time will be accepted.
- 4.3** Multiple proposals may be submitted by each Proponent.
- 4.4** The Proponent is responsible for all costs incurred in the preparation and dissemination of the Proposal and for any presentations for interviews if any, related to the Proposal. The Town shall not be liable to any proponent for any costs and expenses in submitting a Proposal in response to this RFP.
- 4.5** Any inquiries respecting the RFP shall be directed, in writing only to:
Kevin Olsen, Facilities Manager (kcolsen@hanna.ca)
- 4.6** No inquiry submitted to the Town will be responded to after 2:00 p.m. (Mountain Standard Time) February 25, 2022.
- 4.7** The Town reserves the right to reject any Proposal that does not include the submission requirements.

5.0 General Conditions Applicable to this RFP

5.1 Addenda

Any subsequent Addenda to this RFP are incorporated into and form part of this RFP. The information and data contained in any Addenda may form the basis upon which the Contract will be concluded with the Town.

5.2 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

5.2.1. That it has gathered all information necessary to perform all of its obligations under its Proposal and the Contract.

5.2.2. That it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal

5.2.3. That it shall not be entitled to claim against the Town, its elected officials, officers, employees, agents or advisors on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or form in which the information is provided) is incorrect or insufficient.

5.2.4. That the Town will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent because of or arising out of submitting a Proposal or due to the Town's acceptance or non-acceptance or its Proposal.

5.2.5. To waive any right to contest in any proceeding, case, action or application, the right of the Town to negotiate with any Proponent for the Contract whomever the Town deems, in its sole discretion, to have submitted the Proposal most beneficial to the Town.

6.0 No Tender and No Contractual Relationship

This procurement process is not a tendering process. It is part of an overall procurement process intended to enable the Town to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the Town and any Proponent.

A Proposal may be rescinded by written request from a Proponent at any time prior to the Closing Date and Time of this RFP.

7.0 Discretion of Town

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section prevail, govern, and override all other parts of this RFP. The Town is not bound to accept any Proposal. At any time prior to execution of the Contract, the Town may, in its sole discretion, or for its own convenience, terminate the procurement process, cancel the Work, or proceed with the Work on different terms. All of this may be done with no compensation.

8.0 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), including, but not limited to, the instructions to Proponent, shall render the Proponent subject to such actions as may be determined by Town, including disqualification from the procurement process, suspension from the RFP process and imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

9.0 Representations and Warranties

The Town makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.

10.0 Scope of Work

10.1 General Description

The Hanna Arena/Curling Rink Condenser Replacement Project will follow all applicable codes and standards including but not limited to the Alberta Building Code, Alberta Fire Code, Electric Code and Gas Code while adhering to ABSA requirements and B52 refrigeration code requirements. The basic scope of work should cover the following:

- Remove and store ammonia
- Disconnect, remove, and dispose of old condenser
- Provide a condenser stand that meet or exceeds engineering standards either with the provision of a new stand or modifications of the existing stand
- Provide a pump room that will contain a water tank and pump for the new condenser
- Provide a new water line that can be fed through the existing brine trench that will require heat taping and insulation as the existing water supply to the existing ice plant room is prone to freezing and can't be accessed
- The overflow drain for the new tank will need to be routed through the brine trench and piped into the existing ice resurfacers room snow pit to assist with the melting of snow
- Supply and install a new minimum 107-ton evaporative condenser complete with perimeter railing, ladder, and galvanized drift eliminators
- Supply and install a variable frequency drive condenser motor
- Provide all required welding, complete with quality control, steel, pipe, and fittings
- Supply all electrical labor and equipment
- Supply all heat tape and insulation
- Supply pump building
- Paint all piping and install piping identification and flow labels
- Supply all parts and labor
- Install ammonia and top up system

- Startup system
- Provide all necessary training

10.2 General Intent

The intent is that the successful Proponent will provide project specifications and working drawings that will be prepared by their professional design team. The successful Proponent will be responsible for preparing their own project specifications.

11.0 Responsibilities / Deliverables of the Parties

- 11.1** The Facilities Manager will be the Project Manager and will be the primary point of contact with the contractor and will establish and coordinate overall project delivery.
- 11.2** The Town will enter into an agreement with the contractor and provide funding for “the Work”.

12.0 Proposal Requirements

- 12.1** The Hanna Arena ice refrigeration has some unique mechanics involved and it is a requirement of all proponents to view the existing ice plant, or the proposals may not be accepted. Proponents can contact the Town of Hanna Facilities Manager, Kevin Olsen at kcolsen@hanna.ca or via phone at 403-854-6420 to arrange a viewing opportunity.
- 12.2** Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.
- 12.3** Proposals shall include a resume for the company who will be performing the Work including their previous experience and qualifications. The provision of the previous experience shall be deemed approval to do reference checks on that experience.

- 12.4** Proposals shall include a list of references that can be contacted for previous work of a similar nature to the Work required by the Town as set out in this RFP.
- 12.5** Proposals shall include a work schedule and timeline for all the work that must be provided for project completion.
- 12.6** Proposals shall identify any alternate specifications that may be proposed or recommended as alternatives to the Towns specifications.
- 12.7** Proposals shall include an All-inclusive stipulated price.
- 12.8** Proposals shall include a price breakdown by standard cost classifications.
- 12.9** Proposals shall include a list of all sub-contractors who will be working on this project.
- 12.9** The proposed price to include, but list separately, all professional fees, commissions, permits, connection or service charges, development charges, federal and provincial taxes, and other fees or levies normally associated with this type of project.

13.0 Evaluation and Selection

- 13.1** After the Closing Time, the Town will review and evaluate all the proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of the RFP. The Evaluation scoring will be based on the following:
- Price – 40%
 - Experience – 20%
 - Understanding of the work to be completed – 20%
 - Knowledge and understanding of existing refrigeration system – 20%
- 13.2** At all times, the Town reserves the right to seek written clarifications of a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal and be binding upon the Proponent.

14.0 Period Open for Consideration

The proposals received shall remain irrevocable for a period of forty-five (45) days following the Closing Date to allow for the Town to undertake the evaluation of the proposals received and to undertake the negotiations as provided for herein.

15.0 Information Disclosure and Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act ("FOIP"), FOIP allows persons a right of access to records in the Town's custody or control. It also prohibits the Town from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of the personal privacy.



Frey Consulting Ltd



83 Dr Anderson Park St
Brooks, AB T1R K5
403-793-3775

Fc.ltd.brooks@gmail.com

PROPOSAL

Replacement of Condenser for the Hanna Arena / Curling Rink

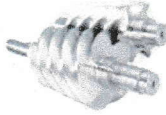
Date: February 25, 2022

Prepared for: Town of Hanna
PO Box 430 Hanna AB T0J 1P0

Attention: Kevin Olsen, Facilities Manager



Frey Consulting Ltd



83 Dr Anderson Park St
Brooks, AB T1R 0K5
403-793-3775

Fc.ltd.brooks@gmail.com

OVERVIEW

To supply and install a new condenser that will be the best replacement for the existing air-cooled condenser. Replace all relevant piping, modify and provide engineering approval to existing condenser stand.

I have consulted with an Engineer and the existing stand can be modified and used.

All work will adhere to ABSA requirements and B52 refrigeration code requirements.



Adiabatic Condenser

Model AGVW 090.2A04/6AA-E355L/08P.M

Manufacturer - Guntner

SCOPE OF WORK

Remove and store Ammonia.

Remove old condenser.

Modify the existing condenser stand.

Install new condenser with service ladder on roof. This Includes all pipes, fittings for ammonia / water and pipe labels.

Install 2 safety relief valves with 3-way valve.

Install electrical, parts and labour.

Supply all parts and labour, room and board.

All travel expenses, permits, fees and freight.

This is an all-inclusive price.

Supply one year warranty on all manufacturing parts.

Delivery on this unit is 27/28 weeks.

Timeline/ Work Schedule Adiabatic Condenser:

Remove ammonia from system - April

Remove old condenser and modify stand - July

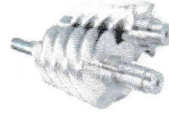
Run wiring and water lines prior to new condenser arrival - July

Partially prefab ammonia lines - July

Install new condenser - 4th week of September



Frey Consulting Ltd



Complete wiring and piping, finish installation and start up- 1st week of October
This timeline is dependant on ordering the unit by March 11,2022

The current lead time from the manufacturer is 27-28 weeks. I was advised that this is still an estimate and its possible it will arrive sooner.

We will do as much work in advance as possible but some of the work can't be done until the unit is in place.

List of contractors

Structural steel – Hanna Welding Rods

Electrical – Dougs Electric Hanna

Ammonia pressure welding and quality control – Ironcore Welding – Lethbridge

Price:

\$126,000.00 not including GST

This quote is valid for 15 days from stated date

Terms for this option:

40% upon acceptance of proposal

20% on arrival of equipment

40% on completion

Thank you for this opportunity. We appreciate your business.

Dan Frey

Frey Consulting Ltd



Frey Consulting Ltd



Work Experience

Frey Consulting has installed a variety of equipment in several facilities over the last 15 years.

As a mechanic, I have 35 plus years of experience that includes servicing the Hanna arena for more than 30 years.

The most recent installation similar this project are:

2020 - installed 130 ton evaporative condenser for the Nanton Arena

2021 - installed 50 ton evaporative condenser for the Bassano Curling Club

References

Todd Smith, facilities manager, City of Brooks. 403 793 0331

tsmith@brooks.ca

Jordan Glas, Forman, Nanton Arena. 403 336 1567

jglas@nanton.ca

Duane Fladhamer, head operator Bassano curling club. 403 501 3535

Thank you for this opportunity. We appreciate your business.

Dan Frey

Frey Consulting Ltd



Selection ID: 187401

**hydroBLU Adiabatic Condenser****AGVW 090.2A04/6AA-E355L/08P.M**

Quantity: 1

Heat of Rejection:	1660 MBH	Refrigerant:	R-717 Ammonia
Rated Capacity vs. Design:	138.3 %	Superheated Vapor Temp.:	171.0 °F
Air Flow per Unit:	66973 CFM	Condensing Temperature:	90.0 °F Inlet
Air Inlet Dry Bulb Temperature:	77.0 °F	Refrigerant Pressure Drop:	5.26 psig / 1.8 °F
Air Inlet Wet Bulb Temperature:	54.5 °F	Leaving Refrigerant Temp.:	86.4 °F
Precooled Air Temperature:	60.3 °F	Saturated Refrigerant Pres.:	165.33 psig
Elevation:	2575 ft	Dry Switch Point:	60.3 °F

Detailed Unitary Data

Fans:	4, suitable for 460V/3Ph/60Hz	Sound Pressure @ 3ft:	76 dB(A)
Total Fan Power in/out:	14.2 kW / 17.5 HP, nominal	Sound Pressure @ 30ft:	62 dB(A)
FLA:	21.6 A	Sound Power Level:	94.5 dB(A)
MCA:	23.0 A		
MOCP:	25.0 A		
Angular Fan Velocity:	1200 RPM		

Casing:	Galv. Powder coated	Interior Coil Volume:	5.4 ft ³
Coil:	Stainless Steel	Refrig Charge:	130 lbs
Fin Material:	Aluminum	Max Operating Pressure:	464 psia
Fin Spacing:	12.7 FPI	Number of Support Anchors:	10

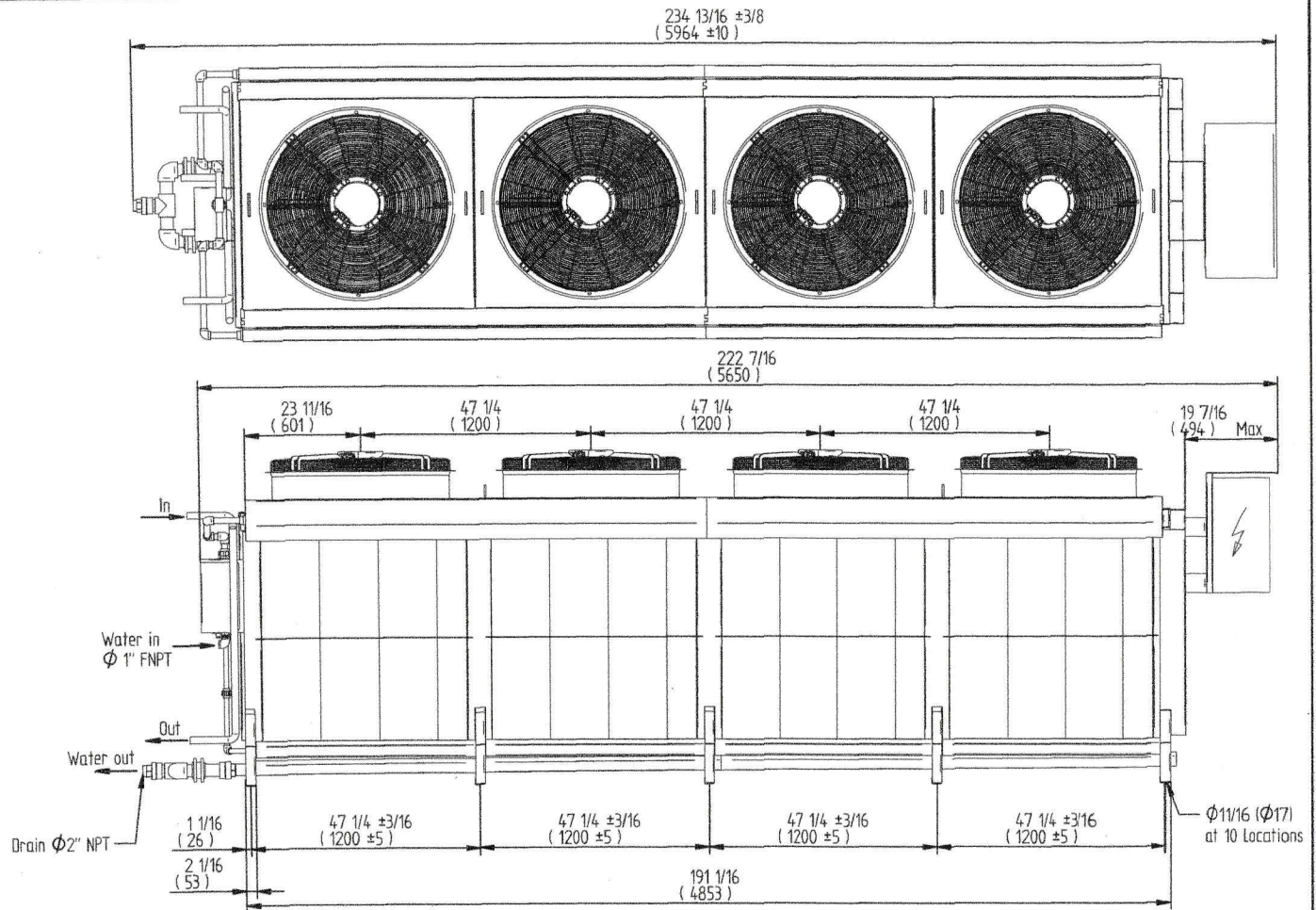
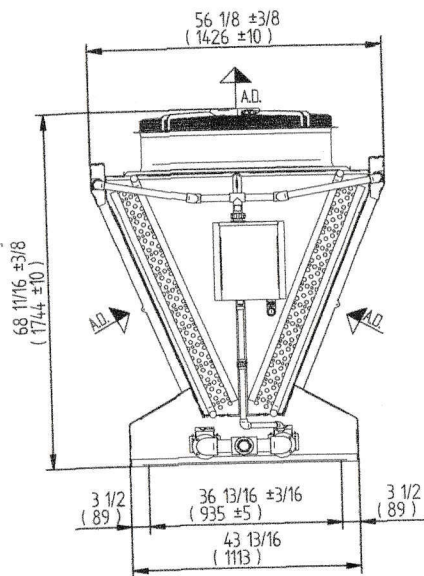
Dimensions		Headers and Connections (Diameters)		Reference Information	
Height:	5.7 ft	Refrigerant		AGVWA 090.1/4-XXX(2)F-6/01/8P.M	
Width:	4.7 ft	Inlet Connections:	2 x 2.000 in, NPS	Water Side	
Length, nominal:	18.5 ft	Outlet Connections:	2 x 0.750 in, NPS	Water Inlet Pressure Range:	
Length, incl. water manifold:	19.6 ft	Headers:		20.00 – 60.00 psig	
		Inlet:	2.000 in	Evap. Rate @ Design:	
		Outlet:	0.750 in	2.0 GPM	
		Water:		Design/Max Water Flow:	
		Inlet Connections	1 in	2.7/ 6.2 GPM	
		Outlet Connections	2 in	Water Equiv. Cycle of Conc.: 4.0	

Options	Important Remarks / Explanatory Notes
Service	2 x RFWN flanges 2" NPS ASME B16.5 Class 300 2 x RFWN flanges 3/4" NPS ASME B16.5 Class 300
	Terms of Delivery:
	Payment Cond:
	Delivery Time:
	Validity: 05/01/2022

Our general terms of sales and delivery apply.

protection note acc. to UNI ISO 16015

WELDING / BRAZING: DIN EN ISO 13920, tolerance class D
 general tolerances: DIN EN ISO 2768-1, tolerance class component parts m / assembly v, length -4m, DIN 7168, tolerance class component parts m / assembly sq
 general tolerances: DIN ISO 2768-2, tolerance class component parts K / assembly L, length +3m, EN 10162, tolerance straightness and flatness, 0.002x (length)
 general tolerances: DIN ISO 2768-2, tolerance class component parts K / assembly L, length +3m, EN 10162, tolerance straightness and flatness, 0.002x (length)



Notes:
 Preliminary drawing. Do not use for construction.
 Coil inlet and outlet details and quantities often vary from the sample shown above.

Guentner U.S. Ref. #:	Dimensions in inches (mm)		scale	1:24	sheet	1	size	DIN A3
			material					
			weight [kg]					
			notice	4-Fan hydroBLU™ Adiabatic (6 rows)				
			type	GVW-GFW 090.1/4 ACS.1				
03	Change in dimension	21.12.2016	meeguna					
02	Modify notes	10.11.2016	meeguna					
01	Added top view and weight	20.10.2016	meeguna					
	revision	date	name	Baan-No.				
				name	Condenser / Cooler			
				drawing number	300-0000581971	index	03	
				customer				
				project/ quantity				
				order/ position				

GÜNTNER
 Güntner U.S. LLC
 110 W. Hilbrecht Blvd, Suite 105
 Schaumburg, IL 60196
 USA
 Tel. +1 847 781 0900
 www.guentnerus.com

Date: March 8, 2022

Agenda Item No: 09.04

Hanna Tennis Court Resurfacing Project – Proposal Acceptance

Recommended Motion

That Council accepts the proposal from Tomko Sports Systems for the Town of Hanna Tennis Court Resurfacing Project as per the Proposal dated February 25, 2022, in the amount of \$148,625 plus GST with the funds derived from the Town of Hanna 2022 Capital Budget.

Background

During the 2022 - 2024 Budget process, administration included \$150,000 to resurface the Tennis Courts. This project and the anticipated budget amount were approved by Council at their December 14, 2021, Council Meeting.

Due to the anticipated cost of the resurfacing project and the provincial requirement to openly source large capital projects Administration prepared a Request for Proposals document for the Hanna Tennis Court Resurfacing Project which was advertised on the Alberta Purchasing Connection website with a deadline to submit a proposal by 2:00 PM on Friday, February 25, 2022. As of the deadline 2 proposals were received.

Tomko Sports Systems

- Highlights of their proposal include
 - Price \$148,625
 - Pressure wash entire surface
 - Router all cracks and fill with cold pour crack filler
 - Fill all minor depressions
 - Install petromat geo textile mat
 - Asphalt overlay with 75 mm of ½ inch minus aggregate asphalt
 - Pressure wash & apply by squeegee 2 coats of Acrylic Resurfacer, 2 Coats of Plexipave Filler Base
 - apply by squeegee 1 coat of Fortified Plexichrome Finish Coat



- Survey, Lay-out, Hand Tape, bleed & install 2 coats of line textured line paint on 2 tennis and 4 pickleball courts
- Supply tennis nets/posts & centre anchor strap
- Supply deluxe portable pickleball net system – 4 courts

Prairie Surfaces

- Highlights of their proposal include
 - Price \$47,830
 - Pressure wash entire surface
 - Laykold Deep Patch by Advanced Polymer Technologies should be used along with silica sand & Portland cement and skimmed over all surface low areas to address ponding / “bird bath” concerns.
 - Fill all cracks greater than 1/8th of in inch with the above mixture.
 - Fill all cracks smaller than 1/8th of in inch with elastomeric crack fill or G2 by Advanced Polymer Technologies
 - Apply Tack Coat: Acrylic Resurfacer by Advanced Polymer Technologies;
 - Levelling and Filler Coat: to be an acrylic filler coat resurfacer, capable of filling in surface voids and evening out minor surface irregularities
 - Colour Surfacing: Laykold Advantage by Advanced Polymer Technologies; Laykold. Acrylic latex compounds which will form a tough, durable finish surface, resistant to weather, oil, grease and other solvents and chemicals. The texture of the surface shall be slow/medium. Pre-mixed compound includes silica sand to control texture and provide a surface that meets the above performance criteria.
 - Line Paint: Line Paint by Advanced Polymer Technologies; Laykold. 100% Acrylic nonmarking paint, 100% compatible with the finished colour coat. The paint shall brush easily and have good flowing, leveling, and spreading characteristics, and shall be suitable for application by spray
 - Equipment
 - Supply tennis nets/posts & centre anchor strap
 - Supply deluxe portable pickleball net system – 4 courts



Administration has reviewed the proposals and is recommending the proposal from Tomko Sports Systems at a price of \$148,625 plus GST.

The reasons for the selection of this proposal are as follows:

- The existing asphalt surface is in very poor condition and the major cost included in the Tomko proposal is the installation of petromat geotextile fabric and a 75 mm asphalt overlay over the entire surface.
- Tomko Sports Systems are a well established tennis court construction resurfacing company that complete the majority of tennis court projects in Alberta.
- Tomko were on site to see the existing condition of the tennis courts last summer while Prairie Surfaces have not seen the existing condition.

The 2022 Tennis Court Resurfacing Project Budget is recommended to remain at \$150,000. This will allow a very small contingency (\$1,375) in case there are any surprises or discrepancies that are encountered.

Administration will be requesting funding from the Special Areas for 50% of the cost. If funding is approved that will reduce the tax required funds for the project.

It is the recommendation of Administration that the Tennis Court Resurfacing Project proposal from Tomko Sports Systems be accepted as per their proposal dated February 25, 2022, in the amount of \$148,625 plus GST.

Communications

N/A

Financial Implications

Operating: _____	Capital Cost: _____
Budget Available: _____	Budget Available: _____
Unbudgeted Costs: _____	Unbudgeted Costs: _____
Source of Funds: _____	Source of Funds: _____
	\$148,625 \$150,000 \$75,000 – Reserve \$75,000 – Tax funded



Policy and/or Legislative Implications

N/A

Attachments

1. Request for Proposals – Hanna Tennis Court Resurfacing Project.
2. Tomko Sports Systems Proposal.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

HANNA TENNIS COURT REPLACEMENT PROJECT REQUEST FOR PROPOSALS

1.0 Invitation

The Town of Hanna invites qualified contractors to submit proposals to complete the Hanna Tennis Court Replacement Project including the following scope of work.

- ROUTER CRACKS / PRESSURE WASHING / STRIPPING
- ASPHALT OVERLAY
- PLEXIPAVE SURFACING - CITY OF CALGARY SPECIFICATIONS
- TENNIS NETS / POSTS RE-SET & CENTER STRAP

2.0 Statement of Purpose

The purpose of this request for proposals (RFP) is to select the most qualified contractor to complete the Hanna Tennis Court Replacement Project. If the Town receives an acceptable proposal, the Town in its sole discretion may request a presentation from one or more Proponents for an interview regarding “the Work”.

3.0 Background

The Town of Hanna is a rural community in east central Alberta approximately 2 hours northeast of Calgary. The population is approximately 2,600 people and the Town is a major service center for the area offering a full range of professional services and is a center for trade including industrial, retail, hospitality, and service businesses. The Town is located at the junction of two major highways, Highway 9 running east/west and Highway 36 running north/south. The Hanna Tennis Courts consist of a 2-court facility that was last resurfaced in the late 1990's. The tennis courts are an important recreational amenity that serves the Town of Hanna and the surrounding residents of the Special Areas. The existing courts have served their useful lifespan.



4.0 Submission of RFP

- 4.1 Proponents may submit either by email to kcolsen@hanna.ca a pdf copy of their proposal or by sending 2 paper-based copies of their proposal in a sealed envelope marked "Town of Hanna" Request for Proposal for Hanna Tennis Court Replacement on or before **2:00 p.m. (Mountain Time) on Friday, February 25, 2022** (hereinafter referred to as the "RFP Closing Time") to:
Town of Hanna 302 – Second Avenue West
P. O. Box 430 Hanna, Alberta T0J 1P0
E: kcolsen@hanna.ca
Attn: Kevin Olsen, Facilities Manager
- 4.2 Proposals will be opened following the RFP Closing Time. No proposals(s) submitted after the RFP Closing Time will be accepted.
- 4.3 Multiple proposals may be submitted by each Proponent.
- 4.4 The Proponent is responsible for all costs incurred in the preparation and dissemination of the Proposal and for any presentations for interviews if any, related to the Proposal. The Town shall not be liable to any proponent for any costs and expenses in submitting a Proposal in response to this RFP.
- 4.5 Any inquiries respecting the RFP shall be directed, in writing only to:
Kevin Olsen, Facilities Manager (kcolsen@hanna.ca)
- 4.6 No inquiry submitted to the Town will be responded to after 2:00 p.m. (Mountain Standard Time) February 25, 2022.
- 4.7 The Town reserves the right to reject any Proposal that does not include the submission requirements.

5.0 General Conditions Applicable to this RFP

- 5.1 Addenda
Any subsequent Addenda to this RFP are incorporated into and form part of this RFP. The information and data contained in any Addenda may form the basis upon which the Contract will be concluded with the Town.



5.2 Disclaimer of Liability and Indemnity

By submitting a Proposal, a Proponent agrees:

- 5.2.1. That it has gathered all information necessary to perform all of its obligations under its Proposal and the contract.
- 5.2.2. That it is solely responsible for ensuring that it has all information necessary to prepare its Proposal and for independently verifying and informing itself with respect to any terms or conditions that may affect its Proposal
- 5.2.3. That it shall not be entitled to claim against the Town, its elected officials, officers, employees, agents, or advisors on grounds that any information, whether obtained from the Town or otherwise (including information made available by its elected officials, officers, employees, agents or advisors, regardless of the manner or form in which the information is provided) is incorrect or insufficient.
- 5.2.4. That the Town will not be responsible for any costs, expenses, losses, damages or liability incurred by the Proponent because of or arising out of submitting a Proposal or due to the Town's acceptance or non-acceptance or its Proposal.
- 5.2.5. To waive any right to contest in any proceeding, case, action or application, the right of the Town to negotiate with any Proponent for the Contract whomever the Town deems, in its sole discretion, to have submitted the Proposal most beneficial to the Town.

6.0 No Tender and No Contractual Relationship

This procurement process is not a tendering process. It is part of an overall procurement process intended to enable the Town to identify a potential successful Proponent. The submission of a Proposal does not constitute a legally binding agreement between the Town and any Proponent.

A Proposal may be rescinded by written request from a Proponent at any time prior to the Closing Date and Time of this RFP.



7.0 Discretion of Town

Notwithstanding any other provision of this RFP to the contrary, the provisions in this Section prevail, govern, and override all other parts of this RFP. The Town is not bound to accept any Proposal. At any time prior to execution of the Contract, the Town may, in its sole discretion, or for its own convenience, terminate the procurement process, cancel the Work, or proceed with the Work on different terms. All of this may be done with no compensation.

8.0 Disqualification

The failure to comply with any aspect of this RFP (either in a material way or otherwise), including, but not limited to, the instructions to Proponent, shall render the Proponent subject to such actions as may be determined by Town, including disqualification from the procurement process, suspension from the RFP process and imposition of conditions which must be complied with before the Proponent will have its privilege of submitting a Proposal reinstated.

9.0 Representations and Warranties

The Town makes no representations or warranties other than those expressly contained herein as to the accuracy and/or completeness of the information provided in this RFP.

10.0 Scope of Work

10.1 General Description

The Hanna Tennis Court Replacement Project will be expected to follow City of Calgary Specifications for tennis courts with the basic scope of work covering the following:

- Router out larger cracks & fill with cold pour crack filler - prior to paving



- Pressure wash the entire surface & strip off and remove / dispose of loose coating
- Clean Surface, Install PetroMat Geotextile Fabric over entire court
- Place & Compact 75mm minimum of 1/2" minus aggregate (maximum) asphalt (normal for courts)
- Work includes the removal & re-installation of part of the chain link fence
- Pressure wash & apply by squeegee 2 coats of Acrylic Resurfacer, 2 Coats of Plexipave Filler Base
- Pressure wash the entire surface with mechanical pressure washer
- Fill any major divots with tennis court crack filler and/or Court Patch Binder
- Inspect the entire surface and clean the surface by mechanical blower
- Apply by squeegee 2 coat(s) of "Acrylic Resurfacer" as per manufacturer's specifications. Total mixed material: 360 Gallons
- Inspect the entire surface, remove any ridges, and clean the surface by mechanical blower
- Apply by squeegee 2 coat(s) of "Plexipave Color Filler Coat" as per manufacturer's specifications. Total mixed material: 216 Gallons
- Inspect the entire surface, remove any ridges, and clean the surface by mechanical blower
- Apply by squeegee 1 coat(s) of "Fortified Plexichrome Color Finish Coat" as per manufacturer's specifications. Total mixed material: 54 Gallons
- Line Painting of 2 Tennis courts and 4 pickleball courts with "Textured line paint" as per manufacturer's specifications. The playing lines will be taped, bled and two coats of line paint will be brush applied. All playing lines will be straight and true



- Include an Optional Upgrade to Premium Blue / Green Color Combination
- Supply and install tennis nets - TN-TN90HT - 3.5mm Nylon Net w/ Tapered body & double headband – 2
- Supply and install tennis posts - TN-DTP37 - 7 Gauge Steel Internal Wind Posts - Black - 2 Pair
- Supply and install center anchor / strap - TN-QKSET - Hold Net down at proper height in middle - 2 Units
- Supply deluxe pickleball portable net systems on wheels - TP-TAPND - 4 Sets (Oval Oncourt Brand)

10.2 General Intent

The intent is that the successful Proponent will provide project specifications and working drawings that will be prepared by their professional design team. The successful Proponent will be responsible for preparing their own project specifications.

11.0 Responsibilities / Deliverables of the Parties

- 11.1 The Facilities Manager will be the Project Manager and will be the primary point of contact with the contractor and will establish and coordinate overall project delivery.
- 11.2 The Town will enter into an agreement with the contractor and provide funding for “the Work”.

12.0 Proposal Requirements

- 12.1 Proposals shall include the legal name, address and telephone numbers of the individual, the principals of partnerships and/or corporations comprising the Proponent, and in the case of partnerships or corporations, the individual who will be the representative of the partnership or corporation.



- 12.2 Proposals shall include a resume for the company who will be performing the Work including their previous experience and qualifications. The provision of the previous experience shall be deemed approval to do reference checks on that experience.
- 12.3 Proposals shall include a list of references that can be contacted for previous work of a similar nature to the Work required by the Town as set out in this RFP.
- 12.4 Proposals shall include a work schedule and timeline for all of the work that must be provided for project completion.
- 12.5 Proposals shall identify any alternate specifications that may be proposed or recommended as alternatives to the Towns specifications.
- 12.6 Proposals shall include an All-inclusive stipulated price.
- 12.7 Proposals shall include a price breakdown by standard cost classifications.
- 12.8 The proposed price to include, but list separately, all professional fees, commissions, permits, connection or service charges, development charges, federal and provincial taxes, and other fees or levies normally associated with this type of project.

13.0 Evaluation and Selection

- 13.1 After the Closing Time, the Town will review and evaluate all the proposals received based upon the information supplied by the Proponents in accordance with the submission requirements of the NRFP.
- 13.2 At all times, the Town reserves the right to seek written clarifications of a Proponent. Such clarification shall be deemed an amendment to such Proponent's Proposal and be binding upon the Proponent.

14.0 Period Open for Consideration

The proposals received shall remain irrevocable for a period of forty-five (45) days following the Closing Date to allow for the Town to undertake the



evaluation of the proposals received and to undertake the negotiations as provided for herein.

15.0 Information Disclosure and Confidentiality

All documents submitted to the Town will be subject to the protection and disclosure provisions of the Freedom of Information and Protection of Privacy Act ("FOIP"), FOIP allows persons a right of access to records in the Town's custody or control. It also prohibits the Town from disclosing the Proponent's personal or business information where disclosure would be harmful to the Proponent's business interests or would be an unreasonable invasion of the personal privacy.

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TENNIS COURT PROJECT: PETROMAT & ASPHALT PAVING / PLEXIPAVE SUMMARY - BID

TOWN OF HANNA - 2022 **RFP SPECIFIED OPTION**

A. ROUTER CRACKS / PRESSURE WASHING / STRIPPING / WEEDS **\$ 8,863.00**

- Router out larger cracks & fill with cold pour crack filler - prior to paving
- Pressure wash the entire surface & strip off and remove / dispose of loose coating.

Note: Outside the perimeter of the court, the vegetation and encroaching weeds to be removed by Town

B. ASPHALT OVERLAY: *** \$ 107,844.00**

Scope of Work Includes:

- Clean Surface, Install PetroMat Geotextile Fabric over entire court, * Based on stable oil prices for 2022
- Place & Compact **75mm** minimum of 1/2" minus aggregate (maximum) asphalt (normal for courts)
- Work includes the removal & re-installation of part of the chain link fence

C. PLEXIPAVE SURFACING - CITY OF CALGARY SPECIFICATIONS: **\$25,776.00**

- Pressure wash & apply by squeegee 2 coats of Acrylic Resurfacer, 2 Coats of Plexipave Filler Base
- Includes scraping & blowing then, apply by squeegee 1 coat of Fortified Plexichrome Finish Coat
- Survey, Lay-out, Hand Tape, bleed & install 2 coats of line textured line paint on 2 tennis and 4 pickleball courts.

Optional Upgrade to Premium Blue / Green Color Combination **\$ 656.00**

D. TENNIS NETS / POSTS & CENTER ANCHOR / STRAP - SUPPLY:

1 Tennis Nets - TN-TN90HT - 3.5mm Nylon Net w/ Tapered body & double headband - 2	\$ 592.00
2 Tennis Posts - TN-DTP37 - 7 Gauge Steel Internal Wind Posts - Black - 2 Pair	\$ 1,554.00
3 Install Center Anchor / Strap - TN-QKSET - Hold Net down at proper height in middle - 2 Units	\$ 992.00
4 Deluxe Pickleball Portable Net Systems on wheels - TP-TAPND - 4 Sets (Oval Oncourt Brand)	\$ 1,988.00

** Assumes posts can be removed and existing sleeves utilized to slide in new posts.*

Total Tennis Equipment - 2022: \$ 5,126.00

TERMS: 25% on Confirmation **CONTRACT PRICE - 2022 = \$148,265.00**

& 75% Due on Completion **GST = \$ 7,413.25**

TOTAL PRICE = \$ 155,678.25

Tennis Court Contract

Quote #: 22-225-5SUM

Please complete the following to proceed with this contract:

CUSTOMER NAME :

SIGNATURE :

COLOR SCHEME:

DATE :

The above customer hereby accepts the terms of this contract , and of payment for Tomko Sports Systems Inc. to under take the above quoted project.

Plexipave Tennis Court Surface Coating Quotation - Standard Colors

Quote #:

Town of Hanna - City of Calgary Specifications - on New Asphalt

21-125-3

Total Square Footage: 12,960

Total Square Meters: 1,205



2
Court (s)

To Supply All Labour, Materials, and Equipment To:

- 1 Pressure wash the entire surface with mechanical pressure washer.
- 2 Fill any major divots with tennis court crack filler and/or Court Patch Binder.
- 3 Inspect the entire surface and clean the surface by mechanical blower.
- 4 Apply by squeegee 2 coat(s) of "Acrylic Resurfacer" as per manufacturer's specifications. Total mixed material: 360 Gallons.
- 5 Inspect the entire surface, remove any ridges, and clean the surface by mechanical blower.
- 6 Apply by squeegee 2 coat(s) of "Plexipave Color Filler Coat" as per manufacturer's specifications. Total mixed material: 216 Gallons.
- 7 Inspect the entire surface, remove any ridges, and clean the surface by mechanical blower.
- 8 Apply by squeegee 1 coat(s) of "Fortified Plexichrome Color Finish Coat" as per manufacturer's specifications. Total mixed material: 54 Gallons.
- 9 Line Painting of 2 Tennis courts and 4 pickleball courts with "Textured line paint" as per manufacturer's specifications. The playing lines will be taped, bled and two coats of line paint will be brush applied. All playing lines will be straight and true.

SPECIFICATIONS

***TERMS: 25 % on confirmation - Deposit Prior to Start
75 % on completion - Cheque on Completion***

**Tomko Sports Systems Inc. WARRANTIES ITS USAGE OF MATERIALS
AND WORKMANSHIP AGAINST PEELING, AND FADING FOR
A PERIOD OF 24 MONTHS FROM COMPLETION. THIS DOES NOT INCLUDE
PROBLEMS CAUSED BY THE MOVEMENT OF THE ASPHALT /SUB-BASE.**

***** ALL EXISTING CRACKS IN THE SURFACE / ASPHALT WILL RETURN OVER TIME *****

OWNERS' RESPONSIBILITIES

- A The owner is responsible to supply the water for the duration of this contract within 150' of the court. The water must have adequate pressure (min. 60 PSI) to feed our power washer. If a water truck is to be supplied, it must have clean water and a good working pump. Standby Labour costs associated with not providing water when our crew arrives will be the responsibility of the owner / general contractor and charged out at \$160.00 / crew hour.
- B If other payment arrangements are deemed necessary than those outlined above, they must be agreed upon prior to start.
- C The above quotation does include leveling of up to 3 minor low spots (birdbaths). We are able to patch birdbaths that are < 8' wide x 12' long x 1/4" deep. Tomko Sports Systems has had a high success rate repairing drainage problems on tennis courts, but our ability to relinquish all bird baths is subject to the configuration of the asphalt base. Therefore, we undertake to repair the existing birdbaths on a best effort basis and do not guarantee we can remove all standing water on the courts.
- D **The Owner is responsible for the removal of any encroaching sod on the perimeter of the court.**
This shall be done prior to job start - Should this not be done prior to our arrival, Standby charges apply.

Plexipave Tennis Court Surface Coating Contract

Quote #: 21-125-3

Please complete the following to proceed with this contract:

CUSTOMER NAME :

SIGNATURE :

DATE :

P.O.# :

COLOR SCHEME; PAD :

PERIMETER :

The above customer hereby accepts the terms of this contract , and of payment for Tomko Sports Systems Inc. to under take the above quoted project.

B.C. Office

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tbc@tomkosports.com

Toll Free: 1-800-663-5952

SPORTS SURFACES • FACILITY EQUIPMENT • CONSTRUCTION



SPORTS SYSTEMS

CANADA'S LARGEST COURT COMPANY • IN BUSINESS SINCE 1978

Alberta Office

#6C, 624 Beaver Dam Road

Calgary, Alberta T2K 4W6

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TOMKO SPORTS SYSTEMS INC.

Owner's Responsibilities AND Terms & Conditions of Quotation

- 1 Our Quotation is firm for the 2022 construction season based on a steady USD exchange rate. All our materials are purchased in US dollars therefore fluctuating currency markets affect our pricing. A delay accepting this quote past 30 days may result in re-evaluation of pricing if the CAD-USD exchange rate has measurably changed
- 2 Standard Colors include: Dark Green, Light Green, Florida Green, California Red, Cape Grey, & Sahara Sand. BLUE colors are available at an additional cost (due to higher pigment costs) - please enquire for current pricing.
* Above Colors subject to availability - please allow at least 4-6 weeks for ordering your chosen color scheme.
- 3 It is the owner's responsibility to ensure that new asphalt courts are free from recycled asphalt products (RAP), ferrous metals / ore, clay pockets, dirt and other contaminants that may react adversely with the surface coating.
* We will not be held responsible for poor asphalt quality and costs related to correcting such conditions.
- 4 New asphalt courts are to achieve a minimum compaction of 95% and contain a maximum of 5% air voids.
* We will not be held responsible for poor asphalt compaction and costs related to correcting such conditions.
- 5 Concrete courts to have a "sandpaper" texture surface (not smooth) with a suitable vapour barrier under the slab.
* We will not be held responsible for poor concrete quality and costs related to correcting such conditions.
- 6 It is the owner's responsibility to treat all roots protruding and under the court with an appropriate sterilant.
* We will not be held responsible for any roots / encroaching weeds / vegetation re-appearing after color coating.
- 7 All cracks in the surface are likely to come back over time. Treatments such as Plexibond will extend the time it takes for surface cracks to reappear as will treatments such as Riteway crack repair for structural cracks.
* We will not be held responsible for any cracks reappearing after the completion of the color coating.
- 8 We are able to patch birdbaths that are < 8' wide x 12' long x 1/4" deep.
Tomko Sports Systems has had a high success rate repairing drainage problems on tennis courts, but our ability to relinquish all bird baths is subject to the configuration of the asphalt base. Therefore we undertake to repair the existing birdbaths on a best effort basis.
* We do not guarantee the removal of all standing water on the courts after color coating.
- 9 The owner is responsible to supply the water for the duration of this contract within 150' of the court. The water must have adequate pressure (min. 60 PSI) to feed our power washer. If a water truck is to be supplied, it must have clean water a good working pump. Standby Labour costs associated with not providing water when our crew arrives will be the responsibility of the owner / general contractor and charged out at \$160.00 / crew hour.
- 10 If other payment arrangements are required than those outlined above, they must be agreed upon prior to start. The above quotation does not include costs relating to any required business licences or permits for this work. If required by the owner, these may be attained by Tomko and invoiced as an additional cost to this project.
- 11 The above quotation is based on color coating the court surface on the inside of the fence line only. There is considerable labour involved in coating a perimeter apron. If desired by the owner, we will quote this work separately or provide materials to be done by others - Please advise us if this is desired.
- 12 The Owner is responsible for the removal of any encroaching sod on the perimeter of the court. This shall be done prior to job start - Should this not be done prior to our arrival, Standby charges apply.
- 13 The above quote includes all costs for Labour, materials and equipment to perform the above scope of work. Should additional work (not included in this contract) be required, the Additional charge out rate is \$160 per hour for Crew Labour, & Equipment / Truck + Materials, Fuel Room & Board and other ancillary costs incurred (i.e. rentals / supplies etc.).

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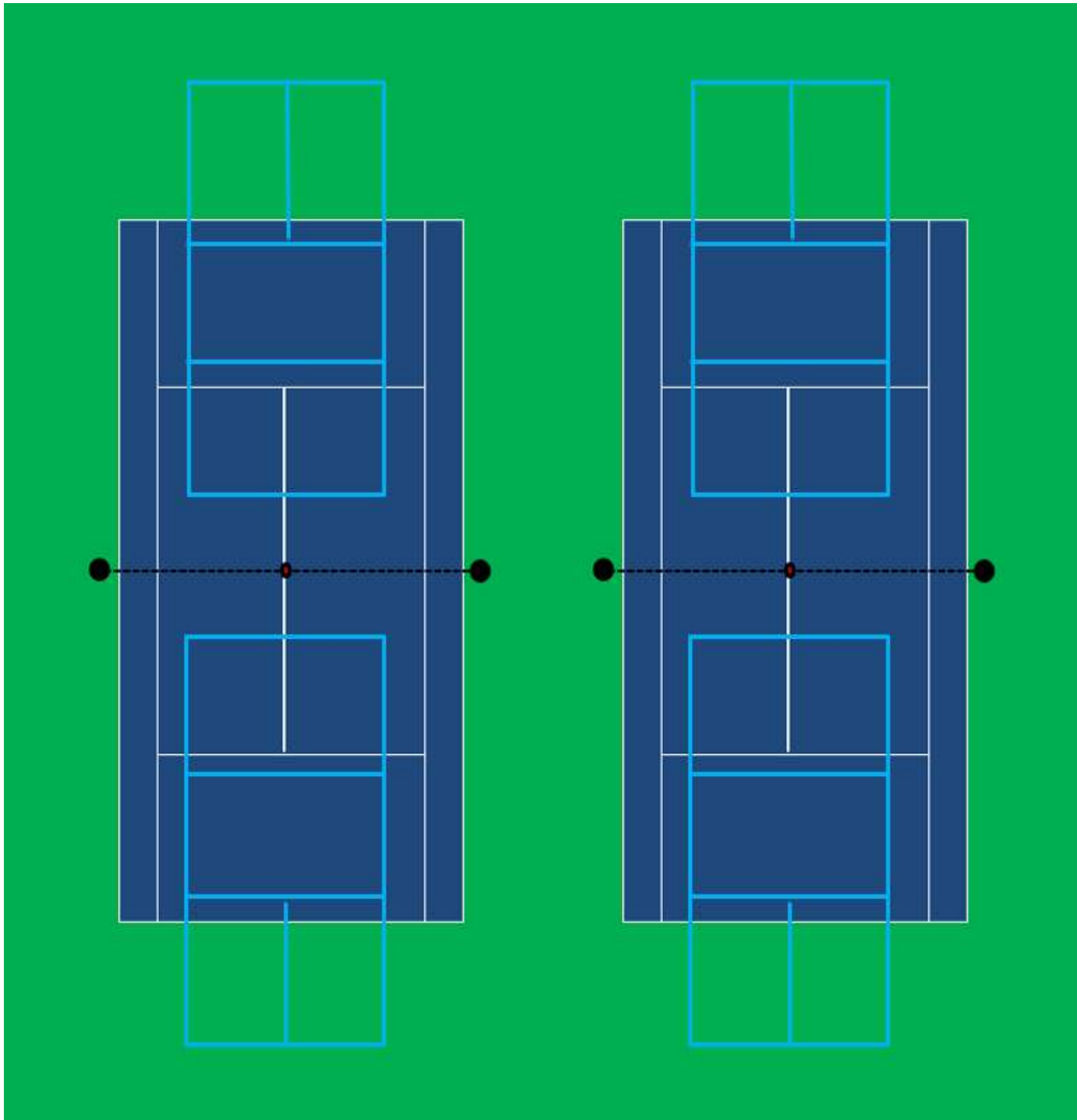


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TOWN OF HANNA PICKLEBALL / TENNIS COURTS - LAYOUT

FEBRUARY 25 - 2022



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TOWN OF HANNA PICKLEBALL / TENNIS COURTS - EQUIPMENT FEB 25 - 2022



Championship Tennis Net

- Body: 3.5mm high density 1 3/4" square - braided polyethylene
 - Braided Net body is far superior to a twisted mesh material
 - Top Six Rows of Mesh: Individually tied **DOUBLE** mesh
 - Headband: 14 oz. vinyl inner layer w/ 24oz. Polyester outer layer
 - **TAPERED NET DESIGN - DOES NOT DRAG AT CENTER**
 - **5 Year Limited Warranty**
 - Includes 1/2" Fiberglas dowels
 - Designed for Outdoor Heavy Duty Use
 - Available in Standard & Condensed Size
 - UV Stabilized White Polyester / thread
 - Cable: 4mm Galv. Steel w/ 2mm vinyl coating
- TN-TN90HT (25 lbs) - 41' 9" (Standard Net)**
TN-TN90HTS (25 lbs) - 40' 9" (Shorter Net)



H. Duty DTP37 Tennis Posts

- 3" OD Round w/ extra H. Duty 7 gauge steel
 - Internal Wind Mechanism - protected
 - Complete with welded lacing rods
 - Colors Available: Black or Green
- TN-DTP37 (63 lbs)**
TN-HANDLE (1 lb)



Centre Strap & Anchor

- Quickset Velcro Center Strap & Steel Anchor
 - Holds Net down at proper height in middle
- TN-QKSET**
TN-ANCHOR



Pickleball Deluxe w/ Wheels

- Highest quality Oncourt / Offcourt net system
 - HD 3" x 1 1/2" oval powder-coated steel
 - Locking 4" caster wheels for easy transport
 - Great where system can be left at courts
 - Complete with roller wheel carrying bag
- TP-TAPND (55lbs)**

TOWN OF HANNA

PETROMAT / ASPHALT OVERLAY SPECIFICATIONS

Scope of Work to be completed:

1) Fence Removal:

The fence will need to be removed on at least one corner of the tennis court battery. This is to be a minimum of 20' of fence being removed. This includes cutting off at is least 1 line post at grade (to accommodate paving equipment entering the courts). The mesh shall be pulled and tied back to the remaining fence and flagged for safety purposes. If contractors require more than 20' of fencing to be removed for paving purposes, it shall be up to that contractor to determine their fence removal requirements in accordance to the method of paving they will employ for each site. The storage of fence materials shall be at the discretion of the Owner.

2) Survey / Flood:

The entire site is to be surveyed prior to paving to identify existing slope and areas that required additional leveling prior to asphalt overlay. It is the contractors' responsibility to choose the appropriate method of addressing such areas.

3) Asphalt Leveling Course (Patching):

Areas which hold water after a rain (as determined by a survey), shall be filled in with maximum 1/2" minus asphalt and compacted to 98% of its maximum density. These are for areas that contractors feel they cannot achieve a positive slope with the asphalt overlay alone. These areas will be primed with a tack coat - SS1 or equivalent prior to patching.

4) Binder / Tack Coat:

- Apply a binder / tack coat - SS1 or equivalent on the entire tennis court battery area.

5) Geotextile "Slip Sheet" (Petromat):

Place an appropriate geotextile fabric material on the ENTIRE surface area. This material shall be approved by the Owner prior to installation. PetroMat® 4597 Geosynthetic non-woven material (or equivalent).

6) Asphalt Surface (Overlay):

Place and compact 1 - 75mm lift of 1/2" minus mix asphalt to 98% of its maximum density.

a) Slope:

- Slope direction of paving will be determined by the existing slope in an overlay application.
- Surface tolerance shall be = +/- 1/8" when measured in any direction with a 10' straightedge.
- The ideal slope is to be parallel with the net line. A maximum slope of .083% is acceptable.
- The grades to be paved must be string lined or lasered to ensure no birdbaths are allowed

b) Asphalt Mix Design:

- Asphaltic oil content to be a minimum of 6.2% (A.C.) on final lift.
- Void Content less than 5% @ Marshal Density

c) Sieve Sizes:	Square Openings	% Passing
	1/2"	100
	3/8"	90-100
	#4	63-78
	#8	50-60
	#30	25-42
	#200	3 - 8

d) Paving Seams:

- All paving seams are to be "tight" and provide a smooth transition between them. Due to the existence of the fence line, it is expected the final asphalt mat will be laid perpendicular to the other asphalt. Contractors should be careful to ensure this final mat has the same slope as the other asphalt and does not create birdbaths at this junction.

e) Edging on fence line and around posts:

- Asphalt paving is to be done within the fence line of the tennis court battery. Asphalt grade at the fence line shall be the same as the rest of the tennis court area. i.e - No "lip", severe taper, or "crumbly" edge will be allowed. The edges will require plate tamping to achieve proper compaction and formation. Asphalt will be done right up to the edge of the fence.
- The tennis net posts may be removed by the Town prior to paving. Care must be taken not to damage the net post sleeves during paving - either by driving over them or by filling in with hot asphalt. Note that a "crater" around the sleeve will also not be accepted.

7) Test Asphalt: (Optional)

Testing may be done by the Owner to ensure proper compaction & mix design of asphalt.

* Note: This stage to be done concurrently with the asphalt lift.

8) Fence Re-installation:

The previously removed fence is to be re-installed to existing specifications. Care shall be taken by fencing contractors to avoid damage to the new asphalt. The fence shall be re-installed immediately following paving, so to minimize possible vandalism.

9) Clean Up:

The contractor is responsible for the clean up of its materials and refuse containers. These shall be removed on job completion. Any damage to adjacent sod etc. shall be rehabilitated by the contractor.

NOTE: On this particular project the Tennis Net Post Footings / Anchors may need to be replaced. This would be done before the asphalt repairs / overlay.

IN ADDITION: If Tennis Net Center Anchors are required, this is to be done prior to the asphalt lift.

Town of Hanna - Pickleball Court Acrylic Coating *SURFACING SPECIFICATIONS*

CLUB SPEC. - 5 Coat System – PLEXIPAVE

PART 1 - GENERAL

1.1 Scope

1.11 Furnish all labour, materials and equipment for the complete cleaning, patching, levelling and resurfacing of the Asphaltic Tennis courts.

1.12 All work shall be done in accordance with the methods described herein and in compliance with the manufacturer's recommendation. The work shall include but not be limited to the following...

(a) Pressure Wash surface with minimum 3000 P.S.I. power washer to remove all dirt and loose existing coatings.

(b) Cleaning and filling of cracks, holes, and divots using acrylic patching mixture or crack filler.

(c) Levelling of major depressions using acrylic patching mixture.

(d) Application of multiple layers of Acrylic filler course.

(e) Application of multiple layers of 100 % Acrylic filler \ colour course.

(f) Application of playing lines compatible in speed and texture with the final filler\color course.

1.5 Qualifications

1.51 The work for this project shall be done in a thorough workmanlike manner by skilled mechanics in this field of expertise. The work shall conform to the standards for tennis court construction as prescribed or approved by the American Sports Builders Association.

1.52 The entire installation shall be done under the supervision of an authorised product manufacturer's representative on site who will be required to inspect and approve this work. Provided is a letter from the manufacturer naming Tomko as authorised installers.

1.53 Provided is a letter of good standing from the W.C.B. of Alberta

1.54 Provided with this Tender is a copy of our "Accredited Health and Safety Program" (COR) certificate as issued by the Alberta Construction Safety Association.

PART 2 - MATERIALS

2.1 Court Surface Coating System

Shall Be "PLEXIPAVE" as manufactured by California Products Corporation, Andover, Massachusetts and as distributed by Tomko Sports Systems (6C, 624 Beaver Dam Road N.E. Calgary, Alberta T2K 4W6) or approved equal.

2.2 Material Specifications and Composition

2.21 Crack and Divot Filler

A highly flexible, asbestos and mercury free, high solids filler.

Percent solids by weight (min) 85.6 %

Percent solids by volume (min) 73.6 %

Weight per gallon (min) 15 Lbs

2.22 Depression and Large Crack Filler

A high strength acrylic latex bonding liquid designed especially for mixing with Silica Sand and Portland Cement.

Percent solids by weight (min) 46.5 %

Percent solids by volume (min) 44 %

Weight per gallon (min) 8.7 - 8.9 Lbs

2.23 Acrylic Filler Course

A heavy bodied fibrated Acrylic Resurfacer Filler which is combined with selected silica sands to level and fill asphalt pavement surfaces.

2.24 Coloured filler materials

A job mix material consisting of a mixture of: (1) Highly pigmented acrylic emulsion and (2) Acrylic emulsion binder\ filler containing rounded silica sand. This Plexipave formulation must be as per manufacturer's specifications and may not entail adding "local" sand to color.

(a) Highly Pigmented Acrylic Emulsion

A 100% Acrylic emulsion binder containing no vinyl co-polymerisation constituent. It must be totally asbestos and mercury free and contain no less than 8 % by weight Chrome Oxide pigment and have a pigment volume concentration not exceeding 35%.

Percent Solids by weight (min) 36.5 %

Percent Solids by Volume (min) 23.8 %

Weight per Gallon 10.1 - 10.2 Lbs

(b) Acrylic Emulsion Binder \ Filler

A 100 % acrylic emulsion binder containing no vinyl co-polymerisation constituent. It must be totally asbestos and mercury free and contain no more than 63 % Silica Sand and no more than 10 % Aluminium Silicates. Silica Sand Characteristics: 80 - 100 Mesh Rounded Silica Sand. Angular sand is not acceptable due to its fast wearing characteristics on both surface and equipment (Tennis balls and shoes)

NOTE: After 1000 - hour accelerated weathering, the product shall not develop checks, cracks, blisters, and shall not excessively fade when compared with a standard.

2.25 Line Striping Paint

The line paint shall be 100 % acrylic emulsion type containing no alkyds, butadiene styrene vinyl's, and shall be thinned with water only. The paint shall also be suitable for the addition of reflectance - type glass spheres at the time of application. NOTE: The use of traffic oil, alkyd, or solvent vehicle type paints is not being used.

PART 3 - EXECUTION

3.1 Installation

3.11 The entire court surface area will be power washed with a minimum 3000 P.S.I. Power washer to ensure the surface is clean and free of all dirt, oil, and deteriorated coatings. Tomko will remove all debris from the site prior to the commencement of court patching and surfacing.

3.12 Prior to the application of the "Acrylic Resurfacer" (Acrylic Filler Coarse), Tomko shall flood the court surface area with clean potable water in the presence of the owner or his representative. Any depressions thereupon holding water deeper than 3 mm after 30 minutes shall be marked out ("Plexipave – Birdbath Coin" to be used to determine such areas). These depressions shall then be filled with "Court Patch Binder" (High Strength Acrylic Bonding liquid Patching Mixture) as per manufacturers' specifications and as described in section 2.2.2 above. After appropriate curing time the court surface area will again be flooded as described above to ensure that all depressions have been filled. If it is determined that more filling is required, filling will be done as described above. The use of Asphaltic type emulsions or Hot mix asphalt to fill depressions is prohibited.

3.13 Upon completion of all depression patching Tomko shall fill in all surface divots and cracks with "Plexipave Tennis Court Crack Filler" (highly flexible filler and / or a high strength acrylic bonding liquid patching mixture) as per manufacturers specifications and as described in sections 2.2.1 & 2.2.2 above. All iron ore "rust spots" must be dug out and patched with "Plexipatch", then coated with California Products "Stain-blocker". The entire surface will then be scraped and or ground to remove all ridges and then be blown clean to remove all loose debris.

3.1 Installation (Continued)

3.14 Tomko shall apply two coats of "Acrylic Resurfacer" (Acrylic filler course) to the entire court surface as per manufacturers' specifications and as described in section 2.2.3 above. The second coat will be applied at a 90 degree angle to the first coat. When the second coat has cured, the surface will be scraped to remove any ridges and then the entire surface will be blown clean to remove all debris. The entire surface will again be scraped and blown.

3.15 Tomko shall apply two coats of "Coloured Plexipave Filler Base" (Acrylic Coloured filler Emulsion) as per manufacturers' specifications and as described in section 2.2.4 above. The surface will then be scraped and blown as previously described. This Plexipave formulation must be as per manufacturer's specifications and may not entail adding "local" sand to color. For "Multi-use" courts (Basketball, Pickleball & Tennis), Acylotex LA (Picklepave) may be used in lieu of Plexipave filler base.

3.16 Tomko shall apply one coat of "Fortified Plexichrome" as per manufacturers' specifications.

3.17 Tomko will then layout all court lines as per official dimensions. The lines will then be taped out with masking tape and bled with one coat of "Plexichrome" or "Line Rite" and two coats of "Plexipave Textured White Line Paint" (100 % Acrylic Emulsion Line Paint) will be brush applied. All lines shall be straight and true and provide sharp edges.

3.2 Site Cleaning

3.21 Upon completion, Tomko shall remove all containers, surplus materials, and debris and leave the area of work clean and ready to use by owner.

3.22 Tomko shall supply and install to each gate a "Tennis Shoes Only" sign and the finished court surfacing shall be maintained secure from traffic until formal acceptance of finished courts by owner or his representative. The surface shall be allowed to cure for forty-eight (48) hours prior to usage.

Part 4 – GUARANTEE

4.1 Guarantee

Tomko shall furnish the owner a written guarantee stating that, except for the subsurface failure and/or abuse, this system shall be guaranteed for a period of two (2) years from date of completion against fading, delamination or separation.

PART 5 - REFERENCES

Included are a list references for similar work performed in the past thirty (30) years. References to include current contact names / phone numbers.

B.C. Office

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TENNIS ALBERTA CLUBS - TOMKO: CURRENT COURT SURFACE CUSTOMERS - 2021

Acadia Tennis Alberta Facility - 8 Indoor Plexicushion Prestige & 5 Outdoor Plexipave (Since 2016)

Airdrie Tennis Association - 6 Plexipave Courts (Since 1992)

Broadmoor Tennis Club - 4 Plexipave Courts (Since 1991)

Calgary Tennis Club - 6 Plexipave Club & 3 Claytech Courts (Since 1984)

Calgary Winter Club - 6 Plexicushion Prestige Courts (Since 1986)

Canmore Tennis Association - 4 Plexipave Courts (Since 1988)

Capilano Tennis Club - Plexipave Club Courts (Since 1986)

Derrick Golf & Winter Club - 3 Plexipave Club Courts (Since 1983)

Glencoe Club (Elbow Park) - 5 HAR-TRU Courts (Since 2001)

Grande Prairie Tennis Club - 3 Plexipave Courts (Since 1986)

Greenfield Tennis Club - 4 Plexipave Club Courts (Since 1989)

Hillands Tennis Association (Borden Park) - 4 Plexipave Courts (Since 2002)

Lethbridge Tennis Club - 6 Plexipave Club Courts (Since 1996)

Medicine Hat Tennis Club - 7 Plexipave Club Courts (Since 1990)

Mount Pleasant Tennis Club - 5 Plexipave Club Courts (Since 1995)

Oakridge Tennis Club - 4 Plexicushion Prestige & 2 Plexipave Courts (Since 2003)

Red Deer Tennis Club - 12 Plexipave Club Courts (Since 1990)

Royal Glenora - 10 Plexicushion Courts (Since 1986)

Saville Sports Center (U of Alberta) - 8 Plexipave Club Courts (Since 2004)

St. Albert Tennis Club - 4 Plexipave Club Courts (Since 2010)

St. Paul Tennis Club - 4 Plexipave Courts (Since 1991)

Tennis Academy - 10 Plexipave IW Courts (Since 2013)

University of Alberta - Outdoor - 9 Plexipave Club Courts (Since 1983)

Varsity Tennis Club - Outdoor - 4 Plexipave Club Courts (Since 2005)

World Health - Edgemont - 3 Plexicushion Courts (Since 1981)

*** OVER 10,000 TENNIS COURTS SURFACED SINCE 1978 * (> 5,000,000 SQ. M)**

**** OVER 95% OF TENNIS ALBERTA COURTS ARE TOMKO SURFACES****

TENNIS

BASKETBALL

PICKLEBALL

SPORTS

TRACKS



January 12, 2021

To Whom It May Concern,

Tomko Sports Systems, with offices in Calgary, Alberta and Richmond, British Columbia, is the sole distributor and licensed Authorized Applicator of Plexipave, DecoTurf, Rebound Ace, Premier System and Plexitrac products in Western Canada. These products are for use in sports surfacing; ie, Tennis, Basketball, Track & Field, Pickleball and In-Line Hockey.

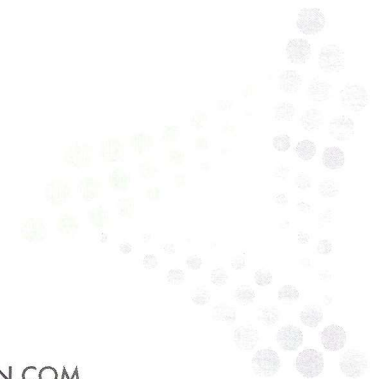
Any and all inquiries regarding the aforementioned products and sports that are manufactured by California Sports Surfaces, a division of ICP Building Solutions Group, Andover, MA shall be directed to the appropriate Tomko office in your geographical location. You may contact John Dafoe in three Calgary office @ 403-291-4267 and either Jonathon Lee, Cam Hodgson or Alex Eng in the Richmond office @ 604-273-0257 for your surfacing needs.

Should you have any questions or need additional information regarding this arrangement, please feel free to contact me at your convenience @ 508-254-6879.

Kindest Regards,

A handwritten signature in black ink that reads "Paul Spongberg". The signature is written in a cursive, flowing style.

Paul B. Spongberg
Regional Sales Manager





TOMKO SPORTS SYSTEMS - ALBERTA

Confidential Reference List - Club Customer

40+ YEARS

Tomko Sports Systems has installed surfaces on over 8800 tennis courts since 1978. We have installed every product introduced on the market. We believe that a PLEXIPAVE Surface installed by our professional crews is second to none. Although California Products pioneered its formulation in 1953, PLEXIPAVE still sets the standard by which all other surfaces are judged. For this reason, PLEXIPAVE remains the world's number one selling tennis court paint.

TENNIS CANADA

Mr. Gavin Ziv - Tournament Director
Toronto, Ontario (416) 665-9777

Tomko has a relationship with Tennis Canada that dates back to the 1987 Federations cup and is as recent as 8 consecutive Davis Cup events in Calgary & Vancouver

RIVERSIDE CLUB

Calgary, Alberta (403) 283-3200
Mr. Bert Messier, General Manager
1994 & 2006 - Two Plexicourt Indoor Courts

THE CALGARY WINTER CLUB

Calgary, Alberta (403) 289-5511
Mr. Bruce Marsales, Facility Superintendent
86', 90', 98', 2005, 2013, 2015 - Six Plexicushion Courts

THE RED DEER TENNIS CLUB

Red Deer, Alberta (403) 342-8111
1990 & 2000, 2010 & 2017 - Eight Plexipave Courts
1994, 2002 & 2009 - Four Plexipave Courts (Bubble)

THE WORLD HEALTH (EDGEMONT) CLUB

Mr. Gary Davidge (403) 547-2183
1983, 1996, 2004 & 2014 Three Fortified Plexipave Courts

CITY OF EDMONTON PARKS AND RECREATION

Edmonton, Alberta (780) 499-0857
Mr. John Kerby, Project Manager
Over 100 outdoor Plexipave Courts over existing courts.
Contracts: 1991, 1993, 1997, 2002 - 2011

AFORZA - (THE TENNIS ACADEMY)

Mr. Alex Policarpo (403) 554-2208
2013 -2020 - Ten Plexipave Courts (Indoor)

ROSEDALE TENNIS CLUB

Mr. David Patterson (403) 619-1318
1994, 2002, 2021 - Three Plexipave Courts

THE ROYAL GLENORA CLUB

Edmonton, Alberta (403) 482-2371
Mr. Ryan Schroffel, Tennis Director
1981 - 2022 - Four Plexicushion Courts (Indoor)
1981- 2005 - Three Plexipave Courts (Outdoor)
1990 - 2021 - Three Plexicushion Courts (Indoor)

DERRICK GOLF AND COUNTRY CLUB

Edmonton, Alberta (403) 437-1833
Mr. Jan Novotny, General Manager
1986 - 2021 - Four Plexipave Courts

THE MEDICINE HAT TENNIS CLUB

Medicine Hat, Alberta (403) 527-9102
Mr. Ken Clement - Complete Construction Project
2001 - 2021 - Seven Outdoor Plexipave Courts

CITY OF CALGARY PARKS AND RECREATION

Ms. Kim Bonacci, Project Manager (403) 850-9410
Over 200 outdoor Plexipave Courts laid over existing courts.
Contracts: 1984, 1987, 1989, 1991, 1994-2021

CALGARY TENNIS CLUB

Mr. Rolf Martin (403) 521-0053
1984-2021 - Six Plexipave + Three CLAYTECH Courts

UNIVERSITY OF ALBERTA TENNIS CENTER

Edmonton, Alberta (403) 492-2222
Mr. Russ Sluchinski - Tennis Director
1983 - 2015 - Ten Plexipave Courts including "Stadium Court"
2004, 2009 & 2016 - Eight Indoor Tennis Courts - Plexipave CLUB

TENNIS ALBERTA ACADIA TENNIS CENTER

Mr. Ron Ghitter (403) 245-2080
2016 - Five Plexipave Courts (outdoor)
2016 Eight Plexicushion Courts (Indoor)

OAKRIDGE TENNIS CLUB

2002, 2010, 2021 - Six Plexipave / Plexicushion Courts

These selected references attest to our ability to provide the best acrylic tennis surface installation available.

This is based on products, job scheduling, performance, and after sales service. Pride in our installation, personalized service, and use of the PLEXIPAVE system allows Tomko Sports to install more tennis courts per year than any other company in Canada. In addition, we have local offices in Calgary & Vancouver

We encourage you to contact these references to verify the statements made.

TOMKO ALBERTA - CURRENT SURFACE CUSTOMERS INSTITUTIONAL (SAMPLE) REFERENCE LIST - 30 + YEARS

City of Airdrie - 6 Courts	CBE - Dr. Egbert School - Calgary
City of Brooks - 7 Courts	CBE - Mount Royal School - Calgary
City of Calgary - 200+ Courts	CBE - F.E. Osborne School - Calgary
City of Camrose - 8 Courts	CBE - A.E. Cross School - Calgary
City of Cranbrook - 7 Courts	Allendale Community League - Edmonton
City of Drumheller - 3 Courts	Bankview Community Association (Calgary)
City of Edmonton - 100+ Courts	Bonavista Downs Community Association
City of Fernie - 4 Courts	Citadel Community Association
City of Grande Prairie - 3 Courts	Copperfield Community Association
City of Leduc - 4 Courts	Cranston Community Association
City of Lethbridge - 6 Courts	Discovery Ridge Residents Association
City of Lloydminster - 4 Courts	Douglasdale Community Association
City of Medicine Hat - 20+ Courts	Elbow Park Residents Association
City of Moose Jaw - 5 Courts	Glendale Community Association - Calgary
City of Red Deer - 30+ Courts	Glenora Community League - Edmonton
City of Regina - 8 Courts	Harvie Heights Community - Canmore
City of Saskatoon - 30+ Courts	Hawkwood Uplands Community Association
City of Spruce Grove - 10 Courts	Jewish Community Center - Calgary
City of St. Albert - 10+ Courts	Lake Bonavista Residents Association
City of Weyburn - 3 Courts	Lake Sundance Community Association
Mun. of W.B. (Ft. McMurray) - 16 Courts	Laurier Heights Community League
Town of Barrhead - 3 Courts	Mackenzie Lake Residents Association
Town of Bassano - 2 Courts	Mahogany Residents Association
Town of Beaumont - 4 Courts	McQueen Community League
Town of Blackfalds - 2 Courts	New Brighton Residents Association
Town of Cardston - 3 Courts	Rio Terrace Community League - Edmonton
Town of Cochrane - 4 courts	Shaganappi Community Association
Town of Crossfield - 3 Courts	Sommerset Community Association
Town of Edson - 2 Courts	Strathcona-Christie Community Association
Town of Gibbons - 2 Courts	Varsity Community Association
Town of Hinton - 6 Courts	Westridge Wolf Willow Community League
Town of Innisfail - 3 Courts	Woodcreek Community Association
Town of Jasper - 3 Courts	Yellowbird Community League - Edmonton
Town of Lac La Biche - 3 Courts	S.D. #5 - Mount Baker HS - Cranbrook
Town of Pincher Creek - 2 Courts	Calgary Rotary Challenger Park - 2 Courts
Town of Raymond - 3 Courts	The Fairmont @ Banff Springs - 5 Courts
Town of Rocky Mountain House - 3 Courts	The Fairmont @ Jasper Park Lodge - 2 Courts
Town of Strathmore - 2 Courts	Columere Park - BC - 1 Court
Town of Vegreville - 4 Courts	Columbia Park - BC - 1 Court
Town of Vermillion - 2 Courts	Camp Hatkivah - 1 Court
County of Strathcona - 16 Courts	Panorama Mountain Resort - 5 Court
District of Invermere - 3 Courts	Douglas Fir Resort - 1 Court
District of Sparwood - 3 Courts	Valley's Edge Resort - 1 Court
Stavely School - 2 Courts	Kimberley Indoor Tennis Center - 2 Courts
Tilley School - 2 Courts	CFB Suffield - Armed Forces Base - 3 Courts

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Toll Free: 1-877-631-1913

TOMKO SPORTS SYSTEMS - SUPERVISOR / FOREMAN EXPERIENCE - 2021

John Dafoe, President - 37 Years (7 Yrs. Seasonal + 30 Yrs. Full Time)

Calgary, Alberta = > 1,000 Courts Surfaced (> 5,000,0000 Sq.')

Johnathan Hagerman, Alberta Operations Manager - 7 Years (5 Yrs. Seasonal + 2 Yrs. Full Time)

Calgary, Alberta = > 250 Courts Surfaced (> 1,000,0000 Sq.')

Paul Dafoe, Foreman - 6 Years (Seasonal)

Calgary, Alberta = > 250 Courts Surfaced (> 1,000,0000 Sq.')

Brandin Anderson, Foreman - 2 Years (Seasonal)

Calgary, Alberta = > 100 Courts Surfaced (> 500,0000 Sq.')

Cody Bass, Foreman - 2 Years (Seasonal)

Calgary, Alberta = > 50 Courts Surfaced (> 300,0000 Sq.')

Jonathon Lee, Controller - 12 Years (5 Yrs. Seasonal + 7 Yrs Full Time)

Vancouver, B.C. = > 500 Courts Surfaced (> 3,000,000 Sq.')

Cam Hodgson, General Manager - 15 Years (8 Yrs. Seasonal + 7 Yrs. Full time)

Vancouver, B.C. = > 500 Courts Surfaced (> 3,000,000 Sq.')

Alex Eng, B.C. Operations Manager - 10 years (6 Yrs. Seasonal + 4 Yrs. Full Time)

Vancouver, B.C. = > 300 Courts Surfaced (> 2,000,000 Sq.')

Rory Dellow, B.C. Special Projects Manager - 7 Years (Seasonal)

Vancouver, B.C. = > 300 Courts Surfaced (> 2,000,000 Sq.')

Sanveer Brar, Foreman - 8 years (Seasonal)

Vancouver, B.C. = > 200 Courts Surfaced (> 1,000,000 Sq.')

Ryan Lee, Foreman - 3 Years (Seasonal)

Vancouver, B.C. = > 100 Courts Surfaced (> 500,000 Sq.')

*** OVER 10,000 TENNIS COURTS SURFACED SINCE 1978 ***

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RECREATIONAL FACILITY CONSTRUCTION EXPERIENCE: JOHN DAFOE - TOMKO SPORTS SYSTEMS

Projects - High profile (Recent):

- City of Medicine Hat - Since 1992, 2018 = GC Ross Glen & McCoy School Conversion to Pickleball / Tennis
- City of Medicine Hat - 2001: Design, specifications, project management of 3 new tennis courts.
- City of Calgary - 1983 - 2021: In depth report (review & analysis) & Surfacing of entire tennis court inventory.
- City of Red Deer - 1989 - 2021: Red Deer 12 Tennis & 20 Pickleball Clubs + many other sites
- City of Edmonton - 1991 - 2011: Plexipave on all Tennis Courts
- City of Spruce Grove: Re-configure 4 Tennis Courts into 12 Pickleball Courts - 2017
- Strathcona County: Surface / Equipment / Court Construction consultation - 20 Pickleball Courts: 2017-2021
- Tennis Canada & Alberta - Specification formulation & Project Completion (Acadia) - 2016
- Calgary Winter Club - Specification formulation & Project Completion - 2013
- Calgary Tennis Club - 1997 - 2021: Formulated specifications for courts - ongoing consultation
- Canada Games - Regina 2004: Formulation of Specifications on 3 new & 5 existing tennis courts.
- U of A - 2004-2020: Assisted with the design & specifications for construction of 8 new indoor courts.

Company Experience / Overview:

- In business since 1978 (40+ Years).
- Largest Tennis Court Company in Canada - Full service.
- Actively owned & operated by 6 partners.
- Involved in the construction & / or surfacing of over 10,000 tennis courts.
- Tennis / Pickleball Courts are ~ 80% of business (other 20% is in Tracks, Basketball, Sports etc.)

Personal Experience:

- Seasonal with Tomko between 1985 - 1990 (During University).
- Full time with Tomko from 1991 - Present.
- Equal partner in Tomko since 1998.
- Over 4,000 courts completed / administered
- Volunteer on Tennis Alberta Board of Directors 2000 - 2006
- Volunteer on Calgary Tennis Club Board from 1996 - 2001
- Numerous high end tennis court construction projects

Education:

- B.A. Economics - Simon Fraser University (1991)
- Brentwood College School (Class of 1986)

References:

- Calgary Tennis Club - Mr. Rolf Martin:(403) 521-0053
- City of Calgary - Kim Bonacci: (403) 850-9410
- U of A - Mr. Russ Sluchinski: (780) 492-2222

- See attached reference lists (Club & Institutional Clients)

Partnerships

IN INJURY/REDUCTION

Small Employer Certificate of Recognition

This certificate recognizes that

394825 ALBERTA LTD. (TOMKO SPORTS SYSTEMS ALBERTA)

In keeping with the principles of *Partnerships* has:

- developed and implemented an occupational health and safety program and,
- met the standard for *Partnerships* through an evaluation of their health and safety program.

Don MacLennan

Alberta Construction Safety Association
Certifying Partner

Certificate # 20181212-SE9587

WCB Industry Code(s): 40602 62900

Ian Hooper

Ian Hooper
Government of Alberta

Expiry Date: December 12, 2021

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PICKLEBALL FACILITIES - TOMKO SURFACE & NETS / POSTS CUSTOMERS - ALBERTA 2021

- City of Medicine Hat (Ross Glen) - 4 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Medicine Hat (McCoy) - 4 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Medicine Hat (Lions Park) - 8 Courts w/ Picklepave + Portable Net Systems
- Red Deer Pickleball Club (St. Joseph) - 20 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of St. Albert (Akinsdale) - 12 Courts w/ Picklepave + Classic Posts + Tomko Nets
- Strathcona County (Josephberg) - 4 Courts w/ Picklepave + Classic Posts + Tomko Nets
- Strathcona County (Sherwood) - 8 Courts w/ Picklepave + Classic Posts + Tomko Nets
- Strathcona County (Ardrossan) - 3 Courts w/ Picklepave + Classic Posts + Tomko Nets
- Edmonton Pickleball Club (Royal Gardens) - 10 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Cold Lake (Canada Center) - 8 Courts w/ Picklepave + Classic Posts + Tomko Nets
- Woodcreek Community (Calgary) - 4 Courts w/ Picklepave + Classic Posts + Tomko Nets
- Spruce Grove Pickleheads - 12 Courts w/ Picklepave + DTP37 Base plated Posts + Tomko Nets
- Town of Bashaw - 4 Courts w/ Picklepave, Classic Posts & Tomko Nets
- Town of Okotoks - 6 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Cranbrook - 8 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Creston - 4 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Lethbridge - 4 Courts w/ Classic Posts & Tomko Nets
- City of Regina (Douglas Park) - 6 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Regina (Mahon Park) - 6 Courts w/ Picklepave, Classic Posts & Tomko Nets
- City of Saskatoon (Father Basil Park) - 9 Courts w/ Picklepave, Classic Posts & Tomko Nets
- Town of Coaldale - 4 Courts w/ Picklepave, Classic Posts & Tomko Nets
- Town of Drayton Valley - 8 Courts w/ Picklepave, Deluxe Portable Oval Net Systems
- Town of Canmore - 2 Courts w/ Picklepave, Deluxe Net Systems + Classic Posts & Tomko Nets
- City of Calgary (Walden) - 1 Court w/ Classic Posts & Tomko Nets
- City of Airdrie - 4 Courts w/ Picklepave, Classic Posts & Tomko Nets
- Elk Point Pickleball Club - 6 Courts w/ Picklepave

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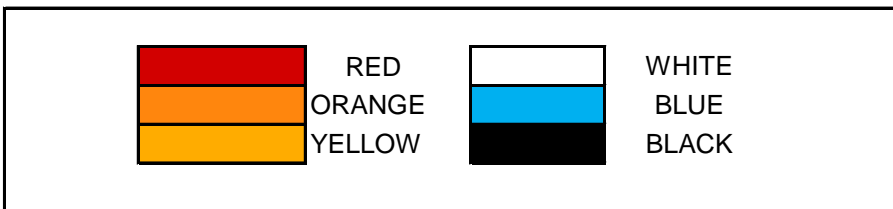
STANDARD COLORS



PREMIUM COLORS



Line Paint Colors



Due to higher pigment costs premium colors will cost more than standard colors



TENNIS PICKLEBALL BASKETBALL SPORTS TRACKS

Date: March 8, 2022

Agenda Item No: 09.05

JC Charyk School – Bird Raising Project Request

Recommended Motion

That Council provide approval to JC Charyk School and the Project Based Learning Group to care for and raise 30 birds for meat raising purposes on JC Charyk School property between the months of April and June 2022 under the following conditions:

1. This approval will be for a trial project for the period of April – June 2022 only.
2. The students will be responsible to ensure the birds will not materially affect the neighboring residents through odor, noise, etc.
3. The students will respond satisfactorily to any concerns that may be raised regarding the care and raising of the birds.
4. The students will provide a letter to residents of the neighboring properties on the west side of JC Charyk School advising them of their project and to address any concerns the residents may have to the school.

Background

The Town of Hanna has received a request from a group of students at JC Charyk school who have a plan to purchase and raise 30 meat birds; storing and caring for them using two chicken coops and an outdoor fenced area on School property outside the concession. The intent is to purchase the birds in April and raise them until sometime in June when they will be transported off-site to be slaughtered.

The students are doing this as part of a Project Based Learning group. They indicate the project will teach them entrepreneurship skills, how to operate a small business and the process of raising animals properly.

The Town of Hanna Animal Control Bylaw 808 Section 16, “states that no person shall keep fowl or livestock within Town limits”. The definition section of the Bylaw includes the following applicable definitions:

- Fowl – includes chickens, ducks, turkeys, and geese.
- Livestock – means any domestic animals other than horses and fowl but does not include a domestic cat.



The students have requested that the Town of Hanna amend Bylaw 808 The Animal Control Bylaw. This bylaw was adopted in 1993 and if it was to be amended Administration would recommend a full review of the Bylaw. It would also be difficult to amend the bylaw to allow this activity to occur only on school property as part of a school project.

Administration is recommending that Council provide approval to JC Charyk School and the Project Based Learning Group to care for and raise 30 birds for meat raising purposes on JC Charyk School property between the months of April and June 2022 under the following conditions:

1. This approval will be for a trial project for the period of April – June 2022 only
2. The students will be responsible to ensure the birds will not materially affect the neighboring residents through odor, noise, etc.
3. The students will respond satisfactorily to any concerns that may be raised regarding the care and raising of the birds.
4. The students will provide a letter to residents of the neighboring properties on the west side of JC Charyk School advising them of their project and to address any concerns the residents may have to the school.

Communications

In addition to the letter to the neighboring residents on the west side of the school from the Project Based Learning Group the Town will mail a letter to residents in the same vicinity of the school to inform them of the project and the conditions under which it had been approved by Council.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

1. Town of Hanna Animal Control Bylaw 808.



Attachments

1. Letter received from the JC Charyk School Project Based Learning Group.
2. Town of Hanna Animal Control Bylaw 808.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Dear Town of Hanna;

Kyler Bond, Addison Viste, Elizabeth Brady, and Sullivan Buchwitz have decided that they will be purchasing and raising 30 meat birds in the spring (April, May, and June) then will be taking them to the hutterite colony to butcher and package them. In our second semester of the 2022 school year, we have the opportunity to plan our own project. Our project teaches us entrepreneurship, skills and business for the future. We want to learn the process of raising animals properly. Our goal for this is that we can raise meat birds in the school yard and butcher them when they are ready. We were reading over the bylaw document 808 h) "Fowl" includes chickens, ducks, turkeys and geese. In order to have them on school property we need your approval to mend the bylaw and have meat birds on the school property. We need your approval as soon as possible, so that by the need of the school year we can raise the birds and have them shipped to the Irricana hutterite colony to be butchered.

Our other goal is to make a profit off of the meat birds. The meat birds will be kept in a good facility, completely kept together and safe. We have a space outside the concession and we plan to have a chicken wire fence and two chicken coops to keep the meat birds in shelter. Brandi Benedict has recommended a hatchery to get the eggs from. The hatchery is called Miller Hatcheries which is located in Westlock, Alberta.

If you have any questions or concerns we would be happy to answer them! Please get back to us as soon as possible. Thank you for your time! We look forward to hearing from you.

Sincerely;

Kyler Bond, Addison Viste, Sullivan Buchwitz, Elizabeth Brady

TOWN OF HANNA

PROVINCE OF ALBERTA

BY-LAW NO. 808

A BYLAW OF THE TOWN OF HANNA IN THE PROVINCE OF ALBERTA PROVIDING FOR THE CONTROL OF ANIMALS PURSUANT TO THE PROVISIONS OF THE MUNICIPAL GOVERNMENT ACT, CHAPTER M-26, R.S.A. 1980, AND AMENDMENTS THERETO.

THE MUNICIPAL COUNCIL OF THE TOWN OF HANNA IN THE PROVINCE OF ALBERTA DULY ASSEMBLED, HEREBY ENACTS AS FOLLOWS:

DEFINITIONS

1. In this bylaw:

- a) "Animal Control Officer" means a Special Constable or By-Law Enforcement Officer and any person appointed or authorized to carry out the provisions of this bylaw;
- b) "Animal" includes a dog, fowl, horse and/or any domestic livestock. For the purpose of this bylaw a domestic cat shall not be included in the definition of an animal;
- c) "Bylaw Enforcement Officer" means the person or persons appointed from time to time by Bylaw of the Town of Hanna with all the powers of a peace officer;
- d) "Council" means the Municipal Council of the Town of Hanna;
- e) "Dog" means and includes both males and females of the canine family;
- f) "Dog Fancier's License" means a license issued annually to an owner permitting the keeping or harbouring, on land or premises occupied by the owner, up to four (4) licensed dogs over the age of three months;
- g) "Former Owner" means the person who at the time of impoundment was the owner of the dog which has subsequently been sold or destroyed;

- h) "Fowl" includes chickens, ducks, turkeys and geese;
- i) "Judge" has the meaning as in the PROVINCIAL COURT ACT R.S.A. 1980 as amended or replaced from time to time;
- j) "Leash" means a chain or other material capable of restraining the dog on which it is being used;
- k) "License Inspector" means the License Inspector for the Town of Hanna as appointed from time to time or his authorized assistants;
- l) "Livestock" means any domestic animals other than horses and fowl but does not include a domestic cat;
- m) "Owner" means a person or corporate body who has legal title to an animal and includes any person who has possession or custody of the animal, either temporarily or permanently, or harbors the animal or permits the animal to remain on his premises;
- n) "Parks or Parkland" includes picnic grounds, open spaces, playgrounds and playfields including all hiking trails within same, beaches, swimming pools, wading pools and other water bodies, and the open spaces or green areas adjacent to or under the control or jurisdiction of the Town and whether or not the custody, care, management and control of such areas have been delegated to another body or agency and regardless of whether all members of the public have a right of access thereto;
- o) "Peace Officer" means a member of the Royal Canadian Mounted Police or a Special Constable appointed pursuant to the Police Act R.S.A. 1980;
- p) "Pound" means a Town facility established for the holding of impounded dogs as set out in this bylaw;

- q) "Register" shall mean with the Town of Hanna;
- r) "Running at Large" means
 - i) a dog or dogs which is or are not under the control of a person responsible by means of a leash and is or are actually upon property other than the property in respect of which the owner of the dog or dogs has the right of occupation or upon any highway, thoroughfare, street, road, trail, avenue, parkway, lane, alley, bridge, sidewalk (including the boulevard portion of the sidewalk), park or other public place;
 - ii) a dog or dogs which is or are under the control of a person responsible by means of a leash and which causes damage to persons, property or other animals;
- s) "School Ground" means that area of land adjacent to a school and is owned or occupied by Rangeland School Division wholly or jointly with the Town;
- t) "Sterilized" means any female dog that has been spayed or any male dog that has been neutered;
- u) "Tag" means a device as approved by the Town Administrator and issued by the Animal Control Licensing Division showing that a license fee has been paid for the dog wearing it for the year it was issued;
- v) "Town" means the Town of Hanna;
- w) "Veterinarian" means a registered veterinarian as defined in the Veterinary Profession Act.
- x) "Vicious Dog" means any dog, whatever its age, whether on public or private property, which has without provocation, damaged or destroyed any public or private property; or without provocation threatened or created reasonable apprehension of a threat to any human or other domestic animals; and which, in the opinion of a Judge, may present a threat of serious harm to any human or other domestic animals;

- y) "Wildlife Sanctuary" means an area designated and maintained for the protection of animal and/or bird wildlife.

RESPONSIBILITIES OF DOG OWNERS

LICENSING

- 2. The owner of a dog shall:
 - a) Obtain an annual license for such dog at such times as specified in Section 2 and shall pay an annual fee as set out in Schedule "A" of this Bylaw.
 - b) Submit a certificate or documentation of sterilization prior to obtaining a dog license in order to determine the license payable by that owner.
 - c) Not give false information when applying for a dog license.
 - d) Obtain a license for such dog on the first day on which the Town Office is open for business after the dog becomes three months of age.
 - e) Obtain a license for a dog notwithstanding that it is under the age of three months, where the dog is found running at large.
 - f) Obtain a license on the first day on which the Town Office is open for business after he becomes the owner of the dog.
 - g) Obtain the annual license for the dog on the first day the Town Office is open for business after January first every year.
 - h) Ensure that his dog wears the current tag purchased for that dog, when the dog is off the property of the owner.

- i) Purchase a replacement dog tag, if the original is lost, by presenting the receipt for payment of the current years license fee to the Animal Control Officer and or Licensing Inspector who will issue a new tag to the owner for a fee as set out in Schedule "A".
- j) Ensure that tags are not transferred from one dog to another.

VICIOUS DOG LICENSING

- 3. The owner of a vicious dog shall:
 - a) Be over the age of seventeen (17) years.
 - b) Within three (3) days after the dog has been declared vicious have a licensed veterinarian tattoo or implant identification in the animal and provide a copy of the information contained thereon to the Animal Control Officer prior to a license being issued.
 - c) Obtain a vicious dog license pursuant to the provisions of Section 3 on the first day on which the Town Office is open for business after the dog has been declared as vicious.
 - d) Obtain an annual license for such vicious dog at such times as specified in Section 3 and shall pay an annual fee as set out in Schedule "A" of this Bylaw.
 - e) Not give false information when applying for a vicious dog license.
 - f) Obtain a license for such vicious dog on the first day on which the Town Office is open for business after the vicious dog becomes three months of age.
 - g) Obtain a license for a vicious dog notwithstanding that it is under the age of three months, where the vicious dog is found running at large.
 - h) Obtain a license on the first day on which the Town Office is open for business after he becomes the owner of the vicious dog.

- i) Obtain the annual license for the vicious dog on the first day the Town Office is open for business after January first every year.
- j) Ensure that his vicious dog wears the current tag purchased for that vicious dog, when the vicious dog is off the property of the owner.
- k) Purchase a replacement vicious dog tag, if the original is lost, by presenting the receipt for payment of the current years license fee to the Animal Control Officer and or Licensing Inspector who will issue a new tag to the owner for a fee as set out in Schedule "A".
- l) Ensure that tags are not transferred from one vicious dog to any other dog.
- m) Notify the Animal Control Officer in writing should the dog be sold, gifted, transferred to another person or die.
- n) Remain liable for the actions of the dog until written notification of sale, gift or transfer is received by the Animal Control Officer.
- o) Notify the Animal Control Officer and/or the Town Office if the dog is running at large.

DOG FANCIER

- 4. The maximum number of dogs in a single family dwelling or household shall be restricted to two (2) dogs over the age of three (3) months, except in the case where an owner is in receipt of a Dog Fancier's License.
- 5. a) Any person requesting a Dog Fancier's License shall submit an application to the Animal Control Officer which shall disclose;
 - i) location of property upon which the dogs will be housed;
 - ii) purpose;
 - iii) breed and sex of dogs;
 - iv) type of facilities;
 - v) consent of adjacent landowners;
- b) The Animal Control Officer shall not issue a Dog Fancier's License if, in his opinion, the site or conditions are unsuitable.

- c) Any person who is refused a Dog Fancier's License may appeal the decision of the Animal Control Officer to Council provided such appeal is submitted in writing within fourteen (14) days of the Animal Control Officers decision.
- d) Any approved license shall be issued upon payment of the fee specified in Schedule "A" of this Bylaw. Each Dog Fancier's License shall be issued pursuant to Section 2 and/or 3 of this Bylaw.
- e) The Animal Control Officer may remove the Dog Fancier's License upon receipt of bonafide complaints from two or more neighbors residing within sixty (60) meters of the residence of the licensee.

RECORD KEEPING

- 6. The License Inspector shall keep a book in which he shall record the name, address and telephone number of each owner, the breed, age, color and sex of each dog, the number stamped on the tag issued to the owner and the amount of the license fee paid by the owner.

PAYMENT OF LICENSE

- 7. Where a license required pursuant to this Bylaw has been paid for by the tender of an uncertified cheque, the license:
 - a) is issued subject to the cheque being accepted and cashed by the bank without any mention of this condition being made on the license; and
 - b) is automatically revoked if the cheque is not accepted and cashed by the bank on which it was issued.
- 8. No refund shall be made on any paid up dog license fee because of death, loss or sale of the dog or upon the owner's leaving the Town prior to expiration of the license period.

HANDICAPPED OWNERS

9. Notwithstanding Section 2 and/or 3, where the Animal Control Officer is satisfied that a person who is handicapped is the owner of a dog trained and used to assist such handicapped person, there shall be no fee payable by the owner for a license under Section 2 and/or 3, however Section 11 (a) (b) (c) (d) (e) (h) (j) (k) (l) (m) (n) and Section 12 shall apply.

VISITORS

10. The provisions of Sections 2 and 3 shall not apply to persons temporarily in Town for a period not exceeding two weeks however, Section 11 and Section 12 shall apply at all times the visitor's dog is in the Town.

NUISANCE

11. No owner shall allow/permit his dog:
 - a) to run at large; or
 - b) to attack/bite or attempt to attack/bite any person or animal; or
 - c) to bark/howl in a manner so as to disturb any person day or night; or
 - d) to chase any person, animal, bicycle, or motor vehicle; or
 - e) to be in a park while not on a leash and not under the control of a person; or
 - f) to be within a site containing playground apparatus and/or a sand play area; or
 - g) to be within any area designated as picnic grounds; or
 - h) to be on a leash that exceeds two metres in length; or

- i) to defecate on any public or private property (other than the property of its owner). The owner shall cause such defecation to be removed immediately; or
- j) to cause damage to property or other animals; or
- k) to upset any waste receptacles or scatter contents thereof either in or about a street, lane or other public property in or about premises not belonging to or in the possession of the owner of the dog; or
- l) to be left unattended in any motor vehicle unless the dog is restricted so as to prevent access to persons, as long as such restraint provides for suitable ventilation; or
- m) to be loose in any bird or animal wildlife sanctuary; or
- n) to enter a pool of water located in a park.

NUISANCE/VICIOUS DOG

12. The owner of a vicious dog shall ensure:

- a) that such dog does not, without provocation:
 - i) chase a person; or
 - ii) injure a person; or
 - iii) bite a person; or
 - iv) chase other domestic animals; or
 - v) injure other domestic animals; or
 - vi) bite other domestic animals; or
 - vii) damage or destroy public or private property.

- b) when such dog is on the property of the owner:
 - i) either such dog be confined indoors and under the control of a person over the age of seventeen (17) years; or
 - ii) when outdoors such dog be locked in a pen or other structure, constructed to prevent the escape of the vicious dog and capable of preventing the entry of any person not in control of the dog.
 - iii) such dog is kept as if the provisions of Section 12(c) applied to such dog while on the property of the owner.

- c) a locked pen or other structure shall:
 - i) have secure sides and a secure top, and if it has no bottom secured to the sides, the sides must be embedded in the ground to a minimum depth of thirty (30) centimeters.
 - ii) provide the vicious dog with shelter from the elements and be of the minimum dimensions of one and one-half (1.5) metres by three (3) metres and be a minimum one and one-half (1.5) metres in height.
 - iii) not be less than one (1) metre from the property line or less than five (5) metres from a neighboring dwelling unit.

- d) at all times, when off the property of the owner, such dog is securely
 - i) muzzled, and
 - ii) harnessed or leashed on a lead which length shall not exceed one (1) metre, in a manner that prevents it from chasing, injuring or biting other domestic animals or humans as well as preventing damage to public or private property, and
 - iii) under the control of a person over the age of seventeen (17) years.

COMMUNICABLE DISEASES

13. An owner of a dog or vicious dog suspected of having rabies:
- a) shall immediately report the matter to Agriculture Canada, Veterinary Inspection Directorate or to the Animal Control Officer; and
 - b) shall confine or isolate the dog in such a manner as prescribed by a Veterinarian as to prevent further spread of the disease for a period of time deemed necessary at the cost of the owner.

ANIMAL CONTROL OPERATION/AUTHORITY

14. An Animal Control Officer of the Town may capture and impound any dog or vicious dog:
- a) found running at large; or
 - b) which is required to be impounded pursuant to the provisions of any Statute of Canada or of the Province of Alberta, or any Regulation made thereunder.

OBSTRUCTION

15. No person shall in any manner hinder or obstruct an Animal Control Officer in the performance of his duties under this bylaw.

KEEPING OF LIVESTOCK, FOWL OR HORSES

16. No person shall keep fowl or livestock within the Town limits.
17. Pursuant to Schedule "B", the keeping of horses within the Town shall be permitted only in those districts defined as "Residential Acreage" and "Urban Reserve" in the Town of Hanna Land Use Bylaw.

INTERFERENCE WITH ANIMALS

18. No person shall:

- a) untie, loosen or otherwise free an animal which has been tied or otherwise restrained;
- b) negligently or willfully open a gate, door or other opening in a fence or enclosure in which an animal has been confined and thereby allow an animal to run at large in the Town.

NOTIFICATIONS

19. If an Animal Control Officer knows or can ascertain the name of the owner of any impounded dog, he shall serve the owner with a Notice either by delivering the notice to the owner or an adult person at the residence or place of business of the owner or by mailing it to the last known address of the owner.

RECLAIMING

20. The owner of any impounded dog or vicious dog may reclaim the dog or vicious dog from the pound by paying to the Town the cost of impoundment as set out in Schedule "C" of this Bylaw, and by obtaining the license for such dog or vicious dog, should a license be required under this Bylaw.

21. Where a dog is claimed, the owner shall provide proof of ownership of the dog.

SALE OR DESTRUCTION

22. If the owner of a dog that has been impounded

- a) cannot be located and notified within 5 business days after the date on which the animal was impounded, or
- b) is located and notified but does not, within 5 business days of the date on which the dog was impounded, pay the expenses and penalties incurred in respect of the dog;

the dog may be sold or given to any person by the Animal Control Officer and the dog becomes the property of the person to whom it is sold or given.

23. Pursuant to Section 22, the Animal Control Officer may destroy the animal or cause the animal to be destroyed, if in the opinion of the Animal Control Officer the dog is not suitable to be sold or given away.
24. The Animal Control Officer may retain a dog for a longer period if in his opinion the circumstances warrant the expense.
25. The Animal Control Officer may, before selling an unclaimed dog, require that the dog be spayed or neutered.
26. When the Animal Control Officer arranges to put a dog to death the owner shall pay to the Town the fee charged by the Veterinarian.

PENALTIES

27. Where an Animal Control Officer or a Special Constable of the Town believes that a person has contravened any provision of this Bylaw, he may commence proceedings by issuing a summons by means of a violation ticket in accordance with Part 2 of the Provincial Offences Procedure Act, R.S.A. 1988, Chapter P-21.5.
28. The specified penalty payable in respect of a contravention of a provision of this bylaw is the amount shown in Schedule "B" of this Bylaw in respect of that provision.
29. Notwithstanding Section 28:
 - a) where any person contravenes the same provision of this Bylaw twice within one twelve month period, the specified penalty payable in respect of the second contravention is double the amount shown in Schedule "B" of this Bylaw in respect of that provision, and

- b) where any person contravenes the same provision of this Bylaw three or more times within one twelve month period, the specified penalty payable in respect of the third or subsequent contravention is triple the amount shown in Schedule "B" of this Bylaw in respect of this provision.
30. A Judge, after convicting the owner of a dog of an offence under this Bylaw or the Dangerous Dog Act, Chapter D-3, may in addition to other penalties imposed, order owner of subject dog to:
- a) purchase the required dog license;
 - b) pay any outstanding pound or veterinary fees due to the Town;
 - c) reimburse the Town for any and all expenses incurred in repairing, replacing, and or cleaning up damage incurred by subject dog.
31. Any person who contravenes any provision of this Bylaw is guilty of an offence and is liable on summary conviction to a fine of not more than TWO THOUSAND, FIVE HUNDRED DOLLARS (\$2500.00) and in default of payment is liable to imprisonment of a term not exceeding six (6) months.
32. The minimum fines on summary conviction in respect to a contravention of this Bylaw with respect to vicious dogs shall be the same amounts as shown in Schedule "B" regarding vicious dogs.
33. The levying and payment of any fine or the imprisonment for any period provided in this Bylaw shall not relieve a person from the necessity of paying any fees, charges or costs from which he is liable under the provisions of this Bylaw.
34. A Provincial Court Judge, in addition to the penalties provided in this Section, may if he considers the offence sufficiently serious, direct or order the owner of the dog to stop the animal from doing mischief or causing the disturbance or nuisance complained of, or to have the animal removed from the Town or have the animal destroyed.

35. A Judge, after convicting the owner of a dog of an offence under this Bylaw, may, in addition to any other penalties imposed or orders made, and without further notice or hearing, declare the subject dog a vicious dog, pursuant to the provisions of this Bylaw.
36. It is the intention of Council of the Town that each separate provision of this Bylaw shall be deemed independent of all other provisions, and it is further the intention of the Council that if any provision of this Bylaw be declared invalid for any reason by a Court of competent jurisdiction, then all other provisions of this Bylaw shall remain valid and enforceable.
37. This Bylaw shall come into effect upon third reading thereof.
38. Bylaws numbered 480, 571, 624 and 630 are hereby repealed.

READ A FIRST TIME AND PASSED this 9th day of November, A.D., 1993.

Mayor

Municipal Manager

READ A SECOND TIME AND PASSED this 9th day of November, A.D., 1993

READ A THIRD TIME AND FINALLY PASSED THIS 9th day of November A.D., 1993

Mayor

Municipal Manager

SCHEDULE A

THE ANIMAL CONTROL BYLAW ANNUAL LICENSE FEES

DOG LICENSE	AMOUNT
1) Male or Female	\$25.00
2) Sterilized Male or Female	\$15.00
3) Vicious Dog License Fee	\$100.00
4) Replacement Dog Tag	\$2.00
5) Dog Fanciers License	\$50.00

SCHEDULE B

SPECIFIED PENALTIES

OFFENCE UNDER	OFFENCE	AMOUNT
Section 2	Licensing Dog	\$100.00
Section 3	Licensing Vicious Dog	\$500.00
Section 4	More than two dogs per household	\$100.00
Section 11(a)	Run at large	\$100.00
(b)	Bite/attack a person	\$200.00
(c)	Bark, howl, disturb a person	\$100.00
(d)	Chase a person, vehicle or animal	\$200.00
(e)	Be in a park without leash	\$100.00
(f)	Be in playground	\$100.00
(g)	Be in a picnic area	\$100.00
(h)	Use a leash longer than 2m	\$100.00
(i)	Defecate on private or public grounds	\$100.00

(j)	Damage property or animals	\$200.00
(k)	Upset waste receptacles	\$100.00
(l)	Left unattended/not leashed in vehicle	\$100.00
(m)	Loose in animal/bird sanctuary	\$100.00
(n)	Enter pool of water in park	\$100.00

Section 12 Vicious Dog Offences

(a)(i)(ii)(iii)	Chase, injure, bite a person	\$1000.00
(a)(iv)(v)(vi)	Chase, injure, bite a domestic animal	\$500.00
(a)(vii)	Damage/destroy public/private property	\$500.00
(b)(i)(ii)(iii)	Keep/control requirement on owners property	\$500.00
(d)(i)(ii)(iii)	Control requirement while off owners property	\$500.00

SPECIFIED PENALTIES

OFFENCE UNDER	OFFENCE	AMOUNT
Section 13	Isolate suspected rabies infected dog	\$200.00
Section 15	Obstruction	\$500.00
Section 16	Keeping fowl or livestock in Town	\$100.00
Section 17	Keeping horses in Town Permitted only in "Residential Acreage" zoning and "Urban Reserve" (as defined in Town of Hanna Land Use Bylaw) not more than 1 horse per 10,000 f2 feet (1015 m2)	\$100.00

Section 18(a)	Untie/free restrained animal	\$100.00
(b)	Negligently or willfully open gate, door or fence enclosure allowing animal(s) to run at large	\$100.00

SCHEDULE C

AMOUNT TO BE PAID TO ANIMAL CONTROL OFFICER BY OWNER OF ANIMAL IN ORDER TO RECLAIM OR DESTROY A DOG AT THE TOWN OFFICE

DESCRIPTION	AMOUNT
1. Impoundment Fees	\$50.00
2. Vicious Dog Impoundment Fee	\$250.00
3. Care and sustenance (per day or portion thereof. To commence at midnight on the day of impoundment)	\$10.00
4. Veterinary Fees for Tranquilizing - amount expended	
5. Destruction and Disposal of Dog by Veterinarian	\$40.00

]

Date: March 8, 2022

Agenda Item No: 09.06

Municipal Sustainability Initiative – Amended Agreement

Recommended Motion

That Council authorize the Mayor and Chief Administrative Officer to enter into the Municipal Sustainability Initiative Amended Memorandum of Agreement with the Province of Alberta, dated January 29, 2022 as presented.

Background

The Municipal Sustainability Program (MSI) has been extended until 2023-24 and will be replaced with the Local Government Fiscal Framework (LGFF) beginning in 2024-25. As a result, the province has sent out an amending agreement to be signed off by all municipalities.

MSI funding is distributed to municipalities after legislative approval of the program budget, submission of sufficient project applications, and submission and/or certification of Statement of Funding and Expenditures. In addition, to receive payment of 2022 MSI allocations, each municipality is required to submit the executed Amending Memorandum of Agreement.

The MSI funding formula is based on municipal population, education tax requisition and road length information. The formula also includes base funding for all municipalities and sustainable investment funding for municipalities with limited local assessment bases.

A portion of MSI funding is allocated via the funding formula that was in place under the former Basic Municipal Transportation Grant (BMTG) program, which was consolidated with the MSI in 2014. The BMTG funding formula is based on municipal status:

- Calgary and Edmonton receive funding based on litres of taxable road-use gasoline and diesel fuel sold in the province.
- Remaining cities and urban service areas receive funding based on a combination of population and length of primary highways.



- Towns, villages, summer villages, improvement districts and the Townsite of Redwood Meadows receive funding based on population.
- Rural municipalities and Metis Settlements receive funding based on a formula that takes into account kilometres of open road, population, equalized assessment and terrain.

For the 2022 program year, each municipality's MSI capital allocation was set at 40.6% of the 2021 allocation amount.

Unspent operating funds may be carried into the next calendar year if a municipality is unable to complete a project. Funds must be used for eligible MSI operating activities by December 31 of the second year.

Unspent capital funds may be carried forward a total of 6 years but must be spent on an accepted project by December 31 of the sixth year.

The MSI Agreement has been amended several times over the years and most of the amending clauses have to do with the two-year extension of the program

Communications

N/A

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A



Attachments

1. Municipal Sustainability Initiative Amending Memorandum of Agreement.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Municipal Sustainability Initiative

AMENDING MEMORANDUM OF AGREEMENT

BETWEEN: HER MAJESTY THE QUEEN, in right of the Province of Alberta, as represented by the Minister of Municipal Affairs

(hereinafter called "the Minister")

and

the **Town of Hanna**, in the Province of Alberta

(hereinafter called "the Municipality")

(hereinafter called "the Parties")

WHEREAS the Parties entered into a Municipal Sustainability Initiative Memorandum of Agreement (hereinafter called the "Original Agreement") dated November 19, 2007;

AND WHEREAS the Parties have, by written agreement, amended the Original Agreement on June 16, 2009, June 13, 2014, May 15, 2017, and March 05, 2019;

AND WHEREAS the Parties wish to further amend the Original Agreement;

THEREFORE the Parties agree as follows:

1. The Original Agreement, as previously amended, is amended by:
 - a. Deleting "a fourteen-year funding commitment" in the preamble and replacing it with "a sixteen-year funding commitment".
 - b. Deleting "fourteen-year term" in section 4 and replacing it with "sixteen-year term", and by deleting "in accordance with section 5" in section 4 and replacing it with "in accordance with the Program Guidelines".
 - c. Deleting the words "for Component A and 2014-2015 levels for Component B" in section 4.(i).
 - d. Deleting section 5.
 - e. Deleting "2021-22" in section 15 and replacing it with "2023-2024", and by deleting "March 31, 2027" in section 15 and replacing it with "March 31, 2029".
 - f. Deleting "March 31, 2022" in section 15.1 and replacing it with "March 31, 2024".

2. Except as amended herein, all other provisions of the Original Agreement as amended remain in full force and effect.
3. This Amending Memorandum of Agreement shall be effective as at April 1, 2022 following signing by the Parties' authorized representatives.

The parties have therefore executed this Agreement, each by its duly authorized representative(s), on the respective dates shown below.

HER MAJESTY THE QUEEN
in Right of the Province of
Alberta as Represented by
the Minister of Municipal Affairs

Per: *Ric Mc/202*
MINISTER, MUNICIPAL AFFAIRS

Date: JAN 29 2022

Town of Hanna

Witness

Per: _____
CHIEF ELECTED OFFICIAL

Date: _____

Witness

Per: _____
DULY AUTHORIZED SIGNING OFFICER

Date: _____

Date: March 8, 2022

Agenda Item No: 9.07

Policy 2022-01 - Council Remuneration

Recommended Motion

That Council approve Policy 2022-01 Council Remuneration to provide fair and equitable compensation to members of Council as they carry out their responsibilities, effective March 1, 2022.

Background

Administration has received several questions from Council members since the inception of the 2021- 2025 Council term regarding what the monthly honorarium covers, meeting per diems, etc. Upon review there was not a Policy which provided direction on this matter. It appears that a previous Council established the parameters for honorarium, per diems, allowances, etc. and as various Councils over the years made changes they were implemented into those guidelines.

Several years ago, Council members were paid per meeting, but it got to be an administrative burden receiving and processing payments for numerous meetings / Councillor / month. The Council of the day changed how they were compensated and established a monthly honorarium to cover all work inside the Town of Hanna, including Council, Committee and Board meetings. If a Council member is assigned to a regional board/committee that compensates their representatives the Councillor is entitled to keep that remuneration in addition to their monthly honorarium. If a Council member is assigned to a regional board/committee that typically meets outside the Town of Hanna boundaries that does not provide an honorarium the Town has paid them a per diem for that meeting attendance.

With the onset of Covid some of the committees the Town typically has provided a per diem to attend (PEP, Red Deer River Municipal Users Group) have been meeting virtually. This has been a grey area for Administration as the Councillor is in town so according to the guidelines wouldn't receive a per diem but sometimes these meetings are more than 4 hours so an argument can be made that the Councillor should receive compensation.

In addition, Council made some changes to the 2022 Budget regarding their remuneration including the addition of a training allowance (\$2,000/Councillor/year) and have increased the technology allowance from \$250/year/Councillor to \$800/year/Councillor.



Council reviewed information supplied by Administration at their February 23, 2022 Council Information Meeting and as directed by Council at this meeting, Administration has prepared a Council Remuneration Policy for Council review and approval. The intent of the policy is to provide guidelines for the provision of remuneration to elected officials through honorarium, per diem rates, expenses, benefits, technology allowance and professional development.

Communications

Report highlights may be communicated through the Town of Hanna social media program.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

N/A

Attachments

- 1. Policy 2022-01 - Council Remuneration

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Title:	Council Remuneration	Policy No:	2022-01
		Supersedes:	
Authority:	Council	Approval Date:	March 8, 2022
		Effective Date:	

SECTION A

1.0 Purpose

- 1.1 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of Hanna to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2.0 Definitions

- 2.1 **Attendance** means attendance in person or via virtual attendance (i.e. teleconference/ electronic means).
- 2.2 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Hanna as appointed by resolution or bylaw of Council.
- 2.3 **Council or Members of Council** means the duly elected municipal officers of Hanna and the Chief Elected Officer or Mayor.
- 2.4 **Hanna** means the Town of Hanna in the Province of Alberta.
- 2.5 **Official Capacity** means Council duties determined as per Section 3.2.1 of this policy.

3.0 Guiding Principles

3.1 Council Compensation

- 3.1.1 Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Hanna, its residents and businesses; while at the same time, minimizes the financial burden to the same.



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3.1.2 The contents of this policy shall be considered when creating Council's annual budget.

3.2 Per Diems and Expense Claims

3.2.1 When deciding if compensation for per diems and expenses is warranted, Mayor and Council must consider the following criteria. If Council can answer yes to all of the following criteria, duties will be considered as Official Capacity and an expense claim should be paid according to this policy.

3.2.1.1 The expense must have a direct benefit to Hanna; promote Hanna's interests; add value to the community; or advance the community's interests.

3.2.1.2 The expense must be a result of interaction with a registered third party. (i.e. Not an individual, Council Member, Hanna staff, organization or affiliation.)

3.2.1.3 The expense must be defensible to the tax paying members of Hanna and to public scrutiny.

3.2.1.4 The expense must be free of bias and conflict of interest.

4.0 Policy Statements

4.1 Members of Council shall receive compensation for their role as elected officials in five different ways - via honorarium, per diem rates, expenses, benefits and professional development. The amount spent will be limited by the amount budgeted each year.

4.2 Honorarium

4.2.1 Council will receive annual honorariums in accordance with their elected seat as per Schedule B of this policy.

4.2.1.1 Honorarium rates will be increased each January as per the annual approved cost of living adjustment (COLA).

4.2.1.2 Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.



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- 4.2.1.3 Deputy Mayor appointments are shared equally amongst the Councillors. Councillor honorarium rates are inclusive of compensation for additional responsibilities required of the Deputy Mayor position.
- 4.2.2 Honorarium shall be paid to all members of Council without needing to submit a claim for it.
- 4.2.3 Honorarium is paid to all members of Council for the following:
- 4.2.3.1 Council activities conducted within the municipal boundary of Hanna and in any Town owned facilities or properties (i.e. Hanna Community Centre) shall fall under honorarium unless otherwise indicated within the policy
 - 4.2.3.2 Attendance at Council meetings.
 - 4.2.3.3 Attendance at special meetings of Council
 - 4.2.3.4 Attendance at budget sessions, planning sessions and strategic initiative sessions
 - 4.2.3.5 Council orientations
 - 4.2.3.6 Administrative meetings and meetings with Hanna Administration
 - 4.2.3.7 Chief Administrative Officer performance and evaluation meetings.
 - 4.2.3.8 Meetings with Special Areas representatives and/or meetings at Special Areas offices.
 - 4.2.3.9 Public consultation and/or meetings (i.e. community groups, steering committee meetings, recreational facility, school boards, open houses, public forums).
 - 4.2.3.10 Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.



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- 4.2.3.11 Ceremonial duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings etc. within Hanna
- 4.2.3.12 Attendance or participation at Hanna social events (i.e Christmas party, golf tournament, social committee functions, potluck, etc.)
- 4.2.3.13 Preparation for Council meetings, Council committee meetings and other items listed under Section 4.2 (Honorariums).
- 4.2.3.14 Duties as Commissioner of Oaths
- 4.2.3.15 Cheque and agreement signing
- 4.2.3.16 Anything not specifically listed under Per Diems (Section 4.3 of this policy).
- 4.2.3.17 Meeting attendance at internal Boards and Committees with majority of members of Council.

4.3 Per Diems

- 4.3.1 Per Diem claims will be approved in accordance with guiding principles of section 3.2 of this policy.
- 4.3.2 Council will receive Per Diem rates in accordance with Schedule B of this policy.
- 4.3.3 Per Diem rates shall apply to Council activities conducted outside of the municipal boundary of Hanna excluding any Town owned facilities or properties unless otherwise indicated within the policy.
- 4.3.4 Per Diem paid activities shall be compensated for upon submission and approval of a claim form.
 - 4.3.4.1 Claim forms must be submitted at minimum on a monthly basis.



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- 4.3.4.2 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor shall be responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.
- 4.3.4.3 A claim that is not approved may be taken to Council to appeal the decision.
- 4.3.5 Per diems will NOT be paid for the following
 - 4.3.5.1 Events listed under Honorarium (Section 4.2 of this policy).
 - 4.3.5.2 Attendance at events that is not in official capacity.
 - 4.3.5.3 Attendance at social events including but not limited to the ceremonial duties in Section 4.2.4.11.
- 4.3.6 Time calculated for per diem shall include travel time to and from the activity with a starting point in Hanna or if starting at another point, whichever is less.
- 4.3.7 Per diems are paid to all Members of Council for the following:
 - 4.3.7.1 Meeting attendance for boards, committees and commissions that Members of Council are appointed to by resolution of Council as per Schedule A (i.e. Marigold Library System).
 - 4.3.7.1.1 Appointed alternates will be paid full per diem when attending in place of the main board member.
 - 4.3.7.2 Attendance at conferences (i.e. AUMA, FCM), seminars, workshops and courses with content/subject matter directly related to Council appointments.
 - 4.3.7.2.1 Per Diems for conferences will be paid in accordance with Schedule B of this policy.
 - 4.3.7.3 Attendance at activities as per Professional Development (Section 4.6 of this policy).



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4.3.8 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.

4.3.8.1 The only exceptions shall be activities, other than those stated above, where Council agrees to pay a per diem upon specific authorization by resolution of Council.

4.3.9 Per diem rates for all eligible activities shall be paid in accordance with accordance with Schedule A and Schedule B of this policy.

4.3.9.1 Per Diem rates shall not exceed flat rates as per Schedule A of this policy.

4.3.9.2 Per Diem earnings shall not exceed the annual budgeted funds. These funds may not be transferred from one Council member to another unless approved by Council resolution.

4.4 Expenses

4.4.1 Expense claims shall be approved in accordance with guiding principles of section 3.2 of this policy.

4.4.2 Expenses incurred shall be reimbursed upon submission and approval of a claim form.

4.4.2.1 Expense claim forms must be submitted at minimum on a monthly basis.

4.4.2.2 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.

4.4.2.3 A claim that is not approved may be taken to Council to appeal the decision.

4.4.3 Expenses incurred for the following will NOT be paid or reimbursed:

4.4.3.1 Expenses incurred for attendance at events that is not in official capacity.



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- 4.4.3.2 Expenses or mileage for events within Hanna listed under Honorarium (Section 4.2 of this policy).
- 4.4.3.3 Expenses incurred at social events including but not limited to the ceremonial duties in Section 4.2.4.12.
- 4.4.4 Meal reimbursement will be set in Schedule B. When breakfast, lunch or dinner is provided at a conference, seminar, workshop, or meeting then meal allowances or receipted meals will not be reimbursed without Council approval.
- 4.4.5 Travel reimbursement (with a travel starting point in Hanna or if starting at another point, whichever is less) will be set in Schedule B.
 - 4.4.5.1 If a personal vehicle is used for official Hanna business outside of Alberta, a cost comparison must be performed listing the costs associated with driving versus flying. The cost comparison should be made prior to the trip and for the same dates as the planned business trip. The driving cost estimate should include mileage, rental car charges (if applicable), meals, lodging en route and associated highway toll charges. The airfare cost estimate should include the roundtrip cost of the lowest available commercial airfare prior to the date of the trip, roundtrip mileage to the airport, airport parking, taxi/shuttle expense from the airport to the business destination or rental car charges at business destination if necessary. The reimbursement amount claimed must be the lesser of the lowest cost estimated by flying or driving. Personal safety should always be taken into consideration when making travel arrangements.
- 4.4.6 Technology Allowance: Councillors will receive an annual allowance in January each calendar year for technology requirements including electronic devices (tablet or laptop computer), software, printer, internet access and cell phones. The technology allowance rate is set in Schedule B.



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4.4.7 Additional Expenses:

4.4.7.1 If requested tickets are not utilized by the Member of Council who requested them, that Member of Council shall reimburse the Town for the expense.

4.4.7.2 Guest Expenses: Hanna shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses.

4.4.7.2.1 Members of Council may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest to a maximum of \$200 per year.

4.4.7.3 Political Events:

4.4.7.3.1 Should a Member of Council attend a political event on behalf of Hanna, for which proceeds support a political party or candidate, Hanna shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate. Also, Hanna cheques, purchase orders or procurement cards shall not be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

4.4.7.3.2 The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt, issued by the party, constituency association or candidate should be in the name of the individual purchasing the ticket.



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4.5 Benefits

4.5.1 Hanna shall pay 100% of the premiums for the AUMA Group Benefit Plan and the VFIS Insurance Plan as offered to the Mayor and Councillors.

4.6 Professional Development

4.6.1 Mayor and Council will determine a professional development plan and budget each year during the annual budget process.

4.6.2 Budgeted funds for professional development activities will be divided equally between Councillors for their discretionary use. These funds may not be transferred from one Councillor to another unless approved by Council resolution.

4.6.2.1 If any professional development activity will result in a member of Council exceeding any portion of their individual budget, a resolution of Council is required.

4.6.3 Council Members attending professional development activities are expected to report their findings for overall Council benefit.

5.0 Effective Date

5.1 This policy shall come into effect March 8, 2022.

6.0 Review of Policy

6.1 A review of this policy shall be conducted midterm of each Council term.



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Authority:	Council	Approval Date:	March 8, 2022
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SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

Members of Council

3.0 Divisional/Departmental Responsibility

Chief Administrative Officer / Corporate Services

4.0 Review/Revision History and Author



Title:	Council Remuneration	Policy No:	2022-01
		Supersedes:	
Authority:	Council	Approval Date:	March 8, 2022
		Effective Date:	

SCHEDULE A

<u>COMMITTEE OR BOARD</u>	<u>APPOINTEE</u>	<u>PER DIEM PAID BY</u>	<u>HONORARIUM</u>	<u>TRAVEL PAID BY</u>
Acadia Foundation	Councillor Murphy	Board		Board
Big Country Waste Management Commission Alternate	Councillor Campion Councillor Crowle	Board		Board
Community Futures – Meridian Region Board of Directors	Councillor Warwick	Town		Board
Community Services Board	Councillor Campion		Honorarium	
Emergency Advisory Committee	Mayor Povaschuk Councillor Murphy Councillor Olsen		Honorarium	
Finance & Audit Committee	Mayor Povaschuk Councillor Campion Councillor Crowle		Honorarium	
Fred & Freda Geuder Education Bursary	Councillor Crowle		Honorarium	
Hanna & District Chamber of Commerce	Mayor Povaschuk		Honorarium	
Hanna & District Medical Corporation	Councillor Crowle	Board		N/A
Hanna Golf & Country Club	Councillor Olsen		Honorarium	
Hanna In Bloom Committee	Councillor Beaudoin		Honorarium	
Hanna Learning Centre	Councillor Olsen		Honorarium	
Hanna Municipal Library Board	Councillor Murphy		Honorarium	



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Authority:	Council	Approval Date:	March 8, 2022
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<u>COMMITTEE OR BOARD</u>	<u>APPOINTEE</u>	<u>PER DIEM PAID BY</u>	<u>HONORARIUM</u>	<u>TRAVEL PAID BY</u>
Hanna/Wake Student Exchange Committee	Councillor Crowle Councillor Warwick		Honorarium	
Harvest Sky Regional Economic Development Corporation	Councillor Beaudoin Councillor Warwick		Honorarium	
Henry Kroeger Regional Water Services Commission Alternate	Councillor Campion Mayor Povaschuk	Board		
Marigold Library Systems Board Alternate	Councillor Murphy Councillor Warwick	Town		Town
Municipal Planning Commission	Councillor Olsen Councillor Beaudoin		Honorarium	
Palliser Economic Partnership Alternate	Councillor Warwick Councillor Murphy Mayor Povaschuk	Town		Town
Palliser Regional Municipal Services Alternate	Councillor Olsen Councillor Beaudoin	Board		
Personnel Committee	Mayor Povaschuk Councillor Murphy Councillor Olsen		Honorarium	
Red Deer River Municipal Users Group Alternate	Councillor Campion Mayor Povaschuk	Town		Town
Veterans Memorial Highway Association	Councillor Crowle	Town		Town



Title:	Council Remuneration	Policy No:	2022-01
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Authority:	Council	Approval Date:	March 8, 2022
		Effective Date:	

SCHEDULE B

1.0 Honarium Rate

1.1 Honarium rates are as follows:

Mayor Annual Salary	\$18,858.78
Councillor Annual Salary	\$10,058.22

2.0 Technology Allowance

2.1 Technology Allowance per Councillor per year \$800.00

3.0 Professional Development

3.1 Professional Development Funds
Per Councillor per year \$2,000.00

4.0 Per Diem Rate

4.1 Per Diem rates are as follows:

In Town – Full Day (4 hours or more)	\$100.00
In Town – Half Day (less than 4 hours)	\$50.00
Out of Town – Full Day (4 hours or more)	\$150.00
Out of Town – Half Day (less than 4 hours)	\$75.00
Zoom meeting – equivalent to In Town Rates	

5.0 Mileage Rate

5.1 Standard mileage will be reimbursed at the rate of \$0.50/km.

6.0 Meal Allowance

6.1 Meals will be reimbursed to the following maximum rates:

Breakfast	\$10.00
Lunch	\$20.00
Dinner	\$25.00

7.0 Updates to Schedule

7.1 This information will be updated as necessary.

Date: March 8, 2022

Agenda Item No: 9.08

Hanna Farmers Market Committee – Subsidized Rental Request

Recommended Motion

That Council authorize Administration to enter into a rental agreement with the Hanna Farmers' Market Committee for the use of the Hanna Curling Rink and concession in order to host a weekly Farmers' Market from June 1 to September 21, 2022 at a subsidized rate of \$344.25/day plus GST.

Background

For the years 2019, 2020 & 2021 the Hanna Farmers Market Committee have held their weekly markets in the Curling Rink receiving a subsidized rental rate from the beginning of June to the end of September.

The 2022 approved facility rates for the Curling Rink are listed below:

- Curling Rink - Hourly rate is \$55/hr. plus GST
- Curling Rink - Daily rate is \$290/day plus GST (small event)
- Curling Rink Concession – Daily rate is \$115/day plus GST
- Folding chair rental is \$1.50/chair plus GST

Since 2019 Council has approved a subsidized rate for the Hanna Farmers Market rental of the Curling Rink. Below find the approved rates:

2019 \$271.35 plus GST/day (33% discount)
2020 \$303.75 plus GST/day (25% discount)
2021 \$324.00 plus GST/Day (20% discount)

The Hanna Farmers' Market Committee is requesting that Council provide a subsidy in the same amount or less for the rental of the Curling Rink and concession for their weekly markets from June 1st to September 21st, 2022.



Since the Farmers Market started renting the Curling Rink and requesting a subsidized rate the goal of Administration has been to decrease the subsidy annually with the goal of eventually having the Farmers Market paying the approved facility rate. Administration is recommending that plan continue and is recommending that the subsidy for 2022 be reduced to 15% which would mean the rental rate for the Farmers Markets would increase to \$344.25/day which is an increase of \$20.25/market.

This recommendation does not meet the request from the Farmers' Market Committee but continues to bring the subsidy down annually. The Town does provide subsidized rates to other non-profit organizations who are using Town facilities on a regular basis or providing a large one-time event that brings visitors to our community. Examples of this include the lease agreement with the Hanna Curling Club (33% subsidy) and the Hanna Indoor Pro Rodeo Committee (25% subsidy) for their rental of the arena for their annual rodeo.

Administration is recommending to Council this subsidized rental rate for the following reasons.

- The facility is available for those days. Based on previous years use of the facility the curling rink floor surface is underutilized and it is anticipated would not see any or minimal bookings during that time period.
- The rates approved in the Community Services Rental Policy for the curling rink were approved with more of an approach on a one-day rental basis, not a one day/week rental for a period of 17 weeks.
- By accepting Administration's recommendation, the Town would see total revenue from this user group for the 17 weeks of \$5,852.25 versus the \$5,508.00 received in 2021. The recommended increase brings the rental rate closer to the approved rental rates for the facility with a goal of reaching the regular rate in three more years.
- If the Town is not prepared to subsidize the rate for the facility it is anticipated that the Committee may look elsewhere, and this revenue stream may be lost to the Town. Administration is also concerned that the Committee may not be able to find an alternative facility and in this case the market may choose to terminate.

The Farmer's Market is another option for residents and visitors to spend their money in Town and may in fact bring people and dollars from outside the community.

Communications

Report highlights may be communicated through the Town of Hanna social media program.



Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____

Policy and/or Legislative Implications

N/A

Attachments

1. Letter from Roberta Rehill, Hanna Farmers Market Committee, dated March 3, 2022.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Hanna Farmers` Market
Alberta Approved
Box 1664
Hanna, AB
T0J 1P0

March 3, 2022

Town of Hanna
Box 430
Hanna, AB
T0J 1P0

Att: Kim Niell

We are asking for your consideration in renting us the curling rink at a reduced rate on the curling rink again this year so that the Farmers Market has a place for be for the summer and can survive.

COVID has been hard on us all especially the not-for-profit groups – you have been very accommodating in the past years but – it is still a hard struggle. We haven't had the vendors come out as a result but we still get the public coming out to the market. People have been very appreciative that we have continued to have this. Many people have told me they make Farmers Market day the day they come to town for everything. I think that we are contributing to Hanna's well being. We have had a great response from the public having it at the curling rink. They like that there is plenty of parking and that it is within walking distance of downtown (actually walking distance from the two grocery stores too) We bring people to town for the market one day a week and provide a place for our `make-it-bake it` vendors to sell their wares. Our income depends on how many tables we book that week—again it is a guessing game on how much we make in a week.

Over the last three years we have paid you 4 to 5 thousand dollars a year – this building is not used through the summer so it is a great benefit to you that we rent it. All we have asked in form of maintenance is that you empty the garbage once a week – other than that we have looked after the housekeeping. So the cost to you is not high. Our income depends on how many tables we book that week—again it is a guessing game on how much we make in a week.

We are hoping that you will give us the same or less than last year. Thank you for your consideration.

Thank you

Roberta Rehill
Hanna Agricultural Society Liaison to the Farmers Market.

Date: March 8, 2022

Agenda Item No: 11.00

Council Reports & Roundtable

Recommended Motion

That Council accepts the Council Reports for information.

Background

This portion of the agenda allows 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.

Communications

The highlights of the reports may be communicated through the Town of Hanna Social Media programs.

Financial Implications

Operating: _____	N/A	Capital Cost: _____	N/A
Budget Available: _____		Budget Available: _____	
Unbudgeted Costs: _____		Unbudgeted Costs: _____	
Source of Funds: _____		Source of Funds: _____	

Policy and/or Legislative Implications

N/A



Attachments

1. Mayor Povaschuk
2. Councillor Beaudoin
3. Councillor Campion
4. Councillor Crowle
5. Councillor Murphy
6. Councillor Olsen
7. Councillor Warwick

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

COUNCIL REPORTS & ROUNDTABLE

Council Date: MARCH 8, 2022
Prepared by: Mayor Danny Povaschuk

Meeting: Council Meeting
Location: Town office
Date and Time: FEBRUARY 8, 2022 6:00 p.m.
Regular council meeting

Meeting: Chamber of Commerce
Location: Harvest Sky
Date & Time: FEBRUARY 22 2022 12:00 pm
Signage costs and responsibilities, annual audit and setting date for AGM

Meeting: new business welcome
Location: Town of Hanna

- Safety Stop Harvest Sky
- Body, Mind, Soul, Reiki& Holistic healing
- Hanna Medical Foot Care
- Simply Imagine
- Vosloo Virtual
- PARTHAIRCO

Upcoming Meetings:
Spring 2022 Municipal Leaders' Caucus March 9-10, 2022 EDMONTON
Chamber of Commerce March 22, 2022 HARVEST SKY
Chamber of Commerce AGM March 24, 2022 HARVEST SKY

COUNCIL REPORTS & ROUNDTABLE

Council Date: Mar 8, 2022

Prepared by: Sandra Beaudoin

Meeting: Council Meeting

Location: Council Chambers

Date & Time: February 8, 2022 6 pm

Good to hear new Sgt identified. Sgt Loo provided stats: decline in crimes against people; property crimes increasing. Education to secure property may be useful. Victim Services reviving desire of RCMP & community but waiting for Provincial plan. Funding?

Good presentation/update regarding SPCA-Harvest Sky Animal Rescue.

Info from Mr. Waldie's presentation re: Sulfur & allergens? Can Town ask GFL to install air quality monitors to be proactive of any issues vs. reactive.

Can Council send a letter to AM (AUMA) regarding increasing Delivery Costs for Utilities? Councillor Olsen mentioned our MLA mentioned addressing the Delivery Costs in his election platform. Suggestion seemed well received.

Discussion on EMS.

Meeting: Destination Creation Workshop #4

Location: ZOOM

Date & Time: February 9, 2022 9 am

Targeting Your Most Profitable Customers.

Meeting: Alberta Provincial Police Transition Study Engagement

Location: Community Center

Date & Time: February 9, 2022 2 pm- 4:30 pm

About 9-10 attendees. Informative. Provided a different perspective. I'm not convinced all the costs have been considered. Having a Provincial Police force won't solve the judicial problem. Fix what we have vs. start something completely separate & create more problems than we already have?

Meeting: Destination Creation Workshop #5

Location: ZOOM

Date & Time: February 17, 2022 9 am

Capturing Consumer & Media Attention.

Meeting: Council Info Session

Location: Council Chambers

Date & Time: February 23, 2022 8:30 am

Good discussion about Honorariums. I look forward to a presentation from Ken Hanson re: EMS history & what is being discussed with the Medical community. Glad to have info on Commissioner of Oaths. Good info on Healthy Living Strategy Study.

Meeting: Council Facility Meeting

Location: Arena, Curling Rink, Centennial Bldg

Date & Time: February 26, 2022 9 am

Thank you for the tour Kim & Kevin! Informative & good discussion. Nice update from tour I took last term.

Meeting: Destination Creation Workshop #6

Location: ZOOM

Date & Time: March 2, 2022 9 am

Creating a Customer-Focused Company.

Upcoming Meetings:

Meeting: Council Meeting
Location: Council Chambers
Date & Time: March 8, 2022 6 pm

Meeting: Spring 2022 Muni Leaders' Caucus
Location: Edmonton Conference Center
Date & Time: March 9, 2022 8 am
Education session 1: Alberta Provincial Police Service
Education session 2: EMS

Meeting: AB Provincial Police Engagement
Location: ZOOM
Date & Time: March 15, 2022 8:30 am

Meeting: Harvest Sky AGM
Location: HUB
Date & Time: March 15, 2022 10 am-1 pm

Meeting: Destination Creation Workshop
Location: ZOOM
Date & Time: March 16, 2022 9 am

Meeting: Council Info Session
Location: Chamber
Date & Time: March 30, 2022 8:30 am

Meeting: Ag Center Town Hall Community Engagement
Location: Community Center
Date & Time: April 4, 2022 7 pm

Meeting: Council Meeting Session
Location: Chamber
Date & Time: April 12, 2022 6 pm

Meeting: Council Info Session
Location: Chamber
Date & Time: April 27, 2022 8:30 am

COUNCIL REPORTS & ROUNDTABLE

Council Date: March 8, 2022
Prepared by: Councillor Gerald Campion

Meeting: Henry Kroeger Regional Water Commission
Location: Zoom
Date & Time: February 15, 2022 7:00 p.m.

- Usual business discussed

Meeting: Red Deer River Municipal Users Group
Location: Zoom
Date & Time: February 17, 2022 10:00 am and 1:00 p.m.

- Executive Meeting at 10:00 am
 - Discussed future endeavors
- General Meeting at 1:00 pm
 - Discussed our crown reservation

Meeting: Council Information Session
Location: Council Chambers
Date & Time: February 23, 2022 - 8:30 am

- Good discussion and decisions

Upcoming Meetings:

Big Country Waste Management	March 16, 2022
Red Deer River Municipal User Group	March 17, 2022
Community Services Board	March 21, 2022
Council Information Meeting	March 30, 2022

COUNCIL REPORTS & ROUNDTABLE

Council Date: March 8, 2022

Prepared by: Councillor Sandra Murphy

Meeting: Town Council Meeting
Location: Town Office
Date and Time: March 8, 2022, 6 pm

Appointed as representative to:

- Personnel Committee
- Acadia Foundation
- Hanna Municipal Library Board
- Library Personnel Sub-Committee
- Library O H & S Sub-Committee
- Marigold Library Systems Board
- Marigold Personnel Sub-Committee
- Palliser Economic Partnership

Meetings/Events/Training attended Feb 11 – Mar 7, 2022:

Event: **Alberta Provincial Police Service Transition presentation**
Location: Hanna Community Centre
Date & Time: Wednesday, Feb 9, 2 pm
Comments: Very informative presentation, a long list of questions that would NOT be answered at the presentation, which made it less interactive and more of a lecture format.

Event: **Acadia Foundation Meeting**
Location: Hanna Lodge
Date & Time: Tuesday, Feb 15, 10 am
Comments: Occupancy rates continue to drop, Hanna is now at 58% - discussions focused on whether this is a continuation of COVID restrictions, or a change in demographic (baby boomers may not be interested in this type of accommodation). SL4 continues to be a possible bridge gap between home/Assisted Living and Long-Term Care. Working with the Alberta Govt to see if the funding available will be enough to build a facility.

Event: **Housing 101 for Elected Officials - AB Seniors & Community Housing Assoc.**
Location: Zoom
Date & Time: Thursday, Feb 17 9:30-10:30 am
Comments: **UNABLE TO ATTEND**, due to family member's major surgery.

Event: **Council Information Session**
Location: Town Office
Date & Time: Wednesday, Feb 23, 8:30 am
Comments: Very informative session; received much needed consistency across the many Boards and committees Council members attended on behalf of the Town.

Event: **Palliser Economic Partnership Meeting**
Location: Bow Island
Date & Time: Friday, Feb 25, 10 am
Comments: Always a great meeting, presentation on Agri-Business, learned much in a few hours, lots of exciting things being worked on by PEP. Excellent presentation by EMS about the past 2 years, the current shortages and supply chain issues.

Event: **Town Facility Tours**
Location: Hanna Arena, Curling Rink, Swimming Pool, Centennial Place
Date & Time: Saturday, Feb 26 9 am
Comments: Excellent tour of these facilities.

Event: **Library Occupational Health & Safety Sub-Committee**
Location: Hanna Municipal Library
Date & Time: Monday, Feb 28 3 pm
Comments: First meeting, reviewed what an OH&S committee does.

Event: **Library Board Meeting**
Location: Hanna Municipal Library
Date & Time: Tuesday, Feb 7, 4 pm
Comments: Meeting held after this document is submitted, I will provide a verbal report if there is anything substantial from the meeting.

UPCOMING EVENTS/MEETINGS/TRAINING:

Event: **Acadia Foundation Meeting**
Location: Consort Lodge
Date & Time: Tuesday, Mar 15 10 am

Event: **Council Information Session**
Location: Town Office
Date & Time: Wednesday, Mar 23 8:30 am - noon

COUNCIL REPORTS & ROUNDTABLE

Council Date: March 8th, 2022

Prepared by: Councillor: Angie Warwick

Meeting: Town of Hanna Council Meeting

Date & Time: Wednesday February 8th, 2022 @6:00 PM

Meeting: Community Futures Meridian Region- Investment Review Meeting

Date & Time: February 10th, 2022 @8:00 AM

- Each year of your appointment you are required to attend a minimum of two (2) Community Futures Leadership Institute Board Development Modules.
 - Community Futures
- Stats Can data on CF clients vs. non-CF clients has finally been released:
- Highlights from Round 10 include:
 - • **Employment Growth:** from 2012 to 2017, CF assisted firms increased their number of employees by 6.82% compared to a 0.82% compounded annual employment growth rate in non-assisted firms.
 - • **Sales Growth:** from 2012 to 2017, CF assisted firms exhibited a 7.68% compounded annual sales growth rate compared to a 2.49% compounded annual sales growth rate for non-assisted firms. In addition, it appears that CF loan clients were able to withstand shocks to economic activity better than firms without CF assistance.
 - • **Firm Longevity:** CF-assisted firms exhibited significantly stronger business survival rates than those firms in the comparable group. CF assisted firms are nearly 20 percentage points higher (65% compared to 46%) for business survival at five years after start-up.
 - Overall, the data demonstrates Community Futures organizations' lending activity is making a difference. While the comparable group appears to lend to a slightly more diversified clientele base, CF assisted businesses continue to increase in diversity. In general, CF-assisted businesses are outperforming the comparable group.
 - Youth and Gender Report: which notes that CF client businesses owned by female entrepreneurs saw greater increases to their sales and employment, and enjoyed greater longevity than male-owned CF client businesses. It also notes that for most indicators, western clients outperformed the national average of CF-supported clients.

Meeting: Community Futures Meridian Region- Loan Files

Date & Time: February 14th, 2022 @3:00 PM

Meeting: Town of Hanna Council Information Meeting

Date & Time: February 23, 2022 @8:30 AM

Meeting: P.E.P Meeting

Date & Time: February 25, 2022 @10:00 AM in Bow Island

- Approved P.E.P Budget 2021-2022
- P.E.P Management: Randall Strategy Corp. (Quentin is relocating to Invermere, BC on April 01, 2022, but will still hold a one-year contract with P.E.P).
- P.E.P arranged 5 Economic Development Seminars (Jan 19-Feb 9, 2022) with a total of 70 registrants
- P.E.P presented to Brooks Council on January 11, 2022 and have been invited to present to Vauxhaull and Starland County as they are looking for economic development support.
- Forty Mile House has expressed interested in continuing their membership with P.E.P
- Suggested dropping membership in Eastern Alberta Trade Corridor (Jay Slemph)
- Value Added Agriculture Presentation on: chick pea, yellow pea processing, semolina & flour Milling.
- Mayor & Reeves Meeting with presentation from MP, Mr. Glen Motz & MLA, Mr. Drew Barnes, Cypress-Medicine Hat.

Meeting: Town of Hanna Facility Tours

Date & Time: February 26, 2022 @9:00 AM

Date: March 8, 2022

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.12 for information

Background

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.

Communications

Highlights of the correspondence reports may be communicated through the Town Social Media Programs.

Financial Implications

Operating:	_____ N/A _____	Capital Cost:	_____ N/A _____
Budget Available:	_____	Budget Available:	_____
Unbudgeted Costs:	_____	Unbudgeted Costs:	_____
Source of Funds:	_____	Source of Funds:	_____



Policy and/or Legislative Implications

N/A

Attachments

1. Minister of Minister of Municipal Affairs – Budget 2022
2. Minister of Infrastructure – Hanna Learning Centre
3. Minister of Culture – Opportunity to Bid – 2024 Alberta Winter and Summer Games
4. Peter Julian – MP – Bill C-229 Support
5. Canadian Heritage – Celebrate Canada Funding Approval
6. National Police Federation – Town of Hanna – GoA Consultations
7. Harvest Sky Newsletter 2022 02
8. Agricultural Centre – Town Hall Invitation
9. PLRD Board Highlights – February 15, 2022
10. Hanna Historical Society – Thank You
11. Farm Safety Centre – Thank You
12. RCMP Town Hall Poster

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

February 24, 2022

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2022*, which my colleague, the Honourable Travis Toews, has tabled in the Alberta legislature. You will find below some details about Budget 2022 that are most closely related to Alberta Municipal Affairs and the Alberta municipalities that we all continue to serve.

Alberta's government is investing approximately \$980 million overall to build stronger communities across our province. These funds will continue to deliver important programs and services, support effective governance, and protect public safety. Alberta is moving forward to a time of economic recovery and prosperity, where Albertans have opportunities to build their skills, pursue their passions, and support themselves and their families. That's why we are continuing to provide significant infrastructure funding in the near term to support our economic recovery, even as we help municipalities adjust to new funding levels.

As we discussed last year, Municipal Sustainability Initiative (MSI) capital funding is averaging \$722 million a year for three years, from 2021-2024. We front-loaded MSI funding for 2021-22 to a total of approximately \$1.2 billion, to help municipalities recover from the pandemic and provide flexibility to ensure priority capital projects could continue. As a result, MSI funding for 2022 and 2023 has been reduced proportionately to \$485 million each year. Additionally, municipalities and Metis Settlements will continue to receive \$30 million under the operating component of the MSI program.

The goal of this strategic, multi-year funding approach is to prepare for implementation of the Local Government Fiscal Framework in 2024-25. Our government passed the *Local Government Fiscal Framework (LGFF) Act*, paving the way for Municipal Affairs to establish a predictable, reliable, long-lasting funding arrangement with Alberta municipalities that is tied to provincial revenues. Baseline funding for the first year of the LGFF in 2024-25 will remain at \$722 million, equivalent to the current three-year average funding level of MSI. The estimated 2022 MSI allocations are available on the program website [here](#).

As you are also aware, the federal Gas Tax Fund changed its name and is now called the Canada Community-Building Fund (CCBF). Fortunately, the level of funding for Alberta has not changed, and we anticipate receiving approximately \$255 million from this federal fund again this year. The estimated 2022 CCBF allocations are available on the program website [here](#).

.../2

MSI and CCBF program funding is subject to the Legislative Assembly's approval of Budget 2022. Individual allocations and 2022 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. You should anticipate receiving letters confirming MSI and CCBF funding commitments in April.

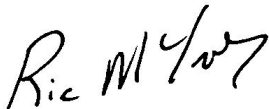
I am pleased to inform you that funding in support of local public library boards will continue to remain stable, helping to deliver important literacy resources to Albertans. We are also maintaining equivalent levels of operational funding for other services, such as the Land and Property Rights Tribunal.

As we all look to the time ahead, I can tell you that Alberta's government understands the challenges and the opportunities that are facing Alberta communities. As we continue to recover from the pandemic and prepare for economic growth, Municipal Affairs remains committed to providing sustainable levels of capital funding, to promoting economic development, and to supporting local governments as they deliver programs and services that Albertans need.

Alberta is moving forward to a prosperous financial future, and Albertans are doing their part to get us there. Alberta's government will do its part by sticking to our fiscal plan. We will continue our disciplined spending to maintain balance, and we will continue to respect Albertans' tax dollars by keeping our spending in line with other provinces.

With our eyes on these goals, we will move forward to a bright, thriving, and prosperous future where Alberta firmly secures our place as the economic engine of our nation.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister



ALBERTA
INFRASTRUCTURE

*Office of the Minister
MLA, Calgary-Edgemont*

AR 52375

February 24, 2022

His Worship Danny Povaschuk
Town of Hanna
PO Box 430
Hanna, AB T0J 1P0

Dear Mayor Povaschuk:

My colleague, Honourable Rick McIver, Minister of Municipal Affairs, has copied me on his December 23, 2021 response to you regarding the potential loss of program space in Hanna due to changes in our Non-Government User (NGU) policy. As the Minister responsible for this policy, I am pleased to provide a response.

On April 1, 2021, the Government implemented the NGU Policy. This policy represents significant advancement in transparency by reporting full costs for government programs while ensuring the costs associated with an NGU's use of government space are directly aligned with a ministry's program delivery.

Sponsoring ministries have been given an opportunity to choose one of three sponsorship levels for an NGU based on how closely the NGU's program aligns with the ministry's mandate. The sponsorship levels are cost recovery, cost recovery plus a percentage of net rent, or full market. The Ministry of Advanced Education determined that services provided by the Hanna Learning Centre aligns with their mandate and they have provided support for a cost recovery lease agreement.

Based on this determination, Infrastructure staff have been in contact with the Hanna Learning Centre to discuss their lease renewal, the cost recovery lease rate, and the amount of space they occupy in the building. The Hanna Learning Centre has indicated agreement with the terms and conditions of renewing their lease at the cost recovery rate. Infrastructure will be working to finalize an agreement with them effective April 1, 2022.

.../2

His Worship Danny Povaschuk
Page Two

If you have any questions about the NGU Policy or the renewal of the lease with the Hanna Learning Centre, please contact Trevor Robertson, Strategic Asset Planner, Alberta Infrastructure at trevor.robertson@gov.ab.ca or 780-668-4173.

Sincerely,

A handwritten signature in blue ink that reads "Prasad".

Prasad Panda
Minister

cc: Honourable Ric McIver, Minister of Municipal Affairs



Office of the Minister

FEB 01 2022

His Worship Danny Povaschuk
Mayor
Town of Hanna
PO Box 430
Hanna AB T0J 1P0

Dear Mayor Povaschuk:

As Minister of Culture responsible for sport in Alberta, I am pleased to invite your community to submit a bid to host either the 2024 Alberta Winter Games or the 2024 Alberta Summer Games.

I encourage your community to consider this invitation and the many benefits that can result from hosting this event. The Alberta Games are key in Alberta's Recovery Plan and provide an economic impact of approximately \$3 million to a host community. A successful host community is offered the opportunity to showcase its community and talents to approximately 3,000 participants from all regions of the province, along with numerous spectators and special guests.

Communities with populations of less than 10,000 are encouraged to collaborate with neighbouring communities to submit a joint bid or consider the smaller, modified games format. The community awarded a 2024 Alberta Games will receive a \$420,000 operating grant.

A letter of interest to host either the 2024 Alberta Winter or Summer Games, together with a letter of support from municipal or band council must be received by March 25, 2022. Completed bids must be received by April 29, 2022.

Bid guidelines and staff consultation are available by contacting Ms. Suzanne Becker at 403-297-2909, toll-free by first dialing 310-0000 or email suzanne.becker@gov.ab.ca.

Sincerely,

Ron Orr
Minister

Kim Neill

From: Hanna Town Office
Sent: February 15, 2022 11:18 AM
To: Kim Neill
Subject: FW: (ALBERTA) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229

Hanna Town Office

Administration

T: 403.854.4433



302 2nd Ave West, Box 430
Hanna, AB Canada T0J 1P0

hanna.ca



Live the Lifestyle

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From: Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>
Sent: 15 February, 2022 11:14 AM
To: Mah, Doris (Julian, Peter - MP) <doris.mah.819@parl.gc.ca>; Gesner, Lindsay (Julian, Peter - MP) <lindsay.gesner.819@parl.gc.ca>; Julian, Peter - Riding 1D <peter.julian.c1d@parl.gc.ca>
Subject: (ALBERTA) Seeking your endorsement for Bill C-229 - Appel à votre soutien pour le projet de loi C 229

Dear Mayors and Councils,

Everyone deserves to live in safety and dignity. Everyone has the right to feel welcomed and respected in their community. Yet, during the pandemic, racist incidents reported to police have increased at an alarming rate. Tragically, we have seen an increase in Islamophobia, anti-Semitism, racism, homophobia, transphobia and misogyny in our society. We see rising racism against Indigenous people, Black, Asian and other racially marginalized communities, while symbols of hate continue to be displayed and sold across our country.

Last week, I re-tabled my Private Member's Bill C-229, An Act to Amend the Criminal Code (banning symbols of hate), to prevent anyone from selling and displaying symbols that promote hatred and

violence against identifiable groups. It is a tool designed to address the growing violence and hate that we are seeing in many Canadian communities.

Thank you to those who joined the call in the previous Parliament for Bill C-229. Today, I am seeking your continued support for this legislation. To those who did not have a chance to show your support in the last parliament, I am seeking your endorsement. This is an opportunity to join tens of thousands of Canadians in calling on the federal government and all MPs to ban the sale and display of hate symbols.

FOR IMMEDIATE RELEASE - NDP bill would ban hate symbols

Allowing these symbols of hatred to be sold in stores or publicly displayed is threatening for people who have been, and continue to be, targets of violence and oppression.

As we've seen in the past two weeks, during protests around the *Convoy for Freedom*, Canadians witnessed vile and hateful genocidal displays of hate symbols such as Nazi swastikas and the flying of Confederate flags at the very center of Canadian democracy.

With hate crimes on the rise across Canada, we must do everything we can to stop the spread of hate in our communities. Municipalities across the country are seeing the same trend in hate crimes. Hate and associated extremist ideology is spreading like wildfire on the Internet. Even today, many Canadians are saddened by the lack of recourse against the display of symbols that incite hatred. The time for rhetoric is over: the time for action is now.

Banning symbols of hatred like swastikas or Klu Klux Klan insignia, flags such as the standards of Nazi Germany from 1933 to 1945 and those of the white supremacist Confederate States of America from 1861 to 1865, is an important step the federal government should take now for all Canadians to feel safe and secure against hate.

I am seeking your support and public endorsement in the 44th Parliament to urge the federal government and all MPs to support Bill C-229

Please consider using the following text:

On behalf of _____ (Number of residents), _____ (Name of the municipality) endorses MP Peter Julian's Private Member's Bill C-229 - Banning Symbols of Hate Act.

I hope that I can count on you and your council to endorse Bill C-229. Thank you very much for your consideration. I look forward to hearing back from you soon.

If you have questions and require further information, please feel free to contact my assistant Doris Mah, at 604-353-3107 peter.julian.c1d@parl.gc.ca.

Sincerely,
Peter Julian, MP
New Westminster - Burnaby



February 22, 2022

Kim Neill
TOWN OF HANNA
PO Box 430
Hanna, AB
T0J 1P0

Title: Celebrate Canada Funding Application

Dear Kim Neill:

On behalf of the Minister of Canadian Heritage, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of \$2,940 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2022-2023 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may be in contact with you in the near future to review the terms and conditions related to this funding. As you may already know, the Government of Canada is committed to promoting workplaces free from harassment, abuse and discrimination. I would like to seize this opportunity to remind you of your responsibility to provide a work environment where harassment, abuse and discrimination are not tolerated.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

David R. Burton
Regional Director General
Canadian Heritage





**NATIONAL
POLICE
FEDERATION**

**FÉDÉRATION
DE LA POLICE
NATIONALE**

150 METCALFE STREET, SUITE 2201
OTTAWA ON K2P 1P1

www.npf-fpn.com

February 9, 2022

His Worship Danny Povaschuk
Mayor of Hanna
Email: dpovaschuk@hanna.ca

Dear Mayor Povaschuk and Town of Hanna Council,

As you might be aware, in January, the National Police Federation (NPF) launched the [KeepAlbertaRCMP Community Engagement Tour](#) to provide information and listen to Albertans about the provincial government's unpopular and wasteful plan to transition to a new provincial police service.

We are now just over half-way through our scheduled Community Engagement Tour, having completed three rounds of in-person events and three online sessions. We have visited twenty-two municipalities from Pincher Creek to Fort McMurray and met with hundreds of Albertans from all walks of life. From all these meetings, one thing is clear - Albertans want answers from their government and do not support this transition.

The Government of Alberta (GoA) has committed to making a decision about the future of the RCMP in Alberta this spring. However, the pressing concern that remains top of mind for the public is the limited options available to them to hear the government's presentation and have their questions answered. The GoA's sessions that are currently happening are only open to invited participants from municipal governments, and not to the general public or other groups, and we understand that even then, there are many questions the Alberta Justice team cannot answer.

If you have recently attended one of the GoA's APPS presentations and would like to share any of your thoughts and feedback with us, we would appreciate hearing it and being able to pass it along. This will allow us to let the public know what information is available to them through you, their elected officials. Albertans deserve answers to their questions and to understand why the government is proceeding with this unwanted idea.

A special thank you to all of you who have come out to our sessions so far, it has been great to talk with you about what this proposed transition might mean for your communities. If you have not yet attended one of our KeepAlbertaRCMP sessions, we still have a number of in-person and virtual sessions which can be found here: <https://www.keepalbertarcmp.ca/communityengagementtour>. Unlike the GoA, our presentations are open to all. Please feel free to send this link to anyone you think may be interested in attending.

Sincerely,

Brian Sauvé
President

Michelle Boutin
Vice-President

Kevin R. Halwa
Director, Prairie/North Region

Jeff McGowan
Director, Prairie/North Region



Economic Development Newsletter

Invest here. Visit here. Live here.

Welcome to the Harvest Sky Region!

Endless possibilities await investors, residents, and visitors.

We've had a few inquiries lately about using the Harvest Sky name for other businesses or organizations and all we can say is... great!

The name "Harvest Sky" isn't exclusive to the economic development corporation and isn't trademarked for our use only, it's a descriptive term that encompasses our region including Special Areas #2, Hanna and Youngstown. It identifies us as a region, especially to people that live outside the region. In fact the more it gets used, the more people will start to make the connection with us and the more it will show up in online searches, which helps everyone.



So if you are starting a new project, business or group, please feel free to use Harvest Sky as part of your name, brand or marketing, it helps promote everyone and brings attention to our communities.

Project Updates

Many of the projects we've been working on for the past year are getting close to the end and will be entering the execution phase.

- **Red Tape Reduction & Labour Force Study:** both of these projects have wrapped up. Our partner municipalities have the red tape report and will be looking at ways to streamline development processes. And the Labour Force study, which includes a lot of local demographic information, is done and available on our website.
- **Educational Resource Centre:** we are expecting a final presentation of the education project in the next few weeks and will be working with local partners on moving to the execution phase of the project, which may include new development with a large impact on our communities. Stay tuned!

Promoting the Brand

If anyone is going to tell our story, it should be our community and its people. We need your help in telling anyone who wants to visit or join us here, what makes the Harvest Sky Region special. Here's how:

- **Learn** – Visit harvestsky.ca to learn more about our new brand.
- **Talk** – Incorporate the regional brand into your language when talking about the region.
- **Champion** – Tell others about how the Harvest Sky Region is an ideal place to live, own a business, or visit.
- **Use** – please use the Harvest Sky name in any business or promotional work you do; the more the merrier!

What else have we been up to?

Building Remediation: With the demolition of the Seymour Hotel, 5 of 5 buildings have been taken down, paving the way for new development opportunities.

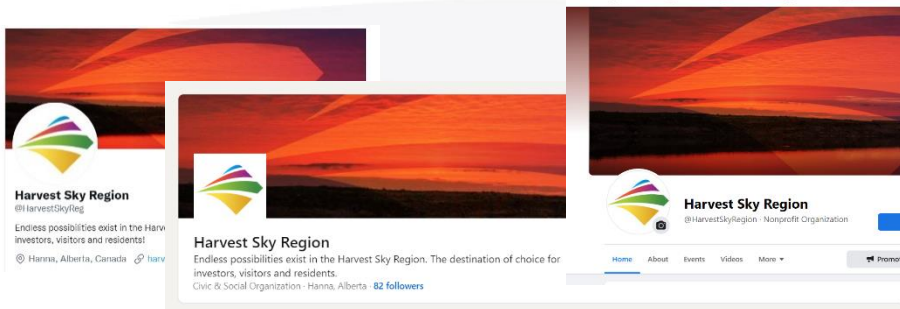


Agricultural Center: The business case is complete and the final report has been delivered. We are now in the process of planning a community town hall presentation of the project, to generate interest and see what the next steps are. **Watch for an announcement of an upcoming town hall in March.**

Lead Generation and Investment Attraction: the work we have completed over the past few years has built a solid base for economic development in the region. We've re-branded ourselves; completed land, labour and logistics assessments; implemented incentive policies and cleaned up old buildings.

Now that the work is done setting the table for development, we're embarking on marketing and attraction efforts to people and businesses outside the region. **Over the next year we will be working with specialists to target specific industries that we feel we can attract to the region, hopefully bringing investment and much needed jobs and economic diversity to our communities.** More to come!

Social Media: Follow us on Twitter, LinkedIn and Facebook:



Want to promote your tourism business? We will have a booth at the **Edmonton Boat & Sportsman Show from March 17th to 20th. If you want to send up materials to promote your business, give us a call and we can coordinate our efforts!**



HARVEST SKY REGION
ECONOMIC DEVELOPMENT CORPORATION

For more information contact

Mark Nikota, Economic Development Manager
at 403-854-0589 or mark.nikota@harvestsky.ca

Agricultural Center Town Hall

You are invited to a Town Hall presentation to provide an update on Harvest Sky Economic Development projects and present the business case for a proposed Agricultural Center.

When: April 4th at 7 pm

Where: Hanna Community Center

Everyone is welcome to attend.

Hope to see you there!

For more information, please contact Mark Nikota, Economic Development Manager at 403-854-0589 or mark.nikota@harvestsky.ca



HARVEST SKY REGION
ECONOMIC DEVELOPMENT CORPORATION

BOARD HIGHLIGHTS

Board of Trustees Meeting

February 15, 2022

2022-2023 Prairie Land Division Calendar

At the February 15 Board meeting, the Trustees approved the 2022-2023 Prairie Land Public School Division Calendar. The calendar provides family holidays during the weeks of November 7-11 and February 20-24 in addition to our traditional Christmas and Easter breaks. This approved calendar includes 181 instructional days and 191 teacher days, with six Professional Development days. The Board appreciates the feedback and the support that it received for this calendar from our school communities.

Prairie Land International Students

Close to thirty grade 11 students from Brazil arrived last week as a part of the Prairie Land International Student Program. These exchange students will be attending Morrin, J.C. Charyk, Youngstown, and Delia schools; in addition, there is one student from China enrolled in Prairie Land Online Academy. The students are excited to be in Canada and are looking forward to the many educational, cultural and social opportunities that Prairie Land will provide them. As part of the ongoing efforts to create a healthy and viable school authority, there is potential for this program to grow and continue to bring both diversity and resources to our schools. The Board thanks all host families for their commitment to partnering with this initiative.

Housing Unit Addition

The Board of Trustees passed a motion to assume the outstanding mortgage on a house owned by the Altario Parent Projects Society, located in Kirriemuir. This home was purchased by the Society in 2014 as an incentive to potentially attract and retain staffing for the Altario School. Moving forward, this house will be added to the division teacherages, which are also found in Cessford, Delia, Youngstown, Veteran, Consort and Altario. The Board would like to thank the Altario Parent Projects Society for this opportunity as they continue to find ways to retain staff for Prairie Land Public School Division.

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



Thank you Town of Hanna
for the interest on
the Hiltbrand GIC.

Thankyou for all your
support past and present
we could not make it
with out you.

Sincerely your Museum
Friends.

HANNA & DISTRICT HISTORICAL SOCIETY

BOX 1528, HANNA, ALBERTA T0J 1P0

BN 10746 4414 RR0001

DATE Feb 3/2022

RECEIVED FROM

Town of Hanna

\$ 100⁰⁰

THE SUM OF

One Hundred Dollars

00
DOLLARS

100

RE: Interest on Hiltbrand GIC

HANNA & DISTRICT HISTORICAL SOCIETY

Per

Karen Gordon

N° 207



265 East 400 South – Box 291 – Raymond – Alberta – T0K 2S0 – Tel: 403 752-4585 – www.abfarmsafety.com

February 20, 2022

Town of Hanna
Box 430
Hanna, AB T0J 1P0

The \$250.00 contribution received February 15, 2022 was very much appreciated by the Farm Safety Centre. Find receipt 1571 enclosed. It is our hope to reach more rural children in your area in the coming years. The consistent financial assistance from committed contributors is greatly appreciated especially in this time of uncertainty. Recognition of contributions are always noted on our website under "Supporters".

We are grateful for the continued support and interest in farm safety education shown by your organization and acknowledge your generous responses to our 2022 request letter.

The Safety Smarts program is running at full capacity and we are optimistic that we will be able to reach more students this year than in 2021. Feedback from students and teachers is both positive and encouraging.

The Sustainable Farm Families program and the Rural Health Initiative are also up and running with new workshops being scheduled and delivered year-round. If your organization would like more information about these programs or would like to host one for members of your organization or people in your area then please let us know.

Thanks again for your generous support. It would not be possible to deliver these important programs without the generous support of organizations like yours.

Sincerely,

Jordan Jensen
Executive Director
Farm Safety Centre

HANNA RCMP

Town Hall



March 24 6:00 pm
Hanna Community Centre

Everyone Welcome

Check hanna.ca/events for updates
