

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
September 13, 2022**

1 CALL TO ORDER – 6:00 pm

Swearing in – Councillor Vern Thuroo

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – August 9, 2022

5.02 Minutes of the Information Meeting of Council – August 31, 2022

6 FINANCE REPORTS

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – August 2022

6.03 Budget Overview – August 2022

7 COMMITTEE REPORTS

8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

8.01 Chief Administrative Officer

8.02 Director of Business & Communication

8.03 Director of Public Works

9 BUSINESS ITEMS

- 9.01 Central Alberta Regional Assessment Board Agreement
- 9.02 Waste Collection Agreement Extension
- 9.03 Seniors Amenity Zone – Project Scope Amendment
- 9.04 ATCO Electric Franchise Fee
- 9.05 Returning Officers Report - 2022 By-election
- 9.06 2022 Taxation Report

10 BYLAWS

- 10.01 Central Alberta Regional Assessment Review Board

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.01 Ron Smith – Road Dust Concern 113 – 1 Street East
- 12.02 Town of Tofield – Victim Services Redesign Concerns
- 12.03 Response Letter from Minister Shandro – Town of Tofield
- 12.04 Harvest Sky Animal Rescue – Branding and Name Change
- 12.05 Office of the Lieutenant Governor – March – August 2022 Update
- 12.06 Tanya Thorn – Towns South – Director Update
- 12.07 BePrepared 8-Week Challenge Report
- 12.08 Emergency Preparedness Week 2022 Summary Report
- 12.09 Town of Wake
- 12.10 The Hanna Seals – thank you

13 CLOSED SESSION

- 13.01 Land Matter as per FOIP Section 16 & 17
- 13.02 Personnel Matter as per FOIP Section 17

14 ADJOURNMENT

Date: September 13, 2022

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held August 9, 2022, be adopted as presented.

That the Minutes of the Information Meeting of Council held August 31, 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 – August 9, 2022.
2. Minutes of the Information Meeting of Council – August 31, 2022.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AUGUST 9, 2022**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, August 9, 2022 at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Fred Crowle
Sandra Murphy
Kyle Olsen
Angie Warwick – through video conference at 6:27 p.m.

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

1.0 CALL TO ORDER

Mayor Povaschuk called the meeting to order at 6:05 p.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Beaudoin that the agenda for the August 9, 2022, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

3.01 Special Areas Board – Community Peace Officer Report
2022 First & Second Quarterly Reports

Jamie Erickson, Community Peace Officer and Tracy Raypold, Peace Officer were not in attendance, Kim Neill Chief Administrative Officer will ask that they can attend the August 31, 2022 Council Information Meeting.

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173-2022
Community Peace
Officer 1st & 2nd
Quarterly Reports

Moved by Councillor Murphy that Council accepts the Special Areas Board – Community Peace Officers 2022 First & Second Quarterly Bylaw Enforcement Statistics Report.

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

5.01 Minutes of the Regular Meeting of Council – July 12, 2022

174-2022
Regular
Meeting Minutes

Moved by Councillor Olsen that the Minutes of the Regular Meeting of Council held July 12, 2022 be adopted as presented.

Motion Carried.

5.02 Minutes of the Information Meeting of Council – July 27, 2022

175-2022
Information
Meeting Minutes

Moved by Councillor Murphy that the Minutes of the Information Meeting of Council held July 27, 2022 be adopted as presented.

Motion Carried

6.0 FINANCE REPORTS

6.01 Accounts Payable

176-2022
Accounts Payable

Moved by Councillor Crowle that Council accepts the accounts payable listings for general account cheques 42294 – 42342 and direct deposit payments 001272 – 001337 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – July 2022

177-2022
Statement of
Revenues &
Expenses

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

Motion Carried.

6.03 Budget Overview – July 2022

178-2022
Budget Overview

Moved by Councillor Olsen that Council accepts the Budget Overview for June 2022 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

179-2022
Committee Reports

Moved by Councillor Beaudoin that Council accepts the Municipal Planning Commission Meeting Minutes of August 2, 2022 for information.

Motion Carried.

8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

- 8.01 Chief Administrative Officer
 - 8.01.1 Community Services Foreman
 - 8.01.2 Community Services Coordinator
- 8.02 Director of Business & Communication
- 8.03 Director of Public Works

Councillor Warwick entered the meeting through video conference at 6:27 p.m.

180-2022
SAO Reports

Moved by Councillor Beaudoin 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 Shacker Crescent Alley – Speed Bump Request

181-2022
Shacker Crescent
Install Speed Bumps

Moved by Councillor Murphy that two temporary speed bumps be installed in the southern portion of Shacker Crescent on a trial basis.

Motion Carried.

182-2022
Shacker Crescent
Traffic Report

Moved by Councillor Olsen that Council accept the Traffic Information Report provided by Special Areas regarding traffic activity on the south portion of Shacker Crescent alley for information.

Motion Carried.

9.02 Senior Amenity Zone Project Tender Award

183-2022
Senior Amenity Zone
Project Tender
Award

Moved by Councillor Crowle that Council awards the tender for the Town of Hanna Seniors Amenity Zone Project to Urban Life Solutions Ltd. in the amount of \$419,353.77 plus GST with the funds derived from the Canada Community Revitalization Fund and Town of Hanna surplus and reserves as approved in the 2022 Capital Budget; subject to confirmation of the change in project scope from Western Economic Diversification.

Motion Carried.

10.0 BYLAWS

10.01 Public Hearing - Bylaw 1025 – 2022 Land Use Amendment

The Public Hearing is regarding Bylaw 1025-2022 to amend Land Use Bylaw No 967-2012.

Mayor Povaschuk opened the Public Hearing at 7:12 p.m.

Chief Administrative Officer Kim Neill explained the rules of the procedure for the Public Hearing and provided an explanation of the purpose of the Public Hearing. Bylaw 1025-2022 is to amend Land Use Bylaw 967-2012 by re-designating Plan 6133AW, Block 13, Lots 7-8 from Commercial Transition District (C-T) to General Residential District (R2).

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Tracey Woitenko Senior Planner from Palliser Regional Municipal Services presented Council with a slide presentation, explaining which property is to be re-designated to residential. The policy and procedures were followed, letters were sent out to adjacent property owners and no written comments were received.

There was no one present to speak in favor or in opposition of the amendment.

Mayor Povaschuk closed the Public Hearing for Bylaw 1025-2022 at 7:19 p.m.

Moved by Councillor Murphy that Council give second reading to Bylaw 1025-2022, Land Use Amendment Plan 6133AW, Block 13, Lot 7-8 Re-designation Bylaw.

Motion Carried.

Moved by Councillor Beaudoin that Council give third reading to Bylaw 1025-2022, Land Use Amendment Plan 6133AW, Block 13, Lot 7-8 Re-designation Bylaw.

Motion Carried.

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.

12.0 CORRESPONDENCE

- 12.01 Minister of Seniors and Housing – Needs Assessment
- 12.02 Harvest Sky Newsletter – July 2022
- 12.03 Ministry of Justice Email – August 5, 2022 – Future of Provincial Policing Website

184-2022
Bylaw 1025-2022
2nd Reading

185-2022
Bylaw 1025-2022
3rd Reading

186-2022
Council Reports

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187-2022
Correspondence

Moved by Councillor Olsen that Council accepts Correspondence items 12.01 to 12.03 for information.

Motion Carried.

13.0 CLOSED SESSION

188-2022
Closed Session

Moved by Councillor Beaudoin that Council move to Closed Session at 7:38 p.m. to discuss agenda item 13.1 Personnel Matter as per FOIP Section 17.

Motion Carried.

189-2022
Regular Session

Moved by Councillor Warwick that Council move to Regular Session at 7:56 p.m.

Motion Carried.

13.01 Personnel Matter

No motion was presented.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 7:58 p.m.

These minutes approved this 13th day of September 2022.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
INFORMATION COUNCIL MEETING
August 31, 2022**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, August 31, 2022 at 8:30 a.m. in the Town of Hanna Council Chambers.

Councillors Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Fred Crowle
Sandra Murphy
Kyle Olsen – entered at 8:57 a.m.
Angie Warwick

Councillor-Elect Present:

Vern Thuroo

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 8:30 a.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Murphy that the agenda for the August 31, 2022 Information Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

3.01 Alberta Health Services – Hanna Hospital Update

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Alberta Health Services representatives Janice Stewart – Chief Zone Officer, Heather Kipling – Communications Director and Barb Melhorn – Area Director provided Council with an update regarding services, staffing, initiatives, and activities at the Hanna Hospital.

Councillor Olsen entered the Council Chambers at 8:57 a.m.

Moved by Councillor Murphy that Council thanks the representatives from Alberta Health Services for their presentation and update on the activities and initiatives of the Hanna Hospital.

Motion Carried.

3.02 Special Areas Board – Community Peace Officer 2022 First and Second Quarter Reports

Community Peace Officer Jamie Erickson and Peace Officer Tracy Raypold introduced themselves to Council and provided an update regarding the bylaw statistics for the first and second quarters of 2022.

Moved by Councillor Beaudoin that Council thanks Community Peace Officer Jamie Erickson for the presentation of the Town of Hanna Bylaw Enforcement statistics for the first two quarters of 2022.

Motion Carried.

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

191-2022
AHS – Hanna
Hospital Update

192-2022
Community Peace
Officer 1st & 2nd
Quarterly Reports

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the August 9, 2022, Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 11:13 a.m.

These minutes approved this 13th day of September 2022.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: September 13, 2022

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42343 – 42379 and direct deposit payments 001338 – 001414 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 42343 – 42379 totaling \$61,672.12.
2. Accounts Payable Listing – Direct Deposits 001338 – 001414 totaling \$200,562.63.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: September 13, 2022

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for August 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 May 10, 2022, 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 August 31, 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 – August 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 31/08/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
TAX ADJUSTMENT	1-01-0000-110	1,731.63	0.00	1,731.63-
MUNICIPAL RESIDENTIAL REAL PROPERTY T	1-01-0000-111	2,402,627.83-	2,402,842.00-	214.17-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	919,498.94-	919,499.00-	0.06-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	73,790.75-	73,831.00-	40.25-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	1,376.20-	1,376.00-	0.20
POWER PIPELINE & CABLE T.V.	1-01-0000-115	146,683.46-	146,643.00-	40.46
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	66,054.68-	65,927.00-	127.68
PENALTY & COST ON TAX	1-01-0000-510	3,246.14-	15,000.00-	11,753.86-
CONCESSION & FRANCHISE	1-01-0000-540	311,751.22-	466,000.00-	154,248.78-
RETURN ON INVESTMENTS	1-01-0000-550	17,594.98-	71,000.00-	53,405.02-
DRAWN FROM OPERATING	1-01-0000-920	0.00	73,616.00-	73,616.00-
TOTAL GENERAL MUNICIPAL 01:		3,940,892.57-	4,235,734.00-	294,841.43-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	2,800.20-	2,900.00-	99.80-
ADMIN SOUVENIR	1-12-0000-419	550.40-	4,300.00-	3,749.60-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	11,950.00-	16,800.00-	4,850.00-
ADMIN OTHER REVENUE	1-12-0000-590	370.12-	5,000.00-	4,629.88-
ADMIN FEDERAL CONDITIONAL	1-12-0000-830	0.00	40,000.00-	40,000.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	152,833.00-	152,800.00-	33.00
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:		168,503.72-	569,300.00-	400,796.28-
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - LEASE	1-12-0600-560	9,000.00-	10,100.00-	1,100.00-
TOTAL TAX RECOVERY PROPERTY:		9,000.00-	10,100.00-	1,100.00-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	3,538.12-	10,500.00-	6,961.88-
TOTAL POLICE:		3,538.12-	10,500.00-	6,961.88-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	49,173.75-	113,400.00-	64,226.25-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	95,461.00-	95,461.00-
FIRE DRAWN FROM SURPLUS (OPERATING R	1-23-0000-920	0.00	200,000.00-	200,000.00-
TOTAL FIRE:		49,173.75-	408,861.00-	359,687.25-
EMERGENCY SERVICES				
EMERGENCY SERV DRAWN FROM RESERVES	1-24-0000-920	3,250.00-	3,250.00-	0.00
TOTAL DISASTER SERVICES:		3,250.00-	3,250.00-	0.00
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	2,682.85-	3,000.00-	317.15-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	430.00-	400.00-	30.00
BY-LAW BUSINESS LICENSES	1-26-0000-522	19,025.00-	17,400.00-	1,625.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	100.00-	200.00-	100.00-
BY-LAW FINES	1-26-0000-530	50.00-	1,000.00-	950.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
TOTAL BY-LAW ENFORCEMENT:		22,287.85-	22,500.00-	212.15-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	4,150.00-	4,900.00-	750.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
TOTAL DOG CONTROL:		4,150.00-	5,000.00-	850.00-
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	4,110.00-	3,300.00-	810.00
COMMON SERV OTHER REVENUE	1-31-0000-590	50.00-	300.00-	250.00-
COMMON SERV DRAWN FROM SURPLUS (OPER	1-31-0000-920	0.00	18,900.00-	18,900.00-
TOTAL COMMON SERVICES:		4,160.00-	22,500.00-	18,340.00-
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 31/08/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	4,000.00-	5,600.00-	1,600.00-
AIRPORT OTHER REVENUE	1-33-0000-590	246.30-	100.00-	146.30
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	18,905.00-	18,905.00-
	TOTAL AIRPORT:	4,246.30-	24,605.00-	20,358.70-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	519,245.45-	1,088,600.00-	569,354.55-
WATER SERVICE CHARGES	1-41-0000-413	450.00-	1,300.00-	850.00-
WATER OTHER REVENUE	1-41-0000-590	86.83-	0.00	86.83
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	23,289.57-	81,600.00-	58,310.43-
	TOTAL WATER SUPPLY & DISTRIBUTION:	543,071.85-	1,181,500.00-	638,428.15-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	1,287.08-	0.00	1,287.08
	TOTAL WATER LINES & DISTRIBUTION:	1,287.08-	0.00	1,287.08
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	128,522.11-	260,100.00-	131,577.89-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	37,500.00-	37,500.00-
	TOTAL SANITARY SEWERS:	128,522.11-	297,600.00-	169,077.89-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	37,793.89-	74,300.00-	36,506.11-
GARBAGE OTHER REVENUE	1-43-0000-590	60.00-	0.00	60.00
	TOTAL GARBAGE COLLECTION & DISPOSAL:	37,853.89-	74,300.00-	36,446.11-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	176,242.46-	353,800.00-	177,557.54-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	176,242.46-	353,900.00-	177,657.54-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	3,095.00-	1,800.00-	1,295.00
FCSS VAN RENTAL	1-51-0000-561	1,142.55-	800.00-	342.55
FCSS DONATIONS	1-51-0000-591	1,000.00-	2,000.00-	1,000.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	88,274.00-	2,900.00-	85,374.00
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	67,349.00-	89,798.00-	22,449.00-
	TOTAL F.C.S.S.:	160,860.55-	97,298.00-	63,562.55
FCSS - YOUTH CLUB				
FCSS - YOUTH CLUB - DRAWN FROM SURPL	1-51-0300-920	0.00	14,350.00-	14,350.00-
	TOTAL FCSS - YOUTH CLUB:	0.00	14,350.00-	14,350.00-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	9,824.53-	16,500.00-	6,675.47-
CEMETERY OTHER	1-56-0000-590	37.15-	100.00-	62.85-
	TOTAL CEMETERY:	9,861.68-	16,600.00-	6,738.32-
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE BUILDING RENT	1-61-0200-560	18,000.00-	24,000.00-	6,000.00-
COMMERCIAL OFFICE BUILDING DRAW FROM	1-61-0200-930	0.00	2,290.00-	2,290.00-
	TOTAL COMMERCIAL OFFICE BUILDING:	18,000.00-	26,290.00-	8,290.00-
BUSINESS & COMMUNICATIONS				
BUS COM DRAWN FROM SURPLUS (OPERATIN	1-61-0400-920	10,000.00-	13,000.00-	3,000.00-
	TOTAL BUSINESS & COMMUNICATIONS:	10,000.00-	13,000.00-	3,000.00-
SUBDIVISION				
SUBDIVISION SALE OF LAND	1-66-0000-400	39,285.71-	0.00	39,285.71
SUBDIVISION DRAWN FROM SURPLUS (OPER	1-66-0000-920	0.00	154,957.00-	154,957.00-
	TOTAL SUBDIVISION:	39,285.71-	154,957.00-	115,671.29-
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	1,488.00-	500.00-	988.00
RECREATION PROGRAM REVENUE	1-72-0000-430	1,652.63-	1,000.00-	652.63
RECREATION DONATIONS	1-72-0000-591	1,500.00-	0.00	1,500.00
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	395,235.00-	395,235.00-
RECREATION LOCAL GRANTS	1-72-0000-850	0.00	187,000.00-	187,000.00-
RECREATION DRAWN FROM DEFERRED REVEN	1-72-0000-930	0.00	64,500.00-	64,500.00-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
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Description	Account	YTD Actual	YTD Budget	YTD Variance
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	980.00-	5,400.00-	4,420.00-
	TOTAL RECREATION REVENUE:	5,620.63-	653,635.00-	648,014.37-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	22,457.43-	21,000.00-	1,457.43
POOL LESSON REGISTRATIONS	1-72-0100-411	31,793.86-	28,400.00-	3,393.86
POOL DAILY ADMISSIONS	1-72-0100-412	13,694.40-	13,000.00-	694.40
POOL RETAIL SALES	1-72-0100-419	4,095.72-	3,100.00-	995.72
POOL RENTAL REVENUE	1-72-0100-560	7,015.30-	6,100.00-	915.30
POOL DONATIONS	1-72-0100-590	25.00-	200.00-	175.00-
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
POOL OTHER REVENUE	1-72-0100-990	116.64-	0.00	116.64
	TOTAL SWIMMING POOLS:	79,198.35-	86,800.00-	7,601.65-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	8,752.50-	9,500.00-	747.50-
ARENA RENTAL REVENUE	1-72-0200-560	34,185.39-	66,200.00-	32,014.61-
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:	42,937.89-	80,350.00-	37,412.11-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	30,917.54-	32,200.00-	1,282.46-
CURLING RINK RENTAL REVENUE	1-72-0400-560	5,698.00-	7,500.00-	1,802.00-
CURLING RINK DRAWN FROM DEFERRED	1-72-0400-930	0.00	10,000.00-	10,000.00-
	CURLING RINK TOTAL:	36,615.54-	49,700.00-	13,084.46-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	4,000.00-	5,100.00-	1,100.00-
	TOTAL BALL DIAMONDS REVENUE:	4,000.00-	5,100.00-	1,100.00-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	5,892.02-	3,400.00-	2,492.02
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	393.00-	479.00-	86.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	80,357.17-	54,600.00-	25,757.17
FOX LAKE DRAWN FROM SURPLUS (OPERATI	1-72-0700-920	0.00	15,000.00-	15,000.00-
FOX LAKE PARK - OTHER REVENUE	1-72-0700-990	3,049.81-	0.00	3,049.81
	TOTAL FOX LAKE & HELMER DAM:	89,692.00-	73,479.00-	16,213.00
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	17,790.00-	2,000.00-	15,790.00
PLAYGROUND PROGRAM DONATIONS	1-72-1000-591	0.00	500.00-	500.00-
	TOTAL PLAYGROUND PROGRAM:	17,790.00-	2,500.00-	15,290.00
HKH PIONEER PARK				
HKH DRAWN FROM SURPLUS	1-72-1300-920	0.00	23,000.00-	23,000.00-
	TOTAL HKH PARK REVENUE:	0.00	23,000.00-	23,000.00-
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	2,100.00-	2,100.00-	0.00
	TOTAL SOCCER FIELDS REVENUE:	2,100.00-	2,100.00-	0.00
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	5,698.94-	12,000.00-	6,301.06-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	18,600.00-	18,600.00-
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	19,047.62-	19,850.00-	802.38-
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	17,907.86-	24,000.00-	6,092.14-
RCSC FITNESS CENTRE DONATIONS	1-74-0801-591	2,180.58-	0.00	2,180.58
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	44,835.00-	84,450.00-	39,615.00-
COMMUNITY CENTRE				

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	18,897.50-	40,008.00-	21,110.50-
	TOTAL COMMUNITY CENTRE:	18,897.50-	40,008.00-	21,110.50-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	1,800.00-	2,400.00-	600.00-
	LIONS HALL TOTAL:	1,800.00-	2,400.00-	600.00-
	TOTAL REVENUE:	5,677,674.55-	9,211,106.00-	3,533,431.45-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	53,430.40	94,100.00	40,669.60
COUNCIL BENEFITS	2-11-0000-130	2,444.04	4,200.00	1,755.96
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	2,758.99	14,400.00	11,641.01
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	2,970.00	13,300.00	10,330.00
COUNCIL GOODS	2-11-0000-500	9,258.59	17,800.00	8,541.41
COUNCIL OTHER (ELECTION)	2-11-0000-990	232.00	1,000.00	768.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	3,459.97	4,900.00	1,440.03
	TOTAL COUNCIL:	75,078.99	150,250.00	75,171.01
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	245,505.17	352,800.00	107,294.83
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	5,120.50	11,000.00	5,879.50
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	14,733.52	21,000.00	6,266.48
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	304.59	800.00	495.41
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	22,451.35	46,500.00	24,048.65
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	74.25	11,900.00	11,825.75
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	12,402.13	22,300.00	9,897.87
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	4,800.00	4,800.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	600.00	4,900.00	4,300.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	4,275.94	9,900.00	5,624.06
ADMINISTRATION TELEPHONE	2-12-0000-217	7,705.28	11,900.00	4,194.72
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	406.84	6,700.00	6,293.16
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	6,568.62	9,300.00	2,731.38
ADMINISTRATION AUDIT	2-12-0000-230	25,200.00	33,000.00	7,800.00
ADMINISTRATION LEGAL	2-12-0000-231	0.00	5,000.00	5,000.00
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	49,231.00	153,700.00	104,469.00
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	34,014.11	33,614.00	400.11-
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	534.57	5,000.00	4,465.43
ADMINISTRATION INSURANCE	2-12-0000-274	16,026.98	15,230.00	796.98-
ADMINISTRATION ASSESSOR	2-12-0000-280	24,172.28	45,500.00	21,327.72
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	368.24	1,000.00	631.76
ADMINISTRATION GOODS	2-12-0000-500	2,091.23	11,800.00	9,708.77
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	1,078.20	4,400.00	3,321.80
ADMINISTRATION POWER	2-12-0000-541	18,673.14	24,800.00	6,126.86
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	151,473.72	152,000.00	526.28
ADMINISTRATION BANK CHARGES	2-12-0000-810	2,696.37	5,400.00	2,703.63
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	354.96	1,200.00	845.04
ADMINISTRATION OTHER	2-12-0000-990	969.94-	32,000.00	32,969.94
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	430.00	1,000.00	570.00
	TOTAL ADMINISTRATION:	645,523.05	1,038,444.00	392,920.95
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	307.18	300.00	7.18-
TAX RECOVERY PROPERTY - HEAT	2-12-0600-540	1,207.30	1,900.00	692.70
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	823.12	2,000.00	1,176.88
TRANSFER TO CAPITAL	2-12-0600-762	0.00	3,060.00	3,060.00
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	401.70	840.00	438.30
	TOTAL TAX RECOVERY PROPERTY:	2,739.30	10,100.00	7,360.70
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	72,794.00	72,800.00	6.00
	TOTAL POLICE:	72,794.00	72,800.00	6.00
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	718.40	150.00	568.40-
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	850.00	800.00	50.00-
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	884.97	1,300.00	415.03
	TOTAL SAFETY & RISK MANAGEMENT:	2,453.37	4,750.00	2,296.63

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
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Description	Account	YTD Actual	YTD Budget	YTD Variance
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	1,050.00	90,700.00	89,650.00
FIRE BENEFITS	2-23-0000-130	0.00	100.00	100.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	2,017.74	8,600.00	6,582.26
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,400.00	80.00-
FIRE TRAVEL	2-23-0000-211	1,650.19	7,000.00	5,349.81
FIRE TRAINING	2-23-0000-212	13,600.00	23,400.00	9,800.00
FIRE FREIGHT	2-23-0000-215	646.28	400.00	246.28-
FIRE TELEPHONE	2-23-0000-217	6,820.37	9,800.00	2,979.63
FIRE ADVERTISING	2-23-0000-220	482.40	900.00	417.60
FIRE MEMBERSHIPS	2-23-0000-221	760.00	900.00	140.00
FIRE CONTRACTED SERVICES	2-23-0000-232	16,433.64	23,100.00	6,666.36
FIRE CONTRACTED REPAIRS	2-23-0000-250	2,233.44	14,000.00	11,766.56
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	508.32	5,000.00	4,491.68
FIRE INSURANCE	2-23-0000-274	15,405.93	15,740.00	334.07
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	17,671.58	18,200.00	528.42
FIRE PETROLEUM PRODUCTS	2-23-0000-521	4,464.82	9,500.00	5,035.18
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	200.00	200.00
FIRE HEATING	2-23-0000-540	6,861.14	9,000.00	2,138.86
FIRE POWER	2-23-0000-541	7,833.50	14,300.00	6,466.50
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	1,131.24	16,200.00	15,068.76
	TOTAL FIRE:	103,087.41	270,840.00	167,752.59
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	2,975.10	5,200.00	2,224.90
EMERGENCY SERVICES CONTRACTED SERVI	2-24-0000-232	6,933.36	10,400.00	3,466.64
EMERGENCY SERVICES GOODS	2-24-0000-500	1,022.33	900.00	122.33-
EMERGENCY SERVICES OTHER	2-24-0000-990	0.00	100.00	100.00
	TOTAL EMERGENCY SERVICES:	10,930.79	16,600.00	5,669.21
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	300.00	406.49-
BYLAW FREIGHT	2-26-0000-215	540.00	700.00	160.00
BYLAW ADVERTISING	2-26-0000-220	723.60	1,000.00	276.40
BYLAW MEMBERSHIP	2-26-0000-221	71.43	0.00	71.43-
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	8,401.15	53,800.00	45,398.85
BYLAW GOODS	2-26-0000-500	949.66	800.00	149.66-
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	2,679.52	3,000.00	320.48
	TOTAL BY-LAW ENFORCEMENT:	20,691.51	65,500.00	44,808.49
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 POSTAGE	2-28-0000-215	540.00	700.00	160.00
DOG CONTROL ADVERTISING	2-28-0000-220	295.20	300.00	4.80
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,100.84	3,700.00	2,599.16
DOG CONTROL GOODS	2-28-0000-500	621.69	600.00	21.69-
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	7,424.16	7,200.00	224.16-
	TOTAL DOG CONTROL:	11,509.50	14,000.00	2,490.50
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	161,123.17	224,600.00	63,476.83
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	7,165.65	3,600.00	3,565.65-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	21,382.95	15,800.00	5,582.95-
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	888.83	200.00	688.83-
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	51,790.35	45,900.00	5,890.35-
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00
COMMON SERVICES TRAINING	2-31-0000-212	645.16	1,500.00	854.84
COMMON SERVICES FREIGHT	2-31-0000-215	927.34	800.00	127.34-
COMMON SERVICES TELEPHONE	2-31-0000-217	1,718.62	3,000.00	1,281.38
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	482.40	1,000.00	517.60
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	5,850.07	15,600.00	9,749.93
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	10,951.95	19,600.00	8,648.05
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	507.10	10,000.00	9,492.90
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	1,898.63	4,500.00	2,601.37
COMMON SERVICES EQUIPMENT RENTAL OR	2-31-0000-263	13,712.47	22,806.00	9,093.53

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMON SERVICES INSURANCE	2-31-0000-274	25,840.64	27,280.00	1,439.36
COMMON SERVICES GOODS	2-31-0000-500	16,992.45	17,900.00	907.55
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	27,054.43	45,100.00	18,045.57
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	4,675.41	12,000.00	7,324.59
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	9,927.07	11,800.00	1,872.93
COMMON SERVICES HEATING	2-31-0000-540	14,084.12	19,000.00	4,915.88
COMMON SERVICES POWER	2-31-0000-541	9,752.05	14,900.00	5,147.95
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	6,928.61	13,472.00	6,543.39
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	1,229.16	3,000.00	1,770.84
TOTAL COMMON SERVICES:		395,528.63	533,858.00	138,329.37
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	43,545.98	77,500.00	33,954.02
S & R SEASONAL SALARIES	2-32-0000-111	2,780.50	5,300.00	2,519.50
S & R BENEFITS	2-32-0000-130	0.00	5,300.00	5,300.00
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	15,300.00	15,300.00
S & R FREIGHT	2-32-0000-215	787.50	2,100.00	1,312.50
S & R CONTRACTED SERVICES	2-32-0000-232	4,761.90	5,900.00	1,138.10
S & R CONTRACTED REPAIRS	2-32-0000-250	344.20	135,000.00	134,655.80
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	4,472.28	5,000.00	527.72
S & R VEHICLE REPAIRS	2-32-0000-255	225.00	1,500.00	1,275.00
S & R GOODS	2-32-0000-500	14,085.34	34,500.00	20,414.66
S & R EQUIPMENT GOODS	2-32-0000-522	7,306.86	3,500.00	3,806.86
S & R VEHICLE MAINTENANCE	2-32-0000-523	100.74	2,500.00	2,399.26
S & R STREET LIGHTS	2-32-0000-553	66,198.49	112,700.00	46,501.51
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	430,439.00	430,439.00
TOTAL STREETS & ROADS:		144,608.79	836,939.00	692,330.21
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	3,326.78	1,900.00	1,426.78
AIRPORT SEASONAL SALARIES	2-33-0000-111	1,508.00	3,500.00	1,992.00
AIRPORT BENEFITS	2-33-0000-130	0.00	100.00	100.00
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	44.10	50.00	5.90
AIRPORT CONTRACTED SERVICES	2-33-0000-232	455.96	2,100.00	1,644.04
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	19,944.65	19,300.00	644.65
AIRPORT VEHICLE REPAIRS	2-33-0000-255	0.00	200.00	200.00
AIRPORT INSURANCE	2-33-0000-274	4,408.59	5,660.00	1,251.41
AIRPORT GOODS	2-33-0000-500	191.05	1,500.00	1,308.95
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	1,382.60	2,300.00	917.40
AIRPORT POWER	2-33-0000-541	4,392.57	8,500.00	4,107.43
AIRPORT WATER & SEWER	2-33-0000-542	280.00	500.00	220.00
TOTAL AIRPORT:		35,934.30	46,410.00	10,475.70
WATER PLANT				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	471,734.76	808,800.00	337,065.24
WATER PLANT POWER	2-41-0100-541	14,882.14	27,000.00	12,117.86
TOTAL WATER PLANT:		486,616.90	835,800.00	349,183.10
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	49,342.20	121,700.00	72,357.80
WATER LINES SEASONAL SALARIES	2-41-0200-111	150.75	3,000.00	2,849.25
WATER LINES BENEFITS	2-41-0200-130	4,385.80	9,400.00	5,014.20
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	4,617.04	24,600.00	19,982.96
WATER LINES TRAVEL & TRAINING	2-41-0200-211	3,047.43	4,500.00	1,452.57
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	4,754.46	9,200.00	4,445.54
WATER LINES ADVERTISING	2-41-0200-220	1,022.40	1,000.00	22.40
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	4,001.60	8,000.00	3,998.40
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	30,901.92	35,000.00	4,098.08
WATER LINES GOODS	2-41-0200-500	12,097.80	20,000.00	7,902.20
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
TOTAL WATER LINES & DISTRIBUTION:		114,321.40	286,600.00	172,278.60
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	29,154.36	26,500.00	2,654.36

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
SEWERS BENEFITS	2-42-0000-130	0.00	1,900.00	1,900.00
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	1,144.25	1,800.00	655.75
SEWERS CONTRACTED REPAIRS	2-42-0000-250	31,102.64	72,500.00	41,397.36
SEWERS INSURANCE	2-42-0000-274	3,219.59	3,160.00	59.59
SEWERS GOODS	2-42-0000-500	18,955.81	26,500.00	7,544.19
SEWERS HEATING	2-42-0000-540	840.76	1,100.00	259.24
SEWERS POWER	2-42-0000-541	6,893.16	14,200.00	7,306.84
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	91,310.57	203,660.00	112,349.43
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	49,300.00	75,400.00	26,100.00
GARBAGE GOODS	2-43-0000-500	294.00	300.00	6.00
	TOTAL GARBAGE:	49,594.00	75,700.00	26,106.00
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	167,200.58	334,400.00	167,199.42
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	19,400.00	19,400.00
	TOTAL REGIONAL WASTE SYSTEM:	167,200.58	353,800.00	186,599.42
FCSS				
FCSS SALARIES	2-51-0100-110	19,285.24	27,900.00	8,614.76
FCSS BENEFITS	2-51-0100-130	0.00	2,400.00	2,400.00
FCSS NON T4 BENEFITS	2-51-0100-133	0.00	5,300.00	5,300.00
FCSS TRAVEL	2-51-0100-211	0.00	900.00	900.00
FCSS TRAINING	2-51-0100-212	142.86	600.00	457.14
FCSS FREIGHT & POSTAGE	2-51-0100-215	270.00	300.00	30.00
FCSS ADVERTISING	2-51-0100-220	644.40	800.00	155.60
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	120.00	500.00	380.00
FCSS GOODS	2-51-0100-500	1,800.00	2,100.00	300.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	313.80	600.00	286.20
	TOTAL FCSS:	22,576.30	41,400.00	18,823.70
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	21,311.45	32,100.00	10,788.55
COORDINATOR PART TIME SALARIES	2-51-0200-111	629.63	1,800.00	1,170.37
COORDINATOR BENEFITS	2-51-0200-130	0.00	2,800.00	2,800.00
COORDINATOR PART TIME BENEFITS	2-51-0200-131	0.00	100.00	100.00
COORDINATOR NON T4 BENEFITS	2-51-0200-133	0.00	6,000.00	6,000.00
COORDINATOR TRAVEL	2-51-0200-211	356.78	1,700.00	1,343.22
COORDINATOR TRAINING	2-51-0200-212	0.00	1,300.00	1,300.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	171.42	400.00	228.58
COORDINATOR ADVERTISING	2-51-0200-220	2,786.40	3,000.00	213.60
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	100.00	100.00
COORDINATOR GOODS	2-51-0200-500	840.00	1,200.00	360.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	51,557.31	79,000.00	27,442.69
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
	TOTAL COORDINATOR:	77,922.99	129,900.00	51,977.01
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	13,471.53	17,300.00	3,828.47
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	3,053.59	1,500.00	1,553.59
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	5,799.79	3,200.00	2,599.79
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	2,462.40	2,700.00	237.60
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	480.00	700.00	220.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	25,267.31	25,400.00	132.69
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	0.00	1,000.00	1,000.00
CSD VAN INSURANCE	2-51-0500-274	3,246.31	3,250.00	3.69
CSD VAN GOODS	2-51-0500-500	9.00	100.00	91.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	0.00	400.00	400.00
	TOTAL COMMUNITY SERVICES VANS:	3,255.31	4,850.00	1,594.69
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	3,453.50	8,400.00	4,946.50

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
CEMETERY SEASONAL SALARIES	2-56-0000-111	5,832.89	6,900.00	1,067.11
CEMETERY BENEFITS	2-56-0000-130	0.00	600.00	600.00
CEMETERY SEASONAL BENEFITS	2-56-0000-131	0.00	500.00	500.00
CEMETERY NON T-4 BENEFITS	2-56-0000-133	0.00	6,000.00	6,000.00
CEMETERY ADVERTISING	2-56-0000-220	108.00	100.00	8.00-
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	587.11	4,200.00	3,612.89
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	23.85	20.00	3.85-
CEMETERY GOODS	2-56-0000-500	435.99	5,000.00	4,564.01
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	400.00	600.00	200.00
	TOTAL CEMETERY:	10,841.34	33,820.00	22,978.66
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE REPAIRS	2-61-0200-250	832.00	15,590.00	14,758.00
COMMERCIAL OFFICE INSURANCE	2-61-0200-274	512.49	500.00	12.49-
COMMERCIAL OFFICE GOODS	2-61-0200-500	0.00	500.00	500.00
COMMERCIAL OFFICE HEATING	2-61-0200-540	1,077.64	1,800.00	722.36
COMMERCIAL OFFICE POWER	2-61-0200-541	2,163.87	4,300.00	2,136.13
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	281.46	3,600.00	3,318.54
	TOTAL COMMERCIAL OFFICE BUILDING:	4,867.46	26,290.00	21,422.54
TOURISM				
TOURISM SALARIES	2-61-0300-110	14,927.74	21,600.00	6,672.26
TOURISM BENEFITS	2-61-0300-130	0.00	1,600.00	1,600.00
TOURISM NON T4 BENEFITS	2-61-0300-133	0.00	4,100.00	4,100.00
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	610.70	2,600.00	1,989.30
TOURISM GOODS	2-61-0300-500	0.00	500.00	500.00
	TOTAL TOURISM:	15,808.44	31,000.00	15,191.56
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	59,710.64	86,600.00	26,889.36
B & C BENEFITS	2-61-0400-130	6,107.27	6,300.00	192.73
B & C NON T4 BENEFIT	2-61-0400-133	12,784.29	16,300.00	3,515.71
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	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	371.42	800.00	428.58
B & C ADVERTISING & PRINTING	2-61-0400-220	1,288.80	1,800.00	511.20
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	3,187.20	3,400.00	212.80
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	55,250.00	66,200.00	10,950.00
B & C INSURANCE	2-61-0400-274	126.90	120.00	6.90-
B & C GOODS	2-61-0400-500	1,315.67	4,000.00	2,684.33
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	2,006.42	4,200.00	2,193.58
	TOTAL BUSINESS & COMMUNICATIONS:	142,493.61	192,520.00	50,026.39
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	882.81	2,500.00	1,617.19
VIC SEASONAL SALARIES	2-62-0000-111	255.00	2,300.00	2,045.00
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	936.00	900.00	36.00-
VIC CONTRACTED SERVICES	2-62-0000-232	932.00	1,200.00	268.00
VIC CONTRACTED REPAIR	2-62-0000-250	418.64	1,000.00	581.36
VIC INSURANCE	2-62-0000-274	891.38	880.00	11.38-
VIC GOODS	2-62-0000-500	1,274.19	3,000.00	1,725.81
VIC HEATING	2-62-0000-540	840.76	1,100.00	259.24
VIC POWER	2-62-0000-541	1,337.62	2,800.00	1,462.38
VIC WATER	2-62-0000-963	1,347.90	3,000.00	1,652.10
	TOTAL VISITOR INFORMATION CENTRE:	9,116.30	19,580.00	10,463.70
SUBDIVISION				
SUBDIVISION CONTRACTED SERVICES	2-66-0000-232	300.71	0.00	300.71-

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Description	Account	YTD Actual	YTD Budget	YTD Variance
SUBDIVISION CONTRACTED REPAIRS	2-66-0000-250	154,956.97	154,957.00	0.03
SUBDIVISION OTHER	2-66-0000-990	501.40	0.00	501.40-
	TOTAL SUBDIVISION:	155,759.08	154,957.00	802.08-
COMMUNITY SERVICES BOARD				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	50.00	500.00	450.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	3,000.00	3,000.00
	TOTAL COMMUNITY SERVICES BOARD:	50.00	3,500.00	3,450.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	19,778.38	22,100.00	2,321.62
RECREATION SEASONAL SALARIES	2-72-0000-111	158.00	12,000.00	11,842.00
RECREATION BENEFITS	2-72-0000-130	4,597.41	1,900.00	2,697.41-
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	800.00	800.00
RECREATION NON T4 BENEFITS	2-72-0000-133	9,543.47	3,900.00	5,643.47-
RECREATION TRAVEL	2-72-0000-211	2,187.73	2,300.00	112.27
RECREATION TRAINING	2-72-0000-212	2,940.80	3,600.00	659.20
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	871.41	1,400.00	528.59
RECREATION ADVERTISING	2-72-0000-220	4,050.60-	2,800.00	6,850.60
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	760.00	800.00	40.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	0.00	11,100.00	11,100.00
RECREATION INSURANCE	2-72-0000-274	9,790.75	9,750.00	40.75-
RECREATION GOODS	2-72-0000-500	873.56	2,100.00	1,226.44
RECREATION PROGRAM EXPENSES	2-72-0000-510	600.00	1,000.00	400.00
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	725.84	1,200.00	474.16
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	9.99	300.00	290.01
RECREATION OTHER	2-72-0000-990	0.00	9,500.00	9,500.00
	TOTAL RECREATION:	49,056.74	86,850.00	37,793.26
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	11,801.27	13,900.00	2,098.73
POOL SEASONAL SALARIES	2-72-0100-111	100,783.95	119,500.00	18,716.05
POOLS BENEFITS	2-72-0100-130	0.00	1,100.00	1,100.00
POOL SEASONAL BENEFITS	2-72-0100-131	10,145.24	8,200.00	1,945.24-
POOLS NON T4 BENEFITS	2-72-0100-133	0.00	2,800.00	2,800.00
POOLS TRAVEL	2-72-0100-211	705.30	600.00	105.30-
POOLS TRAINING	2-72-0100-212	1,275.67	2,000.00	724.33
POOLS FREIGHT & POSTAGE	2-72-0100-215	2,867.06	1,700.00	1,167.06-
POOLS TELEPHONE	2-72-0100-217	114.29	100.00	14.29-
POOLS ADVERTISING	2-72-0100-220	1,206.00	1,300.00	94.00
POOL CONTRACTED SERVICES	2-72-0100-232	2,725.28	1,100.00	1,625.28-
POOLS CONTRACTED REPAIRS	2-72-0100-250	1,974.33	8,100.00	6,125.67
POOLS INSURANCE	2-72-0100-274	6,426.32	6,310.00	116.32-
POOLS GOODS	2-72-0100-500	14,052.55	10,500.00	3,552.55-
POOL RETAIL GOODS	2-72-0100-501	2,048.12	2,000.00	48.12-
POOLS CHEMICALS	2-72-0100-531	24,548.26	15,500.00	9,048.26-
POOLS HEATING	2-72-0100-540	10,117.10	10,400.00	282.90
POOLS POWER	2-72-0100-541	13,595.57	22,200.00	8,604.43
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	1,392.38	4,600.00	3,207.62
	TOTAL SWIMMING POOLS:	205,778.69	231,910.00	26,131.31
ARENA				
ARENA SALARIES	2-72-0200-110	83,432.37	135,700.00	52,267.63
ARENA SEASONAL SALARIES	2-72-0200-111	6,445.15	17,300.00	10,854.85
ARENA BENEFITS	2-72-0200-130	14,923.82	10,600.00	4,323.82-
ARENA SEASONAL BENEFITS	2-72-0200-131	0.00	1,200.00	1,200.00
ARENA NON T4 BENEFITS	2-72-0200-133	25,869.97	25,800.00	69.97-
ARENA FREIGHT & POSTAGE	2-72-0200-215	507.57	700.00	192.43
ARENA ADVERTISING & PRINTING	2-72-0200-220	1,044.00	1,000.00	44.00-
ARENA CONTRACTED SERVICES	2-72-0200-232	1,652.81	4,500.00	2,847.19
ARENA CONTRACTED REPAIRS	2-72-0200-250	13,551.31	19,300.00	5,748.69
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	5,000.00	5,000.00
ARENA INSURANCE	2-72-0200-274	9,833.17	9,570.00	263.17-
ARENA GOODS	2-72-0200-500	10,862.21	17,700.00	6,837.79
ARENA PETROLEUM PRODUCTS	2-72-0200-521	1,740.12	3,800.00	2,059.88
ARENA HEATING	2-72-0200-540	15,491.57	20,800.00	5,308.43
ARENA POWER	2-72-0200-541	12,782.01	21,900.00	9,117.99
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	2,606.62	4,600.00	1,993.38
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	8,888.30	15,800.00	6,911.70

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Description	Account	YTD Actual	YTD Budget	YTD Variance
ARENA ICE PLANT GOODS	2-72-0201-500	62.79	500.00	437.21
ARENA ICE PLANT POWER	2-72-0201-541	8,372.75	18,400.00	10,027.25
TOTAL ARENA:		218,066.54	334,170.00	116,103.46
PARKS SHOP				
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	4,691.00	4,500.00	191.00-
PARKS SHOP INSURANCE	2-72-0300-274	1,857.13	1,830.00	27.13-
PARKS SHOP GOODS	2-72-0300-500	849.49	1,500.00	650.51
PARKS SHOP HEATING	2-72-0300-540	4,204.14	5,100.00	895.86
PARKS SHOP POWER	2-72-0300-541	2,246.85	4,100.00	1,853.15
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	307.92	1,800.00	1,492.08
TOTAL PARKS SHOP:		14,156.53	18,830.00	4,673.47
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	1,670.20	5,100.00	3,429.80
CURLING RINK SEASONAL SALARIES	2-72-0400-111	1,120.22	2,300.00	1,179.78
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	3,757.67	5,500.00	1,742.33
CURLING RINK INSURANCE	2-72-0400-274	6,455.31	6,340.00	115.31-
CURLING RINK GOODS	2-72-0400-500	142.68	1,500.00	1,357.32
CURLING RINK HEATING	2-72-0400-540	9,558.27	13,000.00	3,441.73
CURLING RINK POWER	2-72-0400-541	6,935.19	11,800.00	4,864.81
CURLING RINK - SUBSIDY	2-72-0400-771	10,202.78	14,500.00	4,297.22
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	1,222.32	1,800.00	577.68
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	8,888.30	15,800.00	6,911.70
CURLING RINK ICE PLANT GOODS	2-72-0401-500	60.80	500.00	439.20
CURLING RINK ICE PLANT POWER	2-72-0401-541	8,372.75	18,400.00	10,027.25
TOTAL CURLING RINK:		58,386.49	98,140.00	39,753.51
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	3,838.10	7,600.00	3,761.90
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	1,628.51	5,800.00	4,171.49
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	5,735.30	7,500.00	1,764.70
BALL DIAMOND POWER	2-72-0500-541	577.28	1,160.00	582.72
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	2,487.10	12,900.00	10,412.90
TOTAL BALL DIAMONDS:		14,266.29	38,460.00	24,193.71
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	2,738.92	2,690.00	48.92-
TOTAL GOLF COURSE:		2,738.92	2,690.00	48.92-
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	4,945.43	5,100.00	154.57
FOX LAKE SEASONAL SALARIES	2-72-0700-111	2,343.26	1,200.00	1,143.26-
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	550.00	200.00	350.00-
FOX LAKE ADVERTISING	2-72-0700-220	1,331.00	1,500.00	169.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	21,045.37	30,400.00	9,354.63
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	120.00	7,000.00	6,880.00
FOX LAKE INSURANCE	2-72-0700-274	267.05	260.00	7.05-
FOX LAKE GOODS	2-72-0700-500	4,310.22	5,000.00	689.78
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	352.80	400.00	47.20
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	600.00	600.00
FOX LAKE HEAT	2-72-0700-540	328.69	600.00	271.31
FOX LAKE POWER	2-72-0700-541	3,066.26	6,200.00	3,133.74
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:		38,660.08	98,060.00	59,399.92
PARKS				
PARKS SALARIES	2-72-0800-110	67,102.53	72,200.00	5,097.47
PARKS SEASONAL SALARIES	2-72-0800-111	56,780.61	48,500.00	8,280.61-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 31/08/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
PARKS BENEFITS	2-72-0800-130	338.17	5,700.00	5,361.83
PARKS SEASONAL BENEFITS	2-72-0800-131	8,102.39	3,400.00	4,702.39
PARKS NON T4 BENEFITS	2-72-0800-133	0.00	13,900.00	13,900.00
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	388.16	800.00	411.84
PARKS CONTRACTED REPAIRS	2-72-0800-250	24,912.25	24,100.00	812.25
PARKS EQUIPMENT REPAIRS	2-72-0800-253	366.66	9,200.00	8,833.34
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	510.28	3,100.00	2,589.72
PARKS INSURANCE	2-72-0800-274	4,692.72	4,200.00	492.72
PARKS GOODS	2-72-0800-500	11,472.94	30,600.00	19,127.06
PARKS PETROLEUM PRODUCTS	2-72-0800-521	10,660.96	10,300.00	360.96
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	1,946.76	2,100.00	153.24
PARKS VEHICLE MAINTENANCE	2-72-0800-523	6,131.71	3,600.00	2,531.71
PARKS POWER	2-72-0800-541	1,774.71	3,500.00	1,725.29
PARKS RECOVERIES TO OPERATING	2-72-0800-963	3,506.37	10,400.00	6,893.63
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
TOTAL PARKS:		198,687.22	248,200.00	49,512.78
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	1,594.68	2,500.00	905.32
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	25,448.29	20,100.00	5,348.29
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	0.00	200.00	200.00
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	1,088.73	1,400.00	311.27
PLAYGROUND PROGRAM NON T4 BENEFITS	2-72-1000-133	0.00	400.00	400.00
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	242.86	300.00	57.14
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	261.00	600.00	339.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	135.00	140.00	5.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	114.29	120.00	5.71
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	1,206.00	1,200.00	6.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	1,072.19	2,500.00	1,427.81
PLAYGROUND PROGRAM GOODS	2-72-1000-500	4,401.91	3,000.00	1,401.91
TOTAL PLAYGROUND PROGRAM:		35,564.95	32,460.00	3,104.95
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	330.22	1,300.00	969.78
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	983.48	500.00	483.48
SPRAY PARK INSURANCE	2-72-1200-274	1,232.32	530.00	702.32
SPRAY PARK GOODS	2-72-1200-500	275.55	500.00	224.45
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	2,700.00	2,700.00
SPRAY PARK POWER	2-72-1200-541	1,154.01	2,000.00	845.99
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	719.04	1,100.00	380.96
TOTAL SPRAY PARK:		4,694.62	10,430.00	5,735.38
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	586.71	7,600.00	7,013.29
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	9,304.88	13,900.00	4,595.12
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	614.50	3,000.00	2,385.50
KING HUNTER PARK INSURANCE	2-72-1300-274	152.59	150.00	2.59
KING HUNTER PARK GOODS	2-72-1300-500	623.05	11,000.00	10,376.95
KING HUNTER PARK POWER	2-72-1300-541	1,126.48	2,000.00	873.52
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	2,725.74	4,600.00	1,874.26
TOTAL KING HUNTER PARK:		15,133.95	45,350.00	30,216.05
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	383.36	2,500.00	2,116.64
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	394.25	3,500.00	3,105.75
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	567.15	2,000.00	1,432.85
SOCCER FIELDS POWER	2-72-1400-541	577.28	1,200.00	622.72

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 31/08/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	1,250.36	3,300.00	2,049.64
	TOTAL SOCCER FIELDS:	3,172.40	13,400.00	10,227.60
MUSEUM				
MUSEUM GAS	2-74-0100-540	3,276.00	4,400.00	1,124.00
MUSEUM POWER	2-74-0100-541	2,008.95	3,300.00	1,291.05
MUSEUM GRANT	2-74-0100-770	7,000.00	7,000.00	0.00
	TOTAL MUSEUM:	12,284.95	14,700.00	2,415.05
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	1,245.26	1,800.00	554.74
LIBRARY ADVERTISING	2-74-0200-220	748.80	800.00	51.20
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	590.40	2,400.00	1,809.60
LIBRARY INSURANCE	2-74-0200-274	3,395.53	3,340.00	55.53-
LIBRARY GOODS	2-74-0200-500	1,383.41	700.00	683.41-
LIBRARY HEATING	2-74-0200-540	3,040.99	4,200.00	1,159.01
LIBRARY POWER	2-74-0200-541	3,807.22	5,500.00	1,692.78
LIBRARY GRANTS	2-74-0200-770	21,179.76	21,100.00	79.76-
LIBRARY PERSONNEL GRANTS	2-74-0200-771	68,023.40	68,000.00	23.40-
LIBRARY GROSS RECOVERIES TO OPERATI	2-74-0200-963	671.70	1,400.00	728.30
	TOTAL LIBRARY:	104,086.47	109,240.00	5,153.53
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	5,068.64	25,300.00	20,231.36
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	47,208.46	43,600.00	3,608.46-
RCSC BENEFITS	2-74-0800-130	254.79	2,000.00	1,745.21
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	2,460.29	3,100.00	639.71
RCSC NON T4 BENEFITS	2-74-0800-133	0.00	4,200.00	4,200.00
RCSC STAFF TRAINING	2-74-0800-212	525.00	500.00	25.00-
RCSC FREIGHT	2-74-0800-215	295.00	300.00	5.00
RCSC TELEPHONE	2-74-0800-217	534.77	900.00	365.23
RCSC ADVERTISING	2-74-0800-220	2,703.60	2,700.00	3.60-
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	7,830.20	14,800.00	6,969.80
RCSC CONTRACTED REPAIRS	2-74-0800-250	1,473.10	16,400.00	14,926.90
RCSC INSURANCE	2-74-0800-274	7,036.86	4,580.00	2,456.86-
RCSC GOODS	2-74-0800-500	4,578.30	10,100.00	5,521.70
RCSC HEATING	2-74-0800-540	5,477.77	7,500.00	2,022.23
RCSC POWER	2-74-0800-541	11,299.67	21,600.00	10,300.33
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	410.82	1,100.00	689.18
	TOTAL CENTENNIAL PLACE:	97,157.27	164,680.00	67,522.73
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	2,892.91	2,500.00	392.91-
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	286.78	500.00	213.22
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	575.59	900.00	324.41
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	162.00	200.00	38.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	19,229.24	24,900.00	5,670.76
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	1,381.14	5,300.00	3,918.86
COMMUNITY CENTRE INSURANCE	2-74-0900-274	4,585.70	6,840.00	2,254.30
COMMUNITY CENTRE GOODS	2-74-0900-500	2,485.74	4,000.00	1,514.26
COMMUNITY CENTRE HEAT	2-74-0900-540	3,274.79	4,800.00	1,525.21
COMMUNITY CENTRE POWER	2-74-0900-541	6,343.52	8,900.00	2,556.48
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	644.58	1,100.00	455.42
	TOTAL COMMUNITY CENTRE:	41,861.99	61,940.00	20,078.01
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	205.50	5,000.00	4,794.50
LIONS HALL INSURANCE	2-74-1000-274	700.64	690.00	10.64-
LIONS HALL GOODS	2-74-1000-500	447.41	500.00	52.59
LIONS HALL HEAT	2-74-1000-540	1,801.72	2,200.00	398.28
LIONS HALL POWER	2-74-1000-541	962.94	1,700.00	737.06
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	284.40	600.00	315.60
	TOTAL LIONS HALL:	4,402.61	10,690.00	6,287.39
GOVERNMENT REQUISITIONS				

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 31/08/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	334,358.02	671,700.00	337,341.98
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	170,130.00	170,100.00	30.00-
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	638.00	638.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	270.74	2,500.00	2,229.26
	TOTAL GOVERNMENT REQUISITIONS:	<u>504,758.76</u>	<u>844,938.00</u>	<u>340,179.24</u>
	TOTAL EXPENDITURES:	<u>4,520,796.70</u>	<u>7,944,906.00</u>	<u>3,424,109.30</u>
	TOTAL REVENUE & EXPENSES:	<u>1,156,877.85-</u>	<u>1,266,200.00-</u>	<u>109,322.15-</u>

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2022
 To 31/08/2022

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
FIRE DEPARTMENT				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	15,800.00	83,600.00	67,800.00
FIRE VEHICLE ADDITIONS	8-23-0000-650	0.00	200,000.00	200,000.00
	TOTAL FIRE DEPARTMENT:	15,800.00	283,600.00	267,800.00
COMMON SERVICES				
COMMON SERV MACHINES, EQUIPMENT	8-31-0000-630	33,762.15	29,900.00	3,862.15-
	TOTAL COMMON SERVICES DEPARTMENT:	33,762.15	29,900.00	3,862.15-
WATER DEPARTMENT				
WATER MACHINES, EQUIPMENT	8-41-0000-630	0.00	27,500.00	27,500.00
	TOTAL WATER DEPARTMENT:	0.00	27,500.00	27,500.00
RECREATION				
RECREATION ENGINEERING STRUCTURES	8-72-0000-610	0.00	490,200.00	490,200.00
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	7,525.40	23,000.00	15,474.60
RECREATION ARENA BUILDING	8-72-0200-620	29,291.06	32,000.00	2,708.94
RECREATION ARENA MACHINES & EQUIPMEN	8-72-0200-630	50,400.00	150,000.00	99,600.00
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	6,994.08	30,000.00	23,005.92
RECREATION PARKS PLAYGROUND ENGINEER	8-72-0800-610	33,175.96	150,000.00	116,824.04
RECREATION PARKS EQUIPMENT	8-72-0800-630	0.00	25,000.00	25,000.00
	TOTAL RECREATION:	127,386.50	910,200.00	782,813.50
CULTURE				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
COMMUNITY CENTRE EQUIPMENT	8-74-0900-630	4,689.19	5,000.00	310.81
	TOTAL CULTURE:	4,689.19	15,000.00	10,310.81
	TOTAL CAPITAL FINANCES APPLIED:	181,637.84	1,266,200.00	1,084,562.16
	GRAND TOTAL OF ALL ACCOUNTS:	181,637.84	1,266,200.00	1,084,562.16
	REPORT TOTALS:	975,240.01-	0.00	975,240.01

*** End of Report ***

Date: September 13, 2022

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for August 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 May 10, 2022 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 August 31, 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 – August 2022

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

AUGUST 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 May 10, 2022	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-4,162,118			-3,940,893			-221,225
DRAW FROM RESERVES	-73,616			0			
REQUISITIONS		842,438		0	504,488		337,950
DOUBTFUL ACCTS		2,500			271		2,229
CONTINGENCY		0			0		0
			-3,390,796			-3,436,134	
COUNCIL	0			0			0
COUNCIL		150,250			75,079		75,171
			150,250			75,079	
GENERAL ADMINISTRATION	-569,300			-168,504			-400,796
ADMINISTRATION		1,038,444			645,523		392,921
			469,144			477,019	
HANNA WAKE PROGRAM	0			0			0
STUDENT EXCHANGE		0			0		0
			0			0	
TAX RECOVERY PROPERTY	-10,100			-9,000			-1,100
TAX RECOVERY PROPERTY		10,100			2,739		7,361
			0			-6,261	
POLICE	-10,500			-3,538			-6,962
POLICE		72,800			72,794		6
			62,300			69,256	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		4,750			2,453		2,297
			4,750			2,453	
FIRE	-408,861			-49,174			-359,687
FIRE		270,840			103,087		167,753
CAPITAL - EQUIPMENT		38,600			15,800		22,800
CAPITAL - RADIO EQUIP		45,000			0		45,000
CAPITAL - RESCUE TRUCK		200,000			0		200,000
			145,579			69,714	
EMERGENCY SERVICES	-3,250			-3,250			0
EMERGENCY SERVICES		16,600			10,931		5,669
			13,350			7,681	
BY-LAW ENFORCEMENT	-22,500			-22,288			-212
BYLAW		65,500			20,692		44,808
			43,000			-1,596	
DOG CONTROL	-5,000			-4,150			-850
ANIMAL CONTROL		14,000			11,510		2,491
			9,000			7,360	

AUGUST 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 May 10, 2022	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	-3,600			-4,160			560
PUBLIC WORKS		533,858			395,529		138,329
PUBLIC WORKS - CAPITAL	-18,900	29,900			33,762		-3,862
			560,158			425,131	
STREETS & ROADS	-430,439			0			-430,439
STREETS & ROADS CAPITAL	0			0			0
STREETS & ROADS S & R - CAPITAL		836,939			144,609		692,330
			406,500		0	144,609	0
AIRPORT	-24,605			-4,246			-20,359
AIRPORT		46,410			35,934		10,476
AIRPORT CAPITAL		0			0		0
			21,805			31,688	
WATER							0
TREATMENT	-1,181,500			-543,072			-638,428
TREATMENT LINES & DISTRIBUTION		835,800			486,617		349,183
LINES & DISTRIBUTION	0			-1,287			1,287
CAPITAL - METER EQUIPMENT		286,600			114,321		172,279
		27,500			0		27,500
			-31,600			56,579	
SANITARY SEWERS	-297,600			-128,522			-169,078
SEWERS		203,660			91,311		112,349
SEWER - CAPITAL		0			0		0
			-93,940			-37,212	
GARBAGE	-74,300			-37,854			-36,446
GARBAGE		75,700			49,594		26,106
			1,400			11,740	
REGIONAL WASTE SYSTEM	-353,900			-176,242			-177,658
ANNUAL CONTRACT		353,800			167,201		186,599
			-100			-9,042	
F.C.S.S.	-97,298			-160,861			63,563
ADMINISTRATION		41,400			22,576		18,824
PROGRAMS		129,900			77,923		51,977
YOUTH CLUB SUPPORT	-14,350	25,400			25,267		133
VAN OPERATIONS		4,850			3,255		1,595
			104,252			-31,839	

AUGUST 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 May 10, 2022	2022 BUDGET REVENUES	2022 BUDGET EXPENSES	REVENUE LESS EXPENSES	2022 ACTUAL REVENUES	2022 ACTUAL EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-16,600			-9,862			-6,738
CEMETERY		33,820			10,841		22,979
			17,220			980	
MUNCIPAL PLANNING COMM MPC	0			0			0
		500			0		500
			500			0	
COMMERCIAL OFFICE BUILDING OFFICE BUILDING	-26,290			-18,000			-8,290
		26,290			4,867		21,423
			0			-13,133	
TOURISM	0			0			0
TOURISM		31,000			15,808		15,192
			31,000			15,808	
BUSINESS & COMMUNICATION	-13,000			-10,000			-3,000
		192,520			142,494		50,026
			179,520			132,494	
VISITOR INFORMATION BOOTH	0			0			0
		19,580			9,116		10,464
			19,580			9,116	
SUBDIVISION	-154,957			-39,286			-115,671
SUBDIVISION		154,957			155,759		-802
			0			116,473	
RECREATION	-653,635			-5,621			-648,014
CS BOARD		3,500			50		3,450
RECREATION		86,850			49,057		37,793
CAPITAL - SENIORS AMENITY		490,200			0		490,200
			-73,085			43,486	
SWIMMING POOLS	-86,800			-79,198			-7,602
POOLS		231,910			205,779		26,131
CAPITAL - WATERSLIDE PUMP		8,000			7,525		475
CAPITAL - JO POOL HEATER		15,000			0		15,000
			168,110			134,105	
ARENA	-80,350			-42,938			-37,412
ARENA		299,470			200,743		98,727
ICE PLANT		34,700			17,324		
CAPITAL - BRINE PUMP		32,000			29,291		
CAPITAL - CONDENSOR		150,000			50,400		99,600
			435,820			254,820	

AUGUST 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 May 10, 2022	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		18,830			14,157		4,673
			18,830			14,157	
CURLING RINK	-49,700			-36,616			-13,084
CURLING RINK		63,440			41,065		22,375
ICE PLANT		34,700			17,322		
CAPITAL - WALL REPAIR		10,000			0		10,000
			58,440			21,771	
BALL DIAMONDS	-5,100			-4,000			-1,100
BALL DIAMONDS		38,460			14,266		24,194
			33,360			10,266	
GOLF COURSE	0			0			0
GOLF COURSE		2,690			2,739		-49
			2,690			2,739	
FOX LAKE PARK	-73,479			-89,692			16,213
FLP		98,060			38,660		59,400
CAPITAL - ELECTRICAL		30,000			6,994		23,006
			54,581			-44,038	
PARKS	-125,000			0			-125,000
PARKS		248,200			198,687		49,513
CAPITAL - TENNIS COURTS		150,000			33,176		116,824
CAPITAL - SKATEPARK		25,000			0		25,000
			298,200			231,863	
SUMMER YOUTH PROGRAM	-2,500	32,460		-17,790	35,565		15,290
			29,960			17,775	-3,105
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0			0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		10,430			4,695		5,735
			10,430			4,695	
KING-HUNTER PIONEER PARK	-23,000			0			-23,000
KING-HUNTER PIONEER PARK		45,350			15,134		30,216
			22,350			15,134	
SOCCER FIELDS	-2,100			-2,100			0
SOCCER FIELDS		13,400			3,172		10,228
			11,300			1,072	

AUGUST 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 May 10, 2022	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		14,700			12,285		2,415
			14,700			12,285	
LIBRARY	-10,000			0			-10,000
LIBRARY		109,240			104,086		5,154
LIBRARY - CAPITAL - WATER DIVERSION		10,000			0		10,000
			109,240			104,086	
CENTENNIAL PLACE	-84,450			-44,835			-39,615
CENTENNIAL PLACE		164,680			97,157		67,523
CENTENNIAL PLACE CAPITAL		0			0		0
			80,230			52,322	
COMMUNITY CENTRE	-40,008			-18,898			-21,111
CENTRE		61,940			41,862		20,078
CENTRE CAPITAL - CLEANER		5,000			4,689		311
			26,932			27,654	
LIONS HALL	-2,400			-1,800			-600
LIONS HALL		10,690			4,403		6,287
			8,290			2,603	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-9,211,106			-5,677,675			-3,533,431
TOTAL EXPENDITURES		9,211,106			4,702,434		4,508,672
TOTAL SURPLUS (DEFICIT)			0			-975,240	

Date: September 13, 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 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

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: September 13, 2022
To: Mayor & Council
From: Kim Neill
Chief Administrative Officer
Re: CAO Report – September 13, 2022, Council Meeting

1. Tax Recovery Auction

The Tax Recovery Auction is set for 2PM on September 12th in Council Chambers. Two of the three property owners with property set to be auctioned have been in and have entered into Tax Payment Agreements leaving only one residential property to be part of the auction as of this time. I will provide an update on the auction at the meeting.

2. Signage Project

The tender for the signage project was extended by Harvest Sky based on feedback from the pretender meeting from August 19th to August 31st. As of the deadline there were five bids received for the project which included the Village of Youngstown project. The prices for the Hanna project ranged from \$244,374.30 to \$516,210.72. Upon review of the bids including previous work, warranty, bid bond, etc. all parties including the Town of Hanna, Village of Youngstown, Harvest Sky Economic Development Corporation and 818 Studios recommend the bid from Hi Signs in the amount of \$262,227.41. It was the second lowest bid received but they met or exceeded all the requirements asked for in the tender. The low bid from Backflag Projects was \$244,374.30 or \$17,853.11 less than the Hi Signs bid but is not considered compliant as they did not provide a bid bond or notice of WCB coverage. Harvest Sky will be entering into a contract with Hi Signs to complete the work as per their tender and it is anticipated that the work will be complete prior to March 31, 2023, to meet the grant requirements.

3. Tennis Court Resurfacing Project

The quote to resurface the tennis courts that was accepted by Council included 2 tennis courts and 4 pickleball courts. In further discussions with the Pickleball club regarding the design and the number of courts, the club has asked if the design could be changed to accommodate an additional 2 pickleball courts (6 in total). The contractor can accommodate this request, but it is an additional \$5,953 plus GST. Administration based on timing to have the work completed authorized this expense.

4. Land Use Bylaw Review

Administration is meeting with representatives of Palliser Regional Municipal Services on September 13th and 14th to review the preliminary draft of the Town of Hanna Land Use Bylaw.

5. Palliser Airshed Alliance – Air Monitoring Station

Administration was contacted by a representative of the Palliser Airshed Society (PAS) regarding the interest the Town of Hanna may have in an air monitoring station/trailer being placed in the Town of Hanna. PAS may have a portable air monitoring station available to them from the Province of Alberta and since they don't have anything monitoring air quality in the Hanna region, they are interested in having this unit placed in Hanna. Administration indicated we were very interested in that possibility and talked about the timing being good with the resident concerns of the air quality since the introduction of the GFL fertilizer blending facility in Hanna.

PAS was established in the Spring of 2003 to monitor ambient air quality in the Medicine Hat / Redcliff region and has expanded to cover the southeastern portion of the province. PAS currently maintains three continuous monitoring sites, 8 PM2.5 Sensors (Brooks, Medicine Hat, Oyen, Bassano, Vauxhall, Bow Island, and Milk River), and 16 passive sampling sites distributed throughout the airshed. PAS is currently working with Heartland Generation to install a Purple Air Monitor in Hanna.

The permanent continuous monitoring site at Crescent Heights (Medicine Hat) station provides real time data for NO₂/NO_x, SO₂, O₃, CO, THC, and PM_{2.5} and meteorological data. In addition, there are two sites serviced by portable air pointers, currently located in Brooks and Taber which provide real time data for NO₂/NO_x, O₃, and PM_{2.5}.

The monitoring PAS is proposing for the Town of Hanna will be similar to that in Medicine Hat and would provide real time data for NO₂/NO_x, SO₂, and PM_{2.5} and Meteorological Data.

Administration has discussed potential sites for this air monitoring trailer and PAS will be sending out a representative to look at the options. The trailer does require access to Wi-Fi as well as power which will come at the expense of the Town.

Attached is a picture of the portable monitoring station that maybe available from the province for this fall for a 12-month loan.

The approximate dimensions hitch to the tower base is 23' 9" L x 9' W x 14' 8" H. The shelter itself is 18' x 9'. A picture of the PAML is shown below.



Should this unit be unavailable PAS would be able to provide an air pointer unit which is approximately the size of a refrigerator.



Meetings Attended:

- Celebrate Canada – Gord Bamford Concert – August 11th, 19th, 25th & 29th
- Business Hub – Economic Development Collaboration – August 16th & September 6th
- Alberta Municipalities – CAO Meeting – Drumheller – August 23rd
- Senior Amenity Zone Project Meeting – August 30th & September 1st
- APEX – South Municipal Road Gas Line Replacement Project – August 31st
- Alberta Municipalities – Webinar – Future of Municipal Government – September 8th
- Village of Delia Community Meeting – September 8th
- PRMS – Funding Formula Review Meeting – September 12th
- Tax Recovery Auction – September 12th
- Hanna Signage Project Meeting – September 12th
- PRMS - Land Use Bylaw Review Meeting – September 13th
- Council Information Meeting – July 27th
- Municipal Planning Commission – August 2nd
- Bylaw 1025-2022 – Rezoning Meeting – August 9th

Upcoming Events:

- PRMS - Land Use Bylaw Review Meeting – September 13th
- Municipal Planning Commission Meeting – September 15th
- Business Hub – Economic Development Collaboration – September 20th & October 4th
- Alberta Municipalities Conference – Calgary – September 21st – 23rd
- Council Information Meeting – September 28th
- Joint Use – Planning Agreements – Webinar – September 29th

1 September 2022

Mark Nikota
Harvest Sky Region Economic Development Corporation
Box 1255, 203 2 Avenue West
Hanna, Alberta T0J 1P0

Re: Hanna and Youngstown Signage Project
RFP 2002-03; APC reference AB-2022-04882

Dear Mark,

We are pleased to provide an analysis of the bids received in response to the signage tender. Six bids were received from companies providing a wide range of experience.

Overview

1. PM Signs submitted their bid after the close and is therefore non-compliant. However, the client directed that the bid be included in the bid analysis.
2. Landmark Sign did not include a separate cost for remediation; confirmation as to whether remediation is included in the sign unit price will be required if Landmark is the successful bidder.
3. Unit prices were requested for two contingent items (solar power supply and non-powered aluminum letters) in addenda 4.
 - i) Not all bidders included costs for the contingent items. Please see the attached spreadsheets for unit costs and contingent costs.
 - ii) Blanchette Neon commented that, in their experience, solar lights do not shine as brightly as wired lights. In addition, they noted that the batteries would need to be removed when temperatures dip below -30C.
4. Several of the bids contained small calculation errors. As per the tender documents, the unit prices are considered to represent the bidders' intention. 818 undertook a review of the calculations and the discrepancies are noted in the table below. The small calculation errors with less than \$25 difference are not highlighted in the table.
 - i) Blackflag's bid contain larger calculation errors, resulting in a total about \$15,000 lower than indicated by the unit prices.
 - ii) Landmark Sign's calculation errors resulted in a bid of about \$300 lower than the unit price.

bidder	Hanna		Youngstown		total (excluding GST and contingency)	
	stated bid amount	review adjustment	stated bid amount	review adjustment	stated bid amount	review adjustment
Knight Signs	\$ 516,210.64	\$ 516,210.72	\$ 268,694.00	\$ 268,695.00	\$ 784,905.64	\$ 784,905.72
Blanchette Neon	\$ 443,552.00	\$ 443,574.00	\$ 236,199.00	\$ 236,199.00	\$ 679,751.00	\$ 679,773.00
Landmark Sign	\$ 375,975.00	\$ 376,285.00	\$ 248,636.00	\$ 248,636.00	\$ 624,611.00	\$ 624,921.00
PM Signs	\$ 359,860.98	\$ 359,860.98	\$ 236,319.00	\$ 236,319.00	\$ 596,179.98	\$ 596,179.98
Hi Signs	\$ 282,227.64	\$ 262,227.41	\$ 171,769.49	\$ 171,769.45	\$ 433,997.13	\$ 433,996.86
Blackflag Projects	\$ 238,074.31	\$ 244,374.30	\$ 137,899.07	\$ 146,757.66	\$ 375,973.38	\$ 391,131.96

- The tender documents required the submission of proof of insurance, a bid bond, and safety documentation (COR and WCB clearance). A summary of the documents submitted is included in this table.
- PM Signs indicated they had requested a bid bond and were still waiting to receive the documentation.
- Landmark Sign indicated they are waiting for an updated COR for their agent, Media Resources. Landmark provided an expired temporary letter of certification.

bidder	total bid, excluding contingency and GST	insurance	bid bond	warranty	commit to meet timeline?	COR	WCB	technically compliant
Knight Signs	\$784,905.72	\$5,000,000	yes	1 year	yes	yes	yes	yes
Blanchette Neon	\$679,773.00	\$8,000,000	yes	2 years	yes	yes	yes	yes
Landmark Sign	\$624,921.00	\$5,000,000	yes	5 years	yes	no	yes	no
PM Signs	\$596,179.98	\$5,000,000	no	3 years	yes	yes	yes	no
Hi Signs	\$433,996.86	\$9,000,000	yes	1 year	yes	yes	yes	yes
Blackflag Projects	\$391,131.96	\$5,000,000	no	1 year	yes	yes	no	no

- We requested any information missing from the bids and received several documents within the 24 hours from the bid close.
- Most companies indicated a three month timeline for the work. Knight Signs indicated that the timeline was ambitious.

10. All bidders submitted a package of materials that included examples of completed work. A dropbox transfer link will be provided in the covering email.

Recommendation

1. 818 studio does not recommend awarding to the lowest bidder. Blackflag Projects did not provide the required bid bond and indicated they would not be able to meet the requirement of a 50% bond if awarded the contract.
2. Both Blanchette Neon and Hi Signs submitted compliant bid packages and would provide the level of service required for these projects.
3. We recommend that the project be awarded to Hi Signs for the following reasons.
 - i) Provided value engineering (replacing concrete piles with screw piles) in costing.
 - ii) Provided value engineering (replacing cedar posts with aluminum w/wood grain) in costing.
 - iii) Indicated they have materials in sufficient stockpile to meet project scope.

Please let me know if you have any questions.

Yours truly,



Jennifer Koppe, M E. Des., M Land. Arch.
AALA Associate (Intern)
landscape designer

Community Services Foreman Report – Kevin Olsen

September Council Report

Tennis Court

- Resurfacing is underway
- Pickleball has suggested some minor changes and we are working with Tomko to see what the excess cost would be. Paved on August 25th and needs 2 weeks curing time before being surfaced and painted.

Rodeo

- Prep has been done
- Announcers stand put up
- 8 portable bleachers added
- Rodeo Committee setting up chutes, corrals etc. on September 3rd

Arena

- Staff painted the Arena permanent bleachers, flooring, and dressing rooms

Lions Hall

- Lights have been upgraded
- Main hall had 28 fixtures, replaced with 14 LED fixtures
- Washrooms and hallway also changed to LED

Swimming Pool

- Closed for Humans on Aug 28th, closed for dogs Aug 29th
- Winterizing will start Aug 29th, takes approx. 2 weeks to complete

Parks

- Summer Staff done August 30th
- Rhonda Blake was hired for the Operator 3 position and will start Sept 6th

Other

- Safety and maintenance concerns have been brought forward regarding the south Blvd. of the Town Office. Have received a quote for synthetic turf to replace river rocks and grass. (attached)
- Working with Delia Ag Society to have their ice going in early to accommodate our users, we will supply staffing assistance for making ice.

Mirage Turf Systems

622 Sierra Madre Court SW, Calgary, AB T3H 3M5

Office #: (403) 228-6927

Quote

August 2022

Quote # 290-22RS

Customer: Town of Hanna
302-2 Ave W
Hanna, AB
C/o Kevin Olsen-
Re: Artificial Turf Quote- Town Office Boulevard Area

Description of Job:

Supply and install of artificial turf (*Durablade 65 or Triblend 70*) for the proposed property of approx. 940sq.ft. Includes excavation of existing sod/dirt and river rock, supply and install of compacted road crush sub-base of approx. 4-6", 10mm limestone "topper", supply and install of *Durablade 65 or Triblend 70* with top dressing. The turf will be laid, cut, seamed, spiked and top dressed over the area.

Cost:

Durablade 65 Artificial turf of approximately 940sq.ft @ \$15.50/sq.ft.....\$14,570.00 + GST
Triblend 70 Artificial turf of approximately 940sq.ft @ \$16.00/sq.ft.....\$15,040.00 + GST

**\$0.50-\$1.00/sq.ft discount pending other projects supplied and installed at the same time (Actual discount based on total volume purchased between 4 projects quoted)*

Install Date: To be determined. (Subject to approval)

Warranty: The turf will carry a Limited Warranty of 15 years by Rymar Turf.

A formal contract and a deposit of 50% of the Total Purchase Price will be required before commencement of the project. Quote is good until November 15, 2022.*

All material is guaranteed to be specified, and the above work to be performed in accordance and agreement of the customer and specifications submitted for above work. The project will be completed in a professional and timely workmanlike manner.

Submitted by: Randy Steinley **Date:** August 24, 2022
Mirage Turf Systems. (Licensed, Insured and Bonded)

**Prices may be subject to change after the "Good Until Date" by the discretion of Mirage Turf Systems.*

Community Services Coordinator Report – Michele Toews

EPIC Adventures

EPIC Adventures ended for the year on August 26th. The program ran full days Monday-Thursday and half days on Fridays this year. Attendance has averaged around 17 participants/day with numbers as high as 33 kids for some of the out-of-town trips. 67 different children attended at least one day over the course of the summer. Overall, the program seemed to be well received by children and parents with lots of positive feedback.

Music in the Park

Music in the Park wrapped up its summer series on Sunday, August 28th. All nine performances were able to be held outdoors as the weather cooperated with our plans. Staff from the pool, parks, and EPIC assisted the program with set up/take down and hosting attendees. Volunteers Gwen Snell and Will Warwick helped to make the program a success by hosting the artists, introducing acts, and running the sound equipment. Attendance numbers varied, but overall, the program was well attended throughout the summer.

Fall Registration Fair

The annual Fall Registration Fair was held on Wednesday, September 7th at the Community Centre. 24 organizations attended with tables showing off what programs they have to offer in Hanna. Kids activities, adult service clubs, and community resources were among the participants. Great turn out of people coming through to sign up for activities, with young families making up the majority.

Drive Happiness

We currently have three volunteer drivers approved for the program and have completed our first ride! One of our volunteer drivers was able to assist a senior with a trip to Stettler for errands and shopping. Unfortunately, we have had to decline a few rides due to no volunteers being available. Majority of requests seem to be for out-of-town medical appointments. The all-day commitment on a weekday and need to drive in the city are hurdles to finding available drivers. Watch for more volunteer recruitment information in this month's newsletter.

Community Concert Celebrating the End of Covid

We are finalizing details for our free Community Concert using our federal grant dollars. Save the date for Friday, October 21st. More details coming soon!

New Programs for Fall

This fall we will be offering kickboxing classes once again. Participants must pre-register at the Town Office. \$75 for a 6-week session.

We will also be offering a FREE Adult Community Choir. Taking place on Tuesdays, starting September 27th, from 12:30-1:30 pm at Centennial Place. No experience required, and no need to register. Drop in and connect with others through music.

COUNCIL REPORT

DATE: September 13, 2022

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the August 9, 2022 Council meeting, the public works department has been busy with the following items:
 - Water & Sewer
 - Repaired 3 water and sewer services.
 - Notified Alberta Environment and local landowners that we will be draining water from the final cell of the sewage lagoon to Bullpound Creek. The required samples were sent for analysis. Water from the storm drains and sewage treatment plant flows through four cells at the sewage lagoon. Solids settle to the bottom as the water moves through the cells. It is released from the final cell to Bullpound Creek.
 - Continue to haul sewer from the holding tanks at the special areas shop, airport, fox lake park, and the triplex every Friday.
 - Have made arrangements with Brooks Asphalt to install the water and sewer lines for the 5th Street Development.
 - Road Maintenance
 - Special Areas loaned the Town the use of two graders to allow our crew to chew up the road material on Railroad Avenue and then level the surface, using the material and oil in the road.
 - The speed bumps for Shacker Crescent alley have been ordered.
 - Cleaning streets and avenues with the street sweeper as we have time.
 - Completed the line painting on streets and parking lots with yellow paint. Were unable to get more white paint.
 - Sidewalks and curbs needing repair have been identified by Chief Administrative Officer Neill and PW Foreman Wes Rorabeck. Mudrack Concrete Ltd. will be in Town to do the repairs.
 - Discussed the pavement patches needed with Brooks Asphalt. They will be in Hanna in October to complete the work.
 - Meetings
 - I am attending the Monday morning Director's meetings.
 - Airport
 - Routine maintenance at the airport – check the terminal building for maintenance issues, check the runway lights and windsock, haul garbage, etc.
 - Cemetery
 - Opened 2 columbarium niches and 2 cremation graves this month.
 - We did some more concrete removal, cleanup and reseeding of grass.

- General
 - The transmission needs to be replaced on the 2009 GMC parks truck, but it is difficult to get a replacement, so the truck is out of commission.
 - Did some work on the dirt in the arena in preparation for the Indoor Rodeo.
 - Our summer student, Rob Thandi was finished work on August 19.

Date: September 13, 2022

Agenda Item No: 9.01

Central Alberta Regional Assessment Review Board Agreement

Recommended Motion

That Council directs the Chief Administrative Officer to enter into the Agreement for Regional Assessment Review Services with the City of Red Deer to establish membership for the Town of Hanna as a Partner municipality in the Central Alberta Regional Assessment Review Board, effective January 1, 2023.

Background

As part of the Government of Alberta Municipal Accountability Program (MAP) it was identified that the Town of Hanna was not meeting the requirement to establish an Assessment Review Board and did not have any members appointed to an intermunicipal assessment review board nor does the Town of Hanna have a Clerk appointed.

In the spring of 2010 the Town of Hanna and the municipalities of the Village of Empress, Village of Cereal, Village of Youngstown, Town of Oyen, M.D. of Acadia No. 34, and Special Areas No. 2, No. 3 and No. 4 had intentions of establishing a Joint Assessment Review Board to address changes the province had instituted with Bill 23 of the Municipal Government Act. As the municipalities had limited to no assessment appeals, it was determined that a joint board would be the best solution.

Bill 23, the *Municipal Government Amendment Act, 2009*, made amendments to restructure assessment review boards and clarify their roles and responsibilities, enhance training for board members and administrators, increase access to information for citizens and ensure province-wide consistency, accountability and transparency. The amendments:

- Better defined the composition, roles and jurisdiction of the boards that hear assessment complaints;
- Enhanced the training and qualification requirements of board members and board administrators;
- Improved access to information for taxpayers and mandate disclosure between parties to a complaint;
- Outlined the timelines for the steps in the complaint process; and



- Set out consequences for either party if the disclosure and timeline requirements are not met.

Bill 23 created the requirement to have a Local Assessment Review Board (LARB) to hear matters that are shown on an assessment notice for residential property with 3 or fewer dwelling units, farmland, or a tax notice other than a property tax notice and a Composite Assessment Review Board (CARB) to hear all other matters. Decision requirements of both the Local Assessment Review Board and the Composite Assessment Review Board are specifically set out in the legislation. The Composite Assessment Review Board can award COSTS in certain circumstances. Appeals of decisions of both boards are now only to the Alberta Court of Queen's Bench. There is no longer a right to appeal to the Municipal Government Board.

As a result of these changes, the specific training requirements for board members and administrators and the limited to no appeals in the region, the municipalities made plans to establish a Joint Assessment Review Board through an agreement with Palliser Regional Municipal Services. On May 11, 2010, Council passed Bylaw 954-2010 establishing an Joint Assessment Review board, however as of that date there were no members appointed by any member municipality to the intermunicipal assessment review board, nor had a clerk been appointed.

Administration is not sure why, but the Joint Assessment Review Board did not get implemented and the Town has been negligent in not having an Assessment Review Board established and trained or having joined an Intermunicipal Assessment Review Board. It has not been an issue as there have been no assessment appeals the Town has had to deal with during this period of time. Since the MAP review and this deficiency being pointed out, Administration has tried to generate interest in a Palliser Regional Municipal Services Joint Assessment Review Board which would be set up similar to the Palliser Intermunicipal Subdivision and Development Appeal Board. Administration believes the interest in creating a local Joint Assessment Review Board is not a priority with other members of PRMS.

Many municipalities have joined the Central Alberta Regional Assessment Review Board which is coordinated by the City of Red Deer. The fact that in the Province of Alberta's view it is seen as a deficiency that the Town of Hanna has not met the requirements to establish a board, Administration reached out to the City of Red Deer who serve as the Coordinator for the Central Alberta Regional Assessment Review Board to see if they had capacity to add the Town of Hanna as a partner municipality. They have indicated there is capacity.

In order to join, the Town of Hanna is required to enter into an Agreement with the City of Red Deer who serves as the coordinator and pass a Bylaw to establish a Joint Assessment



Review Board that will enable municipalities to provide a mechanism for citizens to appeal their property tax assessment and tax notices.

The highlights of joining this Board include the following:

- There is an annual fee of \$2,000 plus GST to belong to be a member.
- If the Board is required to hear an appeal, then the costs of that appeal will be borne by the partner municipality where the appeal originates.

The following services are provided by the coordinator to all Partnering Municipalities on payment of the Membership Fee:

- Training for board member(s) & clerk(s)
- In-services / Assistant Clerk Workshops
- Production of Assistant Clerk Toolbox
- Business Travel for Advocacy

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. Agreement between the City of Red Deer and the Town of Hanna for the provision of Regional Assessment Review Services.



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Dated this _____ day of _____, 20____.

Between:

The City of Red Deer

("Coordinator")

- and -

("Partner Municipality")

AGREEMENT FOR REGIONAL ASSESSMENT REVIEW SERVICES

BACKGROUND

- A. Councils for City of Red Deer and the Partner Municipality have passed bylaws to establish a joint Regional Assessment Review Board having jurisdiction within their boundaries.
- B. The City of Red Deer is the Coordinator for property assessment complaints for the residents of Partner Municipalities who enter into this agreement and who enact a bylaw in substantially the same form as the Bylaw attached in Schedule A.
- C. As the Partner municipality wishes to join the Central Alberta Regional Assessment Review Board membership, this agreement shall establish the terms of membership and the administrative and policy framework of the Board.

The Parties agree as follows:

1. AGREEMENT

1.1. The following schedules form part of this agreement:

Schedule A – Sample Bylaw

Schedule B- Membership and Other Fees

Schedule C – Services

2. DEFINITIONS

In this Agreement, unless the context provides otherwise, the following words or phrases shall have the following meanings:

- 2.1. **"Assessor"** is the person appointed by the Partner Municipality to assess residents' property.
- 2.2. **"Assistant Clerk"** is a staff person employed by the Partner Municipality to provide service to the Complainant;
- 2.3. **"CARB"** is Composite Assessment Review Board as defined by the Municipal Government Act and the Matters Relating to Assessment Complaints Regulation;

- 2.4. **“Clerk”** is the staff person appointed by the CAO of the City of Red Deer to act as the Designated Officer to the Central Alberta Regional Assessment Review Board;
- 2.5. **“Complainant”** is an assessed person or taxpayer of the Partner Municipality who files a complaint regarding that person’s tax or assessment notice;
- 2.6. **“Coordinator”** is The City of Red Deer.
- 2.7. **“LARB”** is Local Assessment Review Board as defined by the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*;
- 2.8. **“Regional Board Review Committee”** is the committee, appointed by the Partner municipalities to appoint board members to the Central Alberta Regional Assessment Review Board;
- 2.9. **“Regional Board”** means the Central Alberta Regional Assessment Review Board appointed to hear complaints about assessment or tax notices established in accordance with sections 454 and 455 of the Municipal Government Act.

3. PARTNER MUNICIPALITY RESPONSIBILITIES

- 3.1. The Partner Municipality is entitled to receive Regional Board services provided it has passed a Bylaw in the form attached as Schedule A and pays the membership fee identified in Schedule B.
- 3.2. The Partner Municipality will participate annually in establishing the Regional Board Review Committee.
- 3.3. The Partner Municipality will pay the membership fee in consideration for the services to be provided by the Coordinator. To continue participation, the membership fee is to be paid annually by January 31. The membership fee covers Services as defined in Schedule C.
- 3.4. Upon receipt of a complaint from an assessed person or taxpayer of the Partner Municipality and in addition to the membership fee, the Partner Municipality will pay additional administration and board fees identified in Schedule B. Any fees are payable 30 days upon receipt of invoice.
- 3.5. If legal services are required for general purposes to facilitate the administration of the complaint, (i.e. procedure questions) the cost of the service will be paid by the Coordinator.
- 3.6. If legal services are required for issues that relate to a specific complaint, the Coordinator will advise the Partner Municipality which has jurisdiction over the appeal and the cost of the service will be payable by the Partner Municipality, 30 days upon receipt of invoice. This includes legal services for challenges to the Court of Queen’s Bench.
- 3.7. On or before January 31 in every year of the Agreement, the Partner Municipality will provide to the Coordinator the following information:
 - 3.7.1. The filing fees that will be payable by a Complainant in accordance with section 481(1) of the *Municipal Government Act* (MGA).

3.7.2.The contact information for the Assessor of the Partner Municipality.

3.7.3.The estimated deadline for Complainants to file complaints in the Partner Municipality.

3.7.4.Copies of Certificates evidencing the Insurance requirements referred to in Section 11 of this Agreement.

3.8. Immediately upon receipt of a complaint the Assistant Clerk shall:

3.8.1.Forward a copy of the complaint; the tax or assessment notice that is the subject of the complaint and any supporting documents to the Clerk;

3.8.2.Advise the Clerk if the complaint was received before the deadline set by the Partner Municipality and if the complaint filing fee was paid.

3.9. When required, the Assistant Clerk will administer withdrawn complaints in accordance with legislation and the Partner Municipality's practice.

3.10.Any other responsibilities as identified in Schedule C.

4. COORDINATOR RESPONSIBILITIES

4.1 The Coordinator will annually review the membership fee. If a change is required to the membership fee, the Coordinator will notify the Partner Municipality of same in writing to the address in Section 12 of this Agreement no later than June 30th of the calendar year.

4.2 The Coordinator will provide services for the Partner Municipality as identified in Schedule C.

4.3 The Coordinator will, at the request of the Partner Municipality, assist during discussions between the Assessor and the Complainant.

4.4 The Coordinator is responsible for ensuring that Regional Board members receive training in accordance with the MGA and regulations.

4.5 The Coordinator will keep a record of the complaints filed in accordance with the MGA and regulations.

4.6 The Coordinator will retain paper records such as background information, correspondence, appeal notices and withdrawn appeals for ten (10) years upon receipt of such paper records.

4.7 The Coordinator will obtain legal services on behalf of the Regional Board when required.

5. BOTH PARTIES' RESPONSIBILITIES

5.1. Both parties will make every reasonable effort to ensure that personal information that will be or is intended to be used in a complaint is both complete and accurate.

6. TERM

6.1. The term of this Agreement is permanent, unless terminated by either party as follows:

- 6.1.1. The Partner Municipality may withdraw from this Agreement at any time upon ten (10) days written notice, forfeiting the full amount of the membership paid.
- 6.1.2. The Coordinator may terminate the agreement at any time upon six (6) months written notice to the Partner Municipality.

7. PRIVACY

- 7.1. The Coordinator is subject to the *Freedom of Information and Protection of Privacy Act* (FOIP) and will protect the confidential information provided from unauthorized access or disclosure as permitted by law.
- 7.2. The Partner Municipality shall ensure that any information of a confidential nature which it provides to the Coordinator is clearly marked as such.

8. INFORMATION SHARING

8.1. In order to process complaints for a property tax or assessment notice, the Coordinator is authorized to collect the following types of personal information:

- 8.1.1. Roll number
- 8.1.2. Legal Address
- 8.1.3. Civic Address
- 8.1.4. Registered Owner Name(s)
- 8.1.5. Registered Owner(s) mailing address and phone number
- 8.1.6. Assessed Value and Assessment Class of the property under review
- 8.1.7. Name, address and phone number of Registered Agent for the Owner

8.2. The specific personal information will be collected from the Partner Municipality.

8.3. The collection of personal information from a source other than the individual the information is about is authorized by FOIP Section 34(1)(b).

9. DISPUTE RESOLUTION

9.1. All claims, disputes, and other matters arising out of this Agreement or relating to a breach thereof may, upon agreement of both parties, be referred to either:

- 9.1.1. Mediation: a voluntary, no risk, non-binding process bringing the parties to a resolution. The mediator will be appointed upon the agreement of both parties; or

- 9.1.2. Arbitration: a single arbitrator under the *Arbitration Act*, RSA 2000, A-43, and if so referred, the decision of the arbitrator shall be final, conclusive and binding upon the parties. The arbitrator will be appointed upon the agreement of both parties. If the parties are not able to agree on an arbitrator, the Alberta Court of Queen's Bench shall select one. All costs associated with the appointment of the arbitrator shall be shared equally between the Coordinator and the Partner Municipality unless the arbitrator determines otherwise in accordance with the *Arbitration Act*.

10. INDEMNIFICATION

- 10.1. The Partner Municipality agrees, to the fullest extent permitted by law, to indemnify and hold harmless the Coordinator, its Officers, Directors and Employees against all damages, liabilities or costs arising out of the property assessment complaints or disputes related to property assessment complaints.
- 10.2. The Partner Municipality is solely responsible for the property assessments and compliance with the outcome of the disputed property assessments.

11. INSURANCE

- 11.1. The Partner Municipality shall maintain, in full force and effect with insurers licensed in the Province of Alberta the following insurance:
- 11.1.1. Professional Liability Insurance with policy limits of not less than \$1,000,000 per claim \$2,000,000 per aggregate; and
- 11.1.2. General Liability insurance policy of not less than \$2,000,000 per occurrence. The Coordinator must be named as additional insured.

12. NOTICES

- 12.1. Any notices or other correspondence required to be given to an opposite party shall be deemed to be adequately given if delivered to:

To the Partner Municipality at:

To the Coordinator at:

Legislative Services
c/o The City of Red Deer
2nd floor, 4914-48 Ave (Mail: Box 5008)
Red Deer AB T4N 3T3
Phone: (403)-342-8132 Fax: (403)-346-6195

13. SUCCESSORS

13.1. This Agreement shall enure to the benefit of and be binding upon the Parties and the successors and assigns thereof.

14. ENTIRE AGREEMENT

14.1. This Agreement is the whole agreement between the parties and replaces any prior agreement existing between the parties.

14.2. This agreement may not be modified, changed, amended or waived except by signed written agreement of the parties.

15. COUNTERPART

15.1. This Agreement may be executed in any number of counterparts by the parties. All counterparts so executed shall have the same effect as if all parties actually had joined in executing one and the same document.

The parties to this Agreement have affixed their corporate seals signed by the hands of their proper officers.

The City of Red Deer

Partner Municipality

City Clerk

Date: September 13, 2022

Agenda Item No: 9.02

Waste Collection Contract Extension

Recommended Motion

That Council extends the Residential Waste Collection Contract with Mr. Darcy Limpert for the provision of residential solid waste collection for a two-year term from January 1, 2023 – December 31, 2024, at the original agreement price of \$75,400.00 plus GST per year.

Background

The current residential solid waste collection agreement with Mr. Darcy Limpert expires as of December 31, 2022. The current agreement provides for a weekly collection rate of \$1,450.00 plus GST which is the annual equivalent of \$75,400 plus GST.

Administration had an initial discussion with the current waste collection contractor, Mr. Darcy Limpert to remind him that the contract expires as of the end of this year. In this discussion Mr. Limpert asked if the existing agreement could be extended an additional two years based on the same terms and conditions as the existing contract.

The Request for Proposals that was prepared for the 2019-2022 waste collection agreement indicated that the proposals were for a three-year term but that the term may be extended for an additional two-year term.

The highlights of the agreement with Mr. Limpert include

- Weekly collection rate of \$1,450.00 for an annual cost of \$75,400.00 plus GST.
- Has provided the Town of Hanna residential waste collection for the previous nine years and has provided satisfactory service.
- Will use a truck and dump trailer to transport waste to the transfer station.
- Mr. Darcy Limpert will manage and operate the residential waste collection work.

Administration is recommending that the Town enter into a two-year extension of the existing Residential Waste Collection Agreement for the following reasons:

- Mr. Limpert has provided satisfactory residential waste collection services for the past nine years.
- The weekly collection rate was extremely close to the lowest priced proposal received during the 2019-2022 Request for Proposal process and the contractor is agreeing to



keep the same price even with the increase in the cost of fuel among other operating expenses.

- Typically, our RFP process has not yielded large numbers of proposals with three received in 2019 (the most received).

If Council would rather Administration conduct a Request for Proposal process for residential waste collection for a three-year term from 2023 – 2025 there is still time to complete that process prior to the end of the expiration of the existing residential waste collection agreement.

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. Residential Waste Collection Agreement between the Town of Hanna and Mr. Darcy Limpert.



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



**TOWN OF HANNA
RESIDENTIAL WASTE COLLECTION
CONTRACT**

THIS CONTRACT made the 11 day of December 2019 is

BETWEEN:

THE TOWN OF HANNA
P.O. BOX 430
HANNA, ALBERTA,
T0J 1P0

Hereinafter called the "Town"

AND

Mr. Darcy Limpert
P.O. BOX 283
HANNA, ALBERTA
T0J 1P0

Hereinafter called the "Contractor"

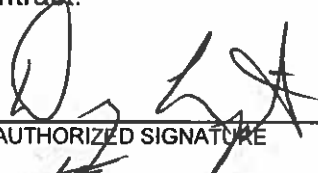
This Contract is evidence that the Contractor and the Town undertake and agree as follows:


1. In this Contract, capitalized words and expressions have the meanings given to them in the Instructions to Contractors and General Conditions.
2. The Contractor Shall:
 - 2.1. Provide all necessary materials, labor, supervision, equipment and perform all work required for the provisions as set out and in strict accordance with the terms and conditions of the Contract Documents for the Town of Hanna Solid Waste Collection Contract; and
 - 2.2. Begin performance of the Work on January 1, 2020, perform and complete all work under this Contract during the term (January 1, 2020 – December 31, 2022) and guarantee all Work for the term plus 60 days.
3. The Instructions to Contractors, the Qualification Form, the Proposal Form, the General Conditions, Notice of Award and the Addenda (if any) shall form part of this Contract and all terms and conditions of all these documents shall form part of this Contract as though recited in full in this Contract.
4. This Contract shall inure to the benefit of and be binding upon the parties and their respective permitted successors and assigns, notwithstanding any rule of law or equity to the contrary.

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5. Except as provided in Section 3 above the provisions of this Contract constitute the whole of the agreement between parties and supersede all previous communications, representations, warranties, covenants and agreements, whether verbal or written, between the parties with respect to the subject matter of this Contract.
6. Where any notice, request, direction or other communication is required to be given or made by a party to this Contract, it shall be in writing and is effective if delivered in person, sent by registered mail, or facsimile addressed to the party for whom it is intended.
7. This Contract may not be modified or amended except by an instrument in writing signed by the parties to it or by their successors or assigns.


As evidence of the mutual intention of the parties to be bound by all terms of this Contract, the parties have executed and delivered this Contract effective from and after the date set out on the first page of this Contract:

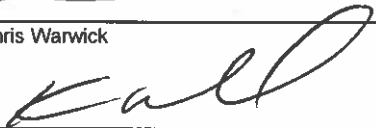


 AUTHORIZED SIGNATURE


 AUTHORIZED SIGNATURE

The Common Seal of the TOWN OF HANNA was
 Hereunto affixed in the presence of:



 MAYOR - Chris Warwick


 CHIEF ADMINISTRATIVE OFFICER - Kim Neill





{Contractors Initials DL}

**TOWN OF HANNA
SOLID WASTE COLLECTION
GENERAL CONDITIONS**

1. DEFINITIONS

- 1.1 In the Contract, capitalized words and expressions have the meanings given to them in these General Conditions or in the Instructions to Contractors
- a) **"Bag"** or **"Can"** means a can no more than 90 cm in height and no more than 50 cm in diameter and not more than 22.5 kg when filled, or a solid waste bag 66 cm X 91 cm also with a maximum weight of 22.5 kg.
 - b) **"Contract"** means the contract for performance of the Work that is entered into between the Town and the successful Contractor, upon delivery to that Contractor of a Notice of Award as provided in the Instructions to Contractors.
 - c) **"Collection Schedule"** means the schedule for Solid Waste Collection which has been approved by the Town.
 - d) **"Contract Documents"** means the Proposal form, Qualification form, Instructions to Contractors and the General Conditions.
 - e) **"Contractor"** means those who have prepared a proposal for submission, and upon Notice of Award, the successful contractor.
 - f) **"Commercial"** means commercial, industrial, institutional and multi-family dwellings of more than 4 four units.
 - g) **"Equipment"** means anything, not including persons or materials, used by the Contractor in the performance of the Work.
 - h) **"General Conditions"** means the Contract terms and conditions of that name that are contained in the Contract Documents.
 - i) **"Operator"** means the individuals employed by the Contractor for the operation of the collection equipment and who are actually involved in the collection of the Solid Waste.
 - j) **"Residential"** means single family dwellings and multi-family dwellings of up to (4) four units.

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- k) **“Solid Waste”** means normal waste that result from Residential or Commercial operations. It shall not include rubble and other material from construction or demolition, dead animals, human or animal excreta, automobiles or other machinery, scrap metals, household furniture, hazardous or explosive material or wood in excess of 1.2 meters in length.
- l) **“Supervisor”** means the individual appointed by the Contractor to act as their representative.
- m) **“Town”** means the Town of Hanna.
- n) **“Term”** means the term of the Contract from January 1, 2020 to December 31, 2022.
- o) **“Transfer Site”** means the Big Country Waste Authority transfer site located approximately 1.6 km North of Hanna.
- p) **“Unit Price”** means the Contractor’s weekly charge per residential pick up.
- q) **“Work”** means the whole work and materials, equipment, labour, supervision, things required to be done, furnished or performed by the Contractor, for the provisions as set out in strict accordance with terms and conditions of the Contract Documents.

2. TOWN REPRESENTATIVE

- 2.1 The Town will appoint a person to act as their representative who will be the contact for the Contractor regarding anything regarding the Contractor’s Work.

3. CONTROL OF WORK AND SUPERVISION

- 3.1 The Contractor is solely responsible for performance of the Work in accordance with the Contract Documents and shall effectively direct and supervise the Work so as to ensure performance of the Work for the Term, including being solely responsible for the means, methods, techniques, sequences and procedures; and for coordinating the various parts of the Work during its performance.
- 3.2 The Contractor shall identify who is to act as the Supervisor. The Supervisor shall be competent and experienced. The Supervisor shall have the authority to receive, on behalf of the Contractor, any communications in respect to the Contract.
- 3.3 The Contractor shall remove from the Work an Operator who, in the opinion of the Town, is incompetent to perform the Work, is a security risk, or is guilty of improper conduct.

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3.4 The Contractor shall comply with the requirements of the Workers' Compensation Act (Alberta) and all other Federal and Provincial legislation regarding labour relations and employment standards.

4. CONTRACTOR'S OBLIGATION FOR COLLECTION AND DISPOSAL OF RESIDENTIAL SOLID WASTE

4.1 Collect Residential Solid Waste and transport it to the Transfer Site on a weekly basis.

5 SCHEDULE AND TIME

5.1 The Contractor shall collect the Residential Solid Waste between Monday and Friday of each week between the hours of 7:00 a.m. and 9:00 p.m.

5.2 The schedule for Residential pick up shall be communicated to the Town and shall remain consistent as much as possible from week to week.

5.3 When a statutory holiday falls on a regular collection day, the Contractor may, at its option, either collect the solid waste on the holiday or the next working day.

5.4 Commercial collection shall be on a schedule as arranged with the customers.

6. PREPARATION OF SOLID WASTE FOR COLLECTION

6.1 Solid Waste shall be drained, securely wrapped and placed in the container bin, garbage can or plastic bag. Items that will not fit into the bin, can or bag shall be tied into bundles, the longest of which shall not exceed 1.2 meters (4 feet). The weight shall not exceed 22.68 kg. (50 lbs.)

6.2 The Solid Waste to be collected shall be placed in the lane behind each collection unit or, in the case of front street pick up, on the curb in front of each collection unit. In the event that the lane becomes impassable, the Contractor may request the Town to notify residents to change to front street pickup.

7. MANNER OF COLLECTION

7.1 Collection shall be made with a minimum of noise and traffic delay. All receptacles and containers shall be handled carefully and lids returned. The Contractor shall clean up any refuse spilled during collection.

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8. ASSIGNMENT AND SUBCONTRACT

8.1 The Contract shall not be assigned or subcontracted, in whole or in part, without prior written consent of the Town.

9. PRIVATE LAND

9.1 The Contractor shall not enter upon lands other than those provided by the Town without obtaining prior written permission from land owners.

10. CONTRACT SITE CONDITIONS

10.1 The Contractor acknowledges and agrees that it is the sole responsibility and risk of the Contractor to examine the sites and the actual site conditions in order to satisfy itself with respect to conditions of the sites and their effect on the Work.

11. NON-COMPLIANCE, DELAY OR BREACH BY THE CONTRACTOR

11.1 If the Contractor delays in the commencement, performance or completion of the Work, fails to comply with a direction from the Town, or is otherwise in breach of the Contract, and the delay, failure or Contract Breach continues for five (5) days after notice of it has been given to the Contractor by the Town and the Contractor is not, in the sole discretion of the Town, diligently proceeding with a cure of the breach, the Town may without it constituting a breach or termination of the contract;

- a) at the Contractor's expense, do such things as the Town deems necessary to correct the Contractor's breach, including but not limited to contracting with another company to complete the Work.

12. SUSPENSION OR TERMINATION OF CONTRACT

12.1 Despite the rest of the Contract, the Town may terminate the Contract for convenience at its sole discretion, or the Town may terminate the Contract for cause, because of breach of the Contract by the Contractor, the insolvency of the Contractor or the commission of any act of bankruptcy by the Contractor. If the Town terminates the Contract for just cause, the obligation of the Town to make payments to the Contractor ceases at once and the Town is entitled to deduct from any payments any cost, expense, damage or loss caused to the Town by the Contractor's breach of the Contract, insolvency or bankruptcy. Termination under this section does not relieve the Contractor of any Contract obligations other than the Contractor's obligation to perform the work.

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12.2 The Contractor may give notice to the Town terminating the Contract for either of the following reasons;

- a) where an order of any court or other public authority other than the Town causes the Work to be stopped or suspended for a period exceeding ninety (90) days and such stoppage occurs through no act or fault of the Contractor. The Town shall not be liable for any loss of profits, damages or expenses incurred by the Contractor as the result of such stoppage; or
- b) where, without authority in the Contract, the Town fails to pay the Contractor for Work performed, as provided in the Contract Documents, within thirty (30) days after the date for payment, and fails to remedy such default within ten (10) days of notice by the Contractor to do so.

13. PRICE CALCULATION

13.1 The amount payable to the Contractor for the Work is to be calculated by multiplying the unit price by the actual quantities of relevant Work, as certified by the Town.

14. NO ADDITIONAL PAYMENT

14.1 The amount payable to the Contractor under the Contract shall not be increased or decreased because of any increase or decrease in the cost of the Work other than an adjustment to GST either up or down

14.2 If the price of clear diesel fuel increases by an amount greater than or equal to 10% of the set price of \$1.20 per litre, the contractor has the right to negotiate an increase in the unit price.

15. PAYMENT

15.1 The Town shall pay the Contractor as follows:

- a) Actual quantities based on A ^{weekly} UNIT PRICE \$1,450.00 plus GST and an estimated number of units being 1125. (This amount may be varied upon an actual count agreed to by the Contractor and the Town.)

15.2 The Town shall pay the contractor the amounts owing on a bi-weekly basis.

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16. INDEMNIFICATION

16.1 The Contractor shall indemnify and hold harmless the Town, its elected officials, officers, agents and employees from and against all liabilities, losses, damages, personal injury, death, property loss or damage, economic loss, actions, causes of action, costs (including legal fees and costs) and expenses in connection with the loss of, or damage or injury (including death) to, any person or property that occurs in the course of the performance of the Contract, whether suffered, incurred or made by the Contractor or an employee of the Contractor and when not caused through a willful or negligent act or omission or other actionable wrong of the Contractor, its officers, agents, employees, and at its expense the Contractor shall defend any and all claims, proceedings and actions and pay all damages and legal costs and other costs arising therefrom, but shall not settle or compromise any claims, proceedings and actions without written consent of the indemnified party.

17. INSURANCE

17.1 The Contractor shall maintain and keep in force until the end of the Term, policies of comprehensive general liability and property damage insurance each in the amount of not less than Five Million Dollars (\$5,000,000) per claim, against liabilities or damages in respect of injury to persons, including injuries resulting in death, and any loss or damage of or to property, arising out of the performance of the Work. Insurance shall include any liability assumed by the Contractor under the Contract.

17.2 The Contractor must provide proof of WCB coverage for the term of the contract.

17.3 The Town and their officials and employees shall be additional insured under all policies of insurance which are required under this contract. The insurance shall preclude subrogation claims by the insurer against anyone insured under it. In addition, all insurance policies shall include a waiver of cross-liability as follows:

"The insurance afforded by this insurance shall apply in the same manner as if separate policies were issued to any action brought against any of the named insured by or on behalf of any of the other named insured"

17.4 All insurance policies shall contain an endorsement to provide all additional insured with prior notice of changes and cancellations that affect this contract. Such endorsements shall be in the following form.

"It is understood and agreed that the coverage provided by this insurance will not be changed or amended in any way or canceled until thirty (30) days after written notice of such change or cancellation shall be given or sent by registered mail to all additional named insured."

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17.5 The Contractor shall, before commencing Work, submit to the Town certificates of insurance as required by the Contract Documents and shall provide to the Town, from time to time, if and when required by the Town, satisfactory proof that all such insurance is still in full force and effect and that all premiums have been paid.

17.6 If the Contractor fails to keep and maintain insurance required by the Contract, the Town may, in its sole discretion either terminate the Contract by notice to the Contractor or may perform the Contractors' obligation to keep and maintain the insurance and the cost to the Town for doing so is a debt due and owing by the Contractor to the Town and may be deducted from any amounts payable by the Town to the Contractor.

18. INDEPENDENT CONTRACTOR

18.1 This is an Agreement for the performance of work and the Contractor is engaged under this Agreement as an independent contractor for the sole purpose of performing the Work. Neither the Contractor nor any of its employees are engaged by the Town as an employee of the Town. The Contractor is solely responsible for any and all remuneration and benefits payable to its employees and all payments or deductions required to be made by any enactment, including but not limited to those required for Canada pension, employment insurance, workers' compensation and income tax. This agreement does not create a joint venture or partnership.

19. NOTICE

19.1 Any notice, direction, demand, approval certificate or waiver which may be or is required to be given under the Contract shall be in writing and be delivered or sent by facsimile transmission to the address given for each party in the Contract Documents.

20. SUCCESSORS

20.1 The Contract binds the parties to it and shall not be sublet or transferable without the written consent of the Town.

21. DISPUTED WORK

21.1 If, in the opinion of the Contractor, it is being required to perform Work beyond that which the Contract requires it to do, whether at the direction of the Town or otherwise, it shall within five (5) days, deliver to the Town a written notice of protest prior to proceeding with any of the disputed Work. The five (5) day time period commences from the time of the direction from the Town or the time at which the Contractor determines that it is required to perform such Work, whichever occurs first.

@
FW

{Contractors Initials

D.h.

21.2 The Contractor shall keep accurate and detailed cost records which indicate the cost of the Work done under protest, and failure to keep such records, shall be a bar to any recovery by the Contractor.

22. ACCIDENTS

22.1 The Contractor shall promptly report in writing to the Town all accidents of any sort arising out of or in connection with the performance of the Work.

23. INFORMATION AND COMPLAINTS LINE

23.1 The Contractor will provide a cellular phone number for the Operator. The number will only be given to customers as authorized by the Contractor.

FN

(Contractors Initials

D.L.

Date: September 13, 2022

Agenda Item No: 9.03

Hanna Seniors Amenity Zone Project Scope Amendment

Recommended Motion

That Council amends the tender award for the Town of Hanna Seniors Amenity Zone Project to Urban Life Solutions Ltd by removing the electrical conduit installation for future lighting alongside Palliser Trail from the project scope, which reduces the tender from \$419,353.77 plus GST to \$377,785.90 plus GST; and further that contingency for the project be increased by \$41,567.87.

Background

Council, at the August 9, 2022 Regular Council Meeting approved the following Resolution, "That Council awards the tender for the Town of Hanna Seniors Amenity Zone Project to Urban Life Solutions Ltd in the amount of \$419,353.77 plus GST with the funds derived from the Canada Community Revitalization Fund and Town of Hanna surplus and reserves as approved in the 2022 Capital Budget; subject to confirmation of the change in project scope from Western Economic Diversification.

Administration has received notice from Western Economic Diversification that they have approved the change in project scope and on September 1, 2022 Administration met with representatives of Urban Life Solutions (ULS) on site to review the project and go over the construction details. One of the topics that arose during this meeting was the finished look of the conduit and wiring that was planned to be trenched in and installed as part of this project and for future pedestrian lighting of the pathway. ULS indicated that it would be relatively easy for this installation of conduit and wiring at a future date when and if Council decided to install pedestrian lights. Administration requested a revised tender with the exclusion of the electrical conduit installation and ULS has provided a revised price of \$377,785.90 which is a reduction of \$41,567.87 from the project.

Administration is recommending that Council approve this change in scope and remove the electrical conduit installation from the project at this time for the following reasons:

- The installation of the electrical conduit at this time does not provide any significant savings when compared to completing the installation at a later time, presumably when the Town makes a decision to install pedestrian lights on this pathway.



- Allows the Town to review the pedestrian lighting needs and requirements once the pathway is installed and in operation which may result in a reduction and or change in style of pedestrian lights to be installed.
- Provides a larger contingency for the project with a number of unknown costs that may be incurred as a result of the Town assuming more responsibility for the remediation and some of the installations (i.e. trees, benches, bike racks, etc.).

The original approved Senior Amenity Zone Project Budget:

Revenue:	Canada Community Revitalization Fund	\$ 369,435.00
	Town of Hanna Accumulated Surplus & Reserves	<u>\$ 123,145.00</u>
	Total Revenue	\$ 492,580.00
Expenditures:	Consulting Services (Design & Tender)	\$ 34,220.00
	Tender Award	\$ 419,353.77
	Contingency	<u>\$ 39,006.23</u>
	Total Expenditures	\$ 492,580.00

The amended Senior Amenity Zone Project Budget:

Revenue:	Canada Community Revitalization Fund	\$ 369,435.00
	Town of Hanna Accumulated Surplus & Reserves	<u>\$ 123,145.00</u>
	Total Revenue	\$ 492,580.00
Expenditures:	Consulting Services (Design & Tender)	\$ 34,220.00
	Tender Award	\$ 377,785.90
	Contingency	<u>\$ 80,574.10</u>
	Total Expenditures	\$ 492,580.00

The work to be completed on this project is identified below with the removal of the trench, supply power distribution equipment, junction boxes and conduit for future lighting

Hector King-Hunter Pioneer Park pathway

- Removal of existing concrete pathway, hauling offsite and tipping fees included.
- Complete pathway sub grade preparation including excavation to a depth of 225 mm
- Construct a 2-metre-wide pathway with 150mm of compacted granular base and 150 mm of asphalt



- The supply of 5 bike racks – Town to install
- Supply and placement of landscape boulders to identify the transition of the stream crossing
- Provide and install two nilex multi-flow horizontal drains under the asphalt pathway including fill material (alternative to the wooden bridges)
- The Town would be responsible for the rehabilitation of the sod areas and any electrical and irrigation repairs that occur as a result of the work being completed.

Palliser Trail pathway

- Complete pathway sub grade preparation including the excavation to a depth of 225 mm
- Construct a 2.5-metre-wide pathway with 150mm of compacted granular base and 150 mm of asphalt
- The supply of 10 50mm calibre Brandon Elm trees – Town to install
- The supply of 4 courtyard series benches
- Supply and install 10 bollards to be surface mounted on the asphalt pathway at road crossings

Communications

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

Financial Implications

Operating:	<u>N/A</u>	Capital Cost:	<u>\$377,785.90</u>
Budget Available:	<u></u>	Budget Available:	<u>\$492,580</u>
Unbudgeted Costs:	<u></u>	Unbudgeted Costs:	<u></u>
Source of Funds:	<u></u>	Source of Funds:	<u>CCRF Grant - \$369,435 Town of Hanna - \$123,145</u>

Policy and/or Legislative Implications

N/A



Attachments

- 1. Revised Tender from Urban Life Solutions

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer





Proposal

Client Name: 818 Studio

Billing Address

ULS Maintenance & Landscaping Inc.

Estimate ID: EST3350406

Date: 9/2/2022 12:00:00 PM

Estimator Name: Ryan Redmond

Project Name: Hanna Senior Amenity Project

Site Address

1812 14A Street Southwest Calgary, Alberta T2T 3W6

Version #: Revised Final Copy

Client Email: jen@818studio.com

Client Phone: 4032448188

Palliser 1.0 - Mobilization	\$21,080.04
Palliser 2.0 - Site Security	\$13,847.25
Palliser 3.0 - Site Survey	\$12,000.00
Palliser Trail - 4.0 - Tree Protection	\$3,582.56
Palliser 6.1 - Sub Grade Prep for Pathway	\$39,123.60
Palliser 7.1 - Driveway Apron	\$8,610.87
Palliser 7.2 - Asphalt Pathway	\$106,567.54
Palliser 8.1 - Brandon Elm (Supply Only)	\$4,427.16

Contractor Initials: _____ Customer Initials: _____

Palliser 9.1 - Bench (Supply Only)	\$9,344.69
Palliser 9.3 - Pathway Bollard	\$13,439.12
HKHP 1.0- mobilization	\$21,777.12
HKHP 2.0 - Site Security	\$11,936.60
HKHP 3.0 - Site Surveys	\$8,000.00
HKHP - 4.0 Tree Protection	\$3,714.72
HKHP - 5.1 Demolition	\$14,841.57
HKHP - 6.1 - Pathway Subgrade Prep.	\$17,152.41
HKHP - 7.1 - Asphalt Pathway	\$50,823.41
HKHP 9.2 - Bike Racks (Supply Only)	\$3,638.01
HKHP - 9.3 - Landscape Boulders	\$2,125.44
HKHP 10.1 - Multi Flow Drain	\$11,753.79

Subtotal	\$377,785.90
Taxes	\$18,889.30
Estimate Total	\$396,675.20

Contractor Initials: _____ Customer Initials: _____

PLEASE NOTE:

This estimate is inclusive of the scope of work outlined above only.

Pricing is firm for 30 days and is subject to change thereafter.

Unforeseen circumstances may result in additional challenges or opportunities beyond the original scope of the project. Any related price changes will be presented to the client in writing for approval prior to commencement of any additional work.

A signed proposal or contract accompanied with a 15% deposit will be required to proceed with any project.

At the end of each calendar month the client shall receive a progress bill which is due upon receipt this invoice will accurately include all materials and labour input into the clients project at the date of invoice.

Full payment of any outstanding balance is due upon receipt of final invoice.

We appreciate the opportunity for your business.

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

Contractor Initials: _____ Customer Initials: _____

Date: September 13, 2022

Agenda Item No: 9.04

ATCO Electric Franchise Fee

Recommended Motion

That Council accepts the ATCO Electric Franchise Fee Report for information and direct Administration to inform ATCO Electric that the Town of Hanna will not be requesting an increase to the Franchise Fee for 2023 from the current rate of 7.5%.

Background

The Municipal Government Act permits a municipality to grant a franchise for the supply of utilities. The Town of Hanna has held an Electric Distribution System Franchise Agreement (Agreement) with ATCO Electric for several decades. An Electric Distribution System Franchise Agreement grants an exclusive franchise to a company, in this case ATCO Electric Ltd. to provide Electric Distribution Service within a Municipal Service Area on the agreed to terms and conditions contained in the Agreement. An Electric Distribution System means any facilities which are used to provide electric distribution service within the municipal service area, and without limiting the generality of the foregoing shall include street lighting where applicable, poles, fixtures, luminaires, guys, hardware, insulators, wires, conductors, cables, ducts, meters, transformers, fences, vaults, and connection pedestals, excluding any transmission facilities as defined by the Electric Utilities Act.

The latest Franchise Agreement was entered into in 2013 for a term of ten years. The Agreement calls for an initial period of 10 years with an option for two five-year extensions for a potential maximum term of 20 years. At the time of the signing of the Agreement in 2013 the Franchise Fee established for delivery revenues was increased from 3.5% to 5.00%. In 2018 Council went through the process to have that Franchise fee increased to 7.5%. The maximum % allowable for a municipality to charge is 20%.

ATCO sent a letter to the Town of Hanna dated, February 9, 2022, providing notice of its intention to extend the agreement in accordance with Section 3 of the agreement, which upon approval of the Town of Hanna will become effective on June 12, 2023 for a five-year term. Council approved the extension of this agreement for a further five-year period at the May 10, 2022 Council Meeting.



The electricity franchise fees are charged by the Town to ATCO Electric for the exclusive right to provide electricity services within the municipality as well as for access to Town lands to construct, maintain and operate related assets. Franchise fees are intended to compensate the Town for direct costs and for restrictions on planning and development relating to utility rights of way as well as related inherent risks. Through the fees, the utility provider is charged an appropriate amount for the use of the land and the exclusive rights to deliver those utility services within the Town. The utility provider then passes these costs to each consumer (not necessarily property owners but electricity customers) as a separate charge on the electricity bills. ATCO Electric collects the revenue and then pays it to the Town. These funds are used to reduce the total amount required to be raised through property taxes.

Pursuant to Section 5 (b) of the Franchise Agreement with ATCO Electric Ltd., the Town has the ability to review and change the franchise fee annually. If there is to be a change in the franchise fee the Town must provide notice in writing of that change to residents in the local newspaper with the greatest circulation, including the effect of the proposed change for the average residential customer. ATCO Electric recommends this fee change be published prior to October 10, 2022.

The franchise fee charged in municipalities in our region as of April 1, 2002 are as follows:

Town of Drumheller	9%	Village of Forestburg	11%
Town of Stettler	11.1%	Village of Consort	7%
Village of Veteran	6%	Town of Oyen	8%
Town of Three Hills	8%	Village of Delia	5%
Town of Castor	7%	Town of Coronation	3.75%
Village of Youngstown	1.25%		

Based on ATCO Electric's actual distribution revenue for the calendar year 2021 the Town of Hanna franchise fee paid at 7.5% to the Town of Hanna was \$194,246.70. The estimated franchise fee payable in 2022 is \$231,918.98. ATCO estimates for franchise fee revenue for the Town of Hanna in 2023 with the franchise fee remaining at 7.5% is \$223,801.80.

The original plan was to review the franchise fee for both the natural gas and electric utilities every five years. With the last increase of the electric franchise fee taking effect as of January 1, 2018 the year 2023 would be the next review and potential increase to the franchise fee. If the franchise fee was increased to 10.0% it is estimated this would bring in an increase of \$74,600.60 for a total of \$298,402.40. It is estimated that for every one percent (1%) increase in franchise fees it would result in an additional \$29,840.24 in revenue to the Town of Hanna.



Administration is recommending that with the recent significant increases in the electrical utilities both transmission/distribution and the retail prices charged to the consumers and as a result of these increases the Town receiving additional revenues than anticipated that the franchise fee be left at 7.5% for the 2023 year.

Franchise fee increases have less of an impact than a tax increase as it is collected from all properties rather than just taxable properties, resulting in greater equity for all property owners. Unlike municipal property taxes there are no exemptions or exempted properties.

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

1. Alberta Municipal Government Act – Section 45 (1 – 5).

Attachments

1. ATCO Electric – Hanna 2023 Distribution Revenue Forecast – 2023 Franchise Fee Letter
2. ATCO Electric – Rider A Municipal Assessment



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



August 23, 2022

Town of Hanna
Attn: Kim Neill
Box 430
Hanna AB
T0J 1P0

Re: Distribution Revenue Forecast for 2023 Franchise Fee

Dear Kim Neill,

Your Franchise Agreement allows for an annual change to the franchise fee percentage. However, specific procedures must be followed before the fee can be changed and take effect. This letter is intended to provide you with an overview of the franchise fee change procedure as follows:

1. Your Municipality must decide if a change is required and what the new fee percentage should be. ATCO Electric will provide revenue estimates to help you with this (if the new fee is greater than the pre-approved cap in your franchise, a different process is required).
2. In accordance with the Alberta Utilities Commission (AUC) Decision approving your Franchise Agreement, you must publish a public notice of the proposed change in the local newspaper with the greatest circulation. This notice must include the effect of the proposed change for the average residential customer. ATCO Electric can estimate the new charges and the impact on an average customer bill. We recommend that fee change notices be published before **October 10, 2022**.
3. Residents must have at least 14 days from the publication of the notice to make their concerns known to the Municipality and the Municipality is to respond to these concerns.
4. The Municipality will advise ATCO Electric by letter the new desired fee percentage. This letter must include a copy of the public notice with publication details (date and name of newspaper), and any comments the Municipality wants to include on the public response.
5. ATCO Electric will apply to the AUC to change the rate. Copies of the Municipality's letter and public notice will be included with the application. ATCO Electric must receive the municipality's request (complete with a copy of the notice) by **November 14, 2022** in order to obtain AUC approval and commence billing the new fee effective January 1, 2023.
6. The AUC must approve the change to ATCO Electric's rates. Provided the Commission is satisfied that proper notice was given they do not receive any objections or concerns from the public, the approval is anticipated to be issued quickly.
7. Once the rate change is approved, ATCO Electric will commence charging and remittance of the new fee.

The following information will help you decide the appropriate fee percentage for your community.

Current Fee Percentage	Current Fee Cap	Distribution Revenue Previous calendar year	Estimated 2022 Distribution Revenue	Estimated 2023 Distribution Revenue
7.5% of distribution revenue	20%	\$2,589,956	\$3,092,253 Estimated on first 6 months of data	\$2,984,024 Amortized (inflation index)

To estimate the franchise fee amount, multiply the Estimated Distribution Revenue by the fee percentage. When calculating your revenue requirements please remember that this fee is paid in addition to the linear taxes on the distribution system.

Estimated revenues are calculated based on best available information and are subject to change due to AUC final approved tariffs, Alberta Electric System Operator (AESO) flow-thru charges or changes in load growth.

We are available to discuss this with you in more detail if required. If you have any questions or comments, please call me at 403-741-4792.

Yours truly,

Tracy Volker
Customer Sales Representative
ATCO Electric
403-741-4792
Tracy.Volker@atco.com

**RIDER A:
MUNICIPAL TAX AND FRANCHISE FEE ASSESSMENT**

(1) Overview

Rider A is applicable to Customers residing in municipalities which receive: (i) a property tax under the Municipal Government Act, or (ii) receive payment for specific costs which are not generally incurred by the Company.

The following may be exempt from the surcharge:

- (a) Farm customers (Price Schedules D51, D52 and D56)
- (b) Irrigation customers (Price Schedule D25 and D26)
- (c) Customers within First Nation Reservations not listed
- (d) Special Facilities Charge (Rider E) customers

This Rider comprises two components which are summed: (i) a tax component and (ii) a fee component.

The **tax component** of Rider A is the estimated percentage of base revenue required to provide for the tax payable or specific cost incurred each year. To the extent that this percentage may be more or less than that required to pay the tax or specific cost, this component of the Rider will be adjusted on an annual basis or as needed to manage shortfalls or surpluses.

The **franchise fee component** of this Rider is a flat percentage payable to the franchised municipality. This percentage is set in accordance with the franchise agreement between the Municipal Authority and the Company.

The **total percentage** is the addition of the tax component and fee component and is shown by Municipal Authority in Table 1.

(2) Calculation

Rider A is calculated for each Taxation Authority as follows:

$$Rider A_n = \frac{Shortfall/Surplus_{n-1} + Forecast Property Tax_n}{Forecast Base Revenue_n} + Franchise Fee_n$$

Where:
 $n = Current Year$



Rider A Municipal Assessment

ATCO Electric TABLE 1: TOTAL RIDER A									
Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] = [1] + [2] Rider A Total (%)	Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] = [1] + [2] Rider A Total (%)
ACADIA (M034)	4.35	0.00		4.35	MANNING (T556)	1.51	6.00	12/01/01	7.51
ALLIANCE (V017)	1.65	6.00	05/01/01	7.65	MANNVILLE (V559)	2.38	9.00	20/01/01	11.38
ALLISON BAY (B219)	-0.20	0.00		-0.20	MARWAYNE (V562)	1.52	6.00	15/06/01	7.52
ANDREW (V024)	1.38	7.00	20/01/01	8.38	MCLENNAN (T574)	2.18	3.75	22/01/01	5.93
BEAVERLODGE (T051)	1.42	7.00	20/01/01	8.42	MINBURN (V589)	2.90	1.00	18/01/01	3.90
BERWYN (V063)	3.44	6.00	19/01/01	9.44	MORRIN (V598)	1.72	3.50	12/01/01	5.22
BIG VALLEY (V069)	1.01	2.00	16/01/01	3.01	MUNDARE (T604)	1.29	6.00	20/04/01	7.29
BIGSTONE (B110)	1.36	0.00		1.36	MUNSON (V607)	3.37	1.00	10/07/01	4.37
BONNYVILLE BEACH S.V. (S096)	0.68	0.00		0.68	MYRNAM (V610)	2.93	6.00	21/02/01	8.93
BONNYVILLE, TOWN OF (T093)	1.04	6.80	03/01/01	7.84	NAMPA (V619)	1.22	2.00	16/01/01	3.22
BOTHA (V099)	1.62	0.00	20/01/01	1.62	NORTHERN LIGHT (M022)	1.15	0.00		1.15
BUSHE RIVER I.R. 207 (B726)	0.44	0.00		0.44	NORTHERN SUNRISE COUNTY (M131)	0.66	0.00		0.66
CAMROSE (C022)	2.16	0.00		2.16	OPPORTUNITY (M017)	1.04	0.00		1.04
CARBON (V129)	1.32	8.00	22/01/01	9.32	OYEN (T648)	1.05	8.00	22/01/01	9.05
CASTOR (T147)	1.54	7.00	20/01/01	8.54	PADDLE PRAIRIE (N221)	2.19	0.00		2.19
CEREAL (V153)	-0.41	0.00	21/08/01	-0.41	PAINTEARTH (C018)	1.17	0.00		1.17
CLEAR HILLS (M021)	1.65	0.00		1.65	PARADISE VALLEY (V654)	1.27	10.00	22/01/01	11.27
COLD LAKE (T189)	1.15	4.25	03/01/01	5.40	PEACE (M135)	0.81	0.00		0.81
CONSORT (V195)	2.17	7.00	21/01/01	9.17	PEACE RIVER (T657)	1.82	11.50	22/02/01	13.32
CORONATION (T198)	1.11	3.75	04/01/01	4.86	PEAVINE (N172)	0.23	0.00		0.23
DELBURNE (V231)	1.64	1.50	08/01/01	3.14	PELICAN NARROWS S.V. (S659)	0.32	0.00		0.32
DELIA (V234)	2.42	5.00	11/01/01	7.42	RAINBOW LAKE (T690)	1.89	13.00	15/01/01	14.89
DERWENT (V237)	3.24	4.00	19/06/01	7.24	RED DEER (C023)	1.92	0.00		1.92
DEWBERRY (V246)	1.94	8.00	17/01/01	9.94	ROCHON SANDS S.V. (S708)	1.14	0.00		1.14
DOGHEAD I.R. (B218)	-0.29	0.00		-0.29	ROSALIND (V717)	2.01	0.50	13/04/09	2.51
DONALDA (V252)	2.21	11.00	22/01/01	13.21	RYCROFT (V729)	1.85	7.00	20/04/01	8.85
DONNELLY (V255)	1.48	2.25	10/01/01	3.73	SADDLE HILLS (M020)	0.49	0.00		0.49
DRIFTPILE RIVER FIRST NATION I.R. 150 (B220)	0.00	0.00		0.00	SADDLE LAKE I.R. (B638)	1.12	0.00		1.12
DRUMHELLER (K025)	1.27	9.00		10.27	SEXSMITH (T754)	1.55	5.50	12/01/01	7.05
EAST PRAIRIE (N174)	2.13	0.00		2.13	SLAVE LAKE (T766)	1.13	10.40	20/03/01	11.53
ELIZABETH (N187)	15.82	0.00		15.82	SMOKY LAKE (T769)	1.88	7.00	19/04/01	8.88
ELK POINT (T291)	1.89	5.00	20/01/01	6.89	SMOKY RIVER (M130)	1.82	0.00		1.82
ELNORA (V294)	1.37	1.50	20/01/01	2.87	SPECIAL AREAS (A001)	0.46	0.00		0.46
EMPRESS (V297)	2.45	2.00	07/01/01	4.45	SPIRIT RIVER (M133)	0.86	0.00		0.86
FAIRVIEW (M136)	2.64	0.00		2.64	SPIRIT RIVER, TOWN OF (T778)	1.63	5.50	12/02/01	7.13
FAIRVIEW (T309)	1.36	7.50	13/01/01	8.86	ST. PAUL, COUNTY OF (C019)	0.82	0.00		0.82
FALHER (T315)	1.46	7.00	20/01/01	8.46	ST. PAUL, TOWN OF (T790)	1.48	7.00	03/01/01	8.48
FISHING LAKE (N188)	6.86	0.00		6.86	STARLAND (M047)	1.10	0.00		1.10
FLAGSTAFF (C029)	1.43	0.00		1.43	STETTLER, COUNTY OF (C006)	1.64	0.00		1.64
FORESTBURG (V324)	2.04	11.00	21/01/01	13.04	STETTLER, TOWN OF (T805)	0.88	11.10	18/01/01	11.98
FORT MCMURRAY (K032)	0.58	10.00	14/01/01	10.58	STURGEON LAKE I.R. 154 (B770)	0.85	0.00		0.85
FOX CREEK (T342)	1.26	6.50	20/01/01	7.76	SUCKER CREEK FIRST NATION 150A (B792)	0.89	0.00		0.89
FT. MACKAY SETTLEMENT #467 (B982)	0.90	0.00		0.90	SWAN HILLS TOWN (T830)	2.90	10.00	21/01/01	12.90
FT. MCMURRAY BAND (B352)	0.57	0.00		0.57	THREE HILLS (T845)	1.07	8.00	22/01/01	9.07
GADSBY (V351)	-0.84	0.00	21/08/01	-0.84	TROCHU (T857)	1.66	5.00	16/01/01	6.66
GALAHAD (V354)	1.81	9.00	22/01/01	10.81	TWO HILLS COUNTY (C021)	5.11	0.00		5.11
GIFT LAKE METIS SETT (N173)	3.92	0.00		3.92	TWO HILLS, TOWN OF (T863)	2.34	8.50	21/01/01	10.84
GIROUXVILLE (V366)	1.86	6.00	21/01/01	7.86	UPPER HAY LAKE I.R. 212 (B728)	0.27	0.00		0.27
GLENDON (V372)	2.04	1.50	03/01/01	3.54	VALLEYVIEW (T866)	1.17	5.25	06/01/01	6.42
GRANDE CACHE (T393)	1.08	0.00	21/01/01	1.08	VEGREVILLE (T875)	1.75	10.00	20/01/01	11.75
GRANDE PRAIRIE, COUNTY OF (C001)	0.58	0.00		0.58	VERMILION (T878)	1.13	8.00	21/01/01	9.13
GRANDE PRAIRIE, CITY OF (K035)	1.60	10.00	19/02/01	11.60	VETERAN (V881)	2.72	6.00	17/01/01	8.72
GRIMSHAW (T405)	1.08	6.00	10/07/01	7.08	VILNA (V887)	3.54	20.00	12/01/01	23.54
HALKIRK (V414)	1.47	5.00	21/01/01	6.47	WASKATENAU (V908)	2.30	1.00	19/01/01	3.30
HANNA (T417)	1.35	7.50	18/01/01	8.85	WEMBLEY (T911)	1.69	6.00	11/03/01	7.69
HAY LAKE I.R. 209 (B727)	1.39	0.00		1.39	WHEATLAND (C016)	0.52	0.00		0.52
HEISLER (V429)	4.74	8.00	21/01/01	12.74	WHITE SANDS S.V. (S922)	0.79	0.00		0.79
HIGH LEVEL (T435)	0.54	12.10	20/01/01	12.64	WHITEFISH I.R. 155 (B924)	1.10	0.00		1.10
HIGH PRAIRIE (T438)	1.24	9.00	22/01/01	10.24	WILLINGDON (V926)	1.93	2.00	08/01/01	3.93
HINES CREEK (V447)	2.67	2.75	19/01/01	5.42	WOOD BUFFALO (M018)	0.09	0.00		0.09
HORSESHOE BAY S.V. (S458)	0.52	0.00		0.52	WOOD BUFFALO PARK (L024)	0.61	0.00		0.61
HYTHE (V468)	1.55	10.00	20/01/01	11.55	YOUNGSTOWN (V932)	1.35	1.25	12/01/01	2.60
INNISFREE (V474)	4.22	5.00	17/01/01	9.22	BIG LAKE & KINUSO (M125, V505)	1.17	0.00		1.17
JASPER (R004)	0.69	8.00	22/01/01	8.69	BIRCH HILLS & WANHAM (M019, V896)	1.86	0.00		1.86
KITSCOTY (V508)	1.76	6.00	13/01/01	7.76	BONNYVILLE & ANNEXED AREA (M087, M088)	0.40	0.00		0.40
LAKELAND (C089)	0.33	0.00		0.33	JASPER (PARK & OUTSIDE TOWN) (L012, R003)	0.12	6.00	13/08/01	6.12
LAMONT (C030)	1.69	0.00		1.69	KNEEHILL & TORRINGTON (M048, V854)	1.02	0.00		1.02
LESSER SLAVE RIVER (M124)	0.35	0.00		0.35	LLOYDMINSTER (AB45, SK45)	0.93	11.00	15/01/01	11.93
LINDEN (V535)	2.06	6.00	15/01/01	8.06	MINBURN & LAVOY (C027, V523)	0.65	0.00		0.65
LOON RIVER CREE (B473)	1.89	0.00		1.89	SMOKY LAKE & WARSPIE (C013, V905)	1.08	0.00		1.08
M.D. of GREENVIEW (M016)	0.23	0.00		0.23	THORHILD & RADWAY (V687, C007)	5.56	0.00		5.56
MACKENZIE (M023)	1.05	0.00		1.05	VERMILION RIVER (AB & SK) (C024, SK24)	1.33	0.00		1.33

Date: September 13, 2022

Agenda Item No: 09.05

Returning Officer's Report

Recommended Motion

That Council accepts for information, the Returning Officer's Report dated September 13, 2022 regarding the results of the 2022 Municipal By-Election as submitted by Winona Gutsche.

Background

The official result of the 2022 Municipal By-Election is that Mr. Vernon Donald Thuroo was elected to the office of councillor for the Town of Hanna by acclamation on August 29, 2022.

At the Regular Council meeting held July 12, 2022 a motion was passed directing that a by-election be held to fill the vacancy on Council as a result of the death of Councillor Gerald Campion.

Election day was set for September 26, 2022 with Nomination Day ending at 12:00 noon on August 29, 2022. The election was advertised as required and effective August 29, 2022 only one candidate had submitted nomination papers for councillor.

Official Election Results were submitted to Alberta Municipal Affairs as required.

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

1. Local Authorities Election Act

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: September 13, 2022

Agenda Item No: 09.06

2022 Taxation Report

Recommended Motion

That Council accept the 2022 Taxation Report for Information.

Background

In 2020 Council had concerns regarding the ability of property owners to pay their taxes due to Covid 19 implications. In recognition of that Council reduced the penalties charged by 50% (from 8% - 4% on September 1st and October 1st and from 10% - 5% on January 1st). The penalty dates and rates remain the same.

Tax payment deadline was August 31, 2022, and as of that date the 2022 taxes outstanding were \$718,347.86, versus the outstanding taxes on August 31, 2021, of \$807,790.83.

Penalties in the amount of \$8,513.74 were applied on September 1st, 2022 (4% of current levy balance).

Please note that of the outstanding taxes there will be a further payment of taxes from those property owners on the monthly pre-authorized payment plan in the amount of \$431,344.00 by the end of December, leaving an estimated amount of outstanding taxes at year-end of \$287,003.86. Payments have been received since the deadline, and it is anticipated payments will continue in September to avoid the second penalty on October 1st. In comparison December 31st 2021 the outstanding taxes were \$106,742.30 and December 31st 2020 the outstanding taxes were \$329,303.08.

If homeowners purchased property between May 31st and August 31st, 2022, and did not receive a Property Tax Notice, they may be eligible to be reimbursed by the province, for the penalty charged. This program has been introduced due to the current processing delays at Alberta Land Titles.

Letters will be sent to property owners advising of the balance owing in September and will note the above information from the province along with the website, phone number and email address.

Date: September 13, 2022

Agenda Item No: 10.01

Bylaw 1026-2022 - Central Alberta Regional Assessment Review Board Bylaw

Recommended Motion

That Council give first reading to Bylaw 1026-2022, the Central Alberta Regional Assessment Review Board bylaw.

That Council give second reading to Bylaw 1026-2022, the Central Alberta Regional Assessment Review Board bylaw.

That Council provide unanimous consent for third reading of Bylaw 1026-2022, the Central Alberta Regional Assessment Review Board bylaw at this meeting.

That Council give third and final reading to Bylaw 1026-2022, the Central Alberta Regional Assessment Review Board bylaw.

Background

As part of the Government of Alberta Municipal Accountability Program (MAP) it was identified that the Town of Hanna was not meeting the requirement to establish an Assessment Review Board and did not have any members appointed to an intermunicipal assessment review board, nor does the Town of Hanna have a Clerk appointed.

Bill 23, the *Municipal Government Amendment Act, 2009*, made amendments to restructure assessment review boards and clarify their roles and responsibilities, enhance training for board members and administrators, increase access to information for citizens and ensure province-wide consistency, accountability and transparency. The amendments:

- Better defined the composition, roles and jurisdiction of the boards that hear assessment complaints;
- Enhanced the training and qualification requirements of board members and board administrators;
- Improved access to information for taxpayers and mandated disclosure between parties to a complaint;
- Outlined the timelines for the steps in the complaint process; and



- Set out consequences for either party if the disclosure and timeline requirements are not met.

Bill 23 created the requirement to have a Local Assessment Review Board (LARB) to hear matters that are shown on an assessment notice for residential property with 3 or fewer dwelling units, farmland, or a tax notice other than a property tax notice and a Composite Assessment Review Board (CARB) to hear all other matters. Decision requirements of both the Local Assessment Review Board and the Composite Assessment Review Board are specifically set out in the legislation. The Composite Assessment Review Board can award COSTS in certain circumstances. Appeals of decisions of both boards are now only to the Alberta Court of Queen's Bench. There is no longer a right to appeal to the Municipal Government Board.

To comply with the requirements of Bill 23, many municipalities have joined the Central Alberta Regional Assessment Review Board which is coordinated by the City of Red Deer. Administration reached out to the City of Red Deer to see if they had capacity to add the Town of Hanna as a partner municipality and they have indicated there is capacity.

In order to join, the Town of Hanna is required to enter into an Agreement with the City of Red Deer and pass a Bylaw to establish a Joint Assessment Review Board that will enable municipalities to provide a mechanism for citizens to appeal their property tax assessment and tax notices.

Bylaw 1026-2022 has been prepared as required under the Agreement for Council's review and adoption.

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. Bylaw 1026 – 2022 the Central Alberta Regional Assessment Review Board bylaw.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW NO. 1026-2022**

A BYLAW OF THE TOWN OF HANNA IN THE PROVINCE OF ALBERTA TO ESTABLISH A JOINT ASSESSMENT REVIEW BOARD.

WHEREAS, Section 455 of the *Municipal Government Act*, permits two or more Councils to jointly establish assessment review boards to have jurisdiction in their respective municipalities;

The City of Red Deer and the Partner Municipalities jointly wish to establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board (LARB) and the functions of a Composite Assessment Review Board (CARB) under the provisions of the *Municipal Government Act* in respect of assessment complaints made by their respective taxpayers of a Partner Municipality;

NOW THEREFORE under the authority of the *Municipal Government Act*, The Council of the Town of Hanna, in the Province of Alberta, ENACTS AS FOLLOWS:

1. BYLAW TITLE

- 1.1. This Bylaw shall be known as the “Central Alberta Regional Assessment Review Board Bylaw”.

2. PURPOSE

- 2.1. The purpose of this bylaw is to establish a joint assessment review board that will enable municipalities to provide a mechanism for citizens to appeal their property assessment and tax notices.

3. DEFINITIONS

- 3.1 Except as otherwise provided herein, words in this Bylaw shall have the meanings prescribed in section 453 of the *Municipal Government Act (MGA)*.
- 3.2 In this bylaw the following terms shall have the meanings shown:
- (a) “Board” means the Central Alberta Regional Assessment Review Board;
 - (b) “Composite Assessment Review Board” or “CARB” means the Composite Assessment Review Board established in accordance with the *MGA* hears complaints on assessment notices for property other than the property described in section 3(2)(d) of this bylaw and section 460.1 of the *MGA*;
 - (c) “Designated Officer of the Central Alberta Regional Assessment Review Board (Designated Officer)” means the person appointed to carry out the duties and functions of the clerk of the assessment review boards in accordance with section 456 of the *MGA*;

- (d) “Local Assessment Review Board” or “LARB” means the Local Assessment Review Board established in accordance with the *MGA* who hears complaints about assessment notices for:
 - i. residential property with 3 or fewer dwelling units, or
 - ii. farm land, or
 - iii a tax notice other than a property tax notice, business tax notice or improvement tax notice.
- (e) “Member” means a member of the Central Alberta Regional Assessment Review Board;
- (f) “Minister” means the Minister determined by the Province to be responsible for the *MGA*;
- (g) “Partner Municipality” means a municipality who enters into an agreement with The City of Red Deer to jointly establish the Central Alberta Regional Assessment Review Board and who enacts a bylaw substantially in the form of this bylaw, as well as The City of Red Deer;
- (h) “Provincial Member” means a person appointed as a provincial member to a CARB by the Minister.

4 PARTNER MUNICIPALITIES

- 4.1 The Partner Municipalities, which includes The City of Red Deer, hereby jointly establish the Central Alberta Regional Assessment Review Board to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board to have jurisdiction in their municipalities and those of the Partner Municipalities.
- 4.2 Each Partner Municipality is responsible for establishing filing fees and administering policies in respect of refunding filing fees in accordance with the *Municipal Government Act* and the *Matters Relating to Assessment Complaints Regulation*.

5 REGIONAL BOARD REVIEW COMMITTEE

- 5.1 The Regional Board Review Committee is established and will consist of 5 Administrators who volunteer from the Partner Municipalities.
- 5.2 The term for Regional Board Review Committee volunteers is one year.
- 5.3 The Regional Board Review Committee may establish their own procedures to carry out their function, but in doing so, they shall have due regard for procedural fairness.

5.4 The Regional Board Review Committee:

- (a) reviews applications from persons applying to be Members and makes recommendations to the Designated Officer concerning the appointment of Members from the applicants; and
- (b) may make recommendations to the Designated Officer concerning the revocation of appointment of a Member.

6 APPOINTMENT OF BOARD MEMBERS

- 6.1 The Designated Officer shall appoint not more than 20 citizens-at-large to be Members of the Board.
- 6.2 The total number of Members appointed shall be determined by the Designated Officer.

7 ESTABLISHMENT OF BOARDS

- 7.1 The following joint Central Alberta Regional Assessment Review Boards are established:
 - (a) a LARB that hears complaints referred to in section 460.1(1) of the *MGA*; and
 - (b) a CARB that hears complaints referred to in section 460.1(2) of the *MGA*.

8 JURISDICTION OF THE BOARD

- 8.1 The Boards shall have jurisdiction to exercise the functions of a Local Assessment Review Board and the functions of a Composite Assessment Review Board under the provisions of the *MBA* in respect of assessment complaints made by taxpayers of a Partner Municipality.

9 TERMS OF APPOINTMENT

- 9.1 Unless otherwise stated in their appointment letters, all Members are appointed for three year terms.
- 9.2 If a vacancy on the Board occurs at any time the Regional Board Review Committee may recommend the appointment of a new person to fill the vacancy for the remainder of that term.
- 9.3 A Member may be re-appointed to the Board at the expiration of his/her term.
- 9.4 A Member may resign from the Board at any time on written notice to the Designated Officer to that effect.
- 9.5 The Designated Officer may remove a Member for cause or misconduct, or on the recommendation of the Regional Board Review Committee.

- 9.6 Upon being appointed, the Member must successfully complete the training as prescribed by the Minister prior to participating in a hearing.

10 REGIONAL ADVISORY GROUP

- 10.1 Members will elect from among themselves a Regional Advisory Group consisting of up to 4 members, and comprised of one Advisory Group Chair and up to 3 Vice Chairs.
- 10.2 The Regional Advisory Group will report to the Designated Officer on all matters affecting the Board and will:
- (a) assist the Designated Officer in developing policies governing hearings, conduct of Members, and other Board matters;
 - (b) evaluate Member performance to identify areas where additional training may be required and prepare reports regarding performance and re-appointment of Members;
 - (c) ensure other Members are provided mentoring; and
 - (d) act as a liaison between the Members and the Designated Officer.
- 10.3 The duties of the Regional Advisory Group Chair include:
- (a) chairing meetings of the Regional Advisory Group;
 - (b) establishing agendas for the Regional Advisory Group meetings in consultation with the Designated Officer;
 - (c) liaising with the Designated Officer, Councils, and Partner Municipalities on behalf of the Board;
 - (d) appointing a Regional Advisory Group member as Acting Chair of the Regional Advisory Group;
 - (e) signing correspondence on behalf of the Regional Advisory Group.
- 10.4 If the Regional Advisory Group Chair ceases to be a Member or is unable or unwilling to fulfil the Chair's duties, the Designated Officer may appoint one of the Vice Chairs to serve as Acting Chair until the Chair resumes the Chair's duties or the Members elect a new Chair.

11 DESIGNATED OFFICER OF THE CENTRAL ALBERTA REGIONAL ASSESSMENT REVIEW BOARD

- 11.1 The position of Designated Officer of the Central Alberta Regional Assessment Review Board to carry out the duties and functions of the Assessment Review Board Clerk is established.

- 11.2 The Town of Hanna jointly appoints The City of Red Deer Legislative Services Manager as the Assessment Review Board Clerk of the Central Alberta Regional Assessment Review Board.
- 11.3 The salary of the Designated Officer will be made routinely available in the City of Red Deer annual Financial Statements.
- 11.4 The Designated Officer is authorized to enter into agreements on behalf of the Board with other non-partner municipalities to provide Assessment Review Board Services.
- 11.5 The Designated Officer:
- (a) shall assist the Board in fulfilling its mandate.
 - (b) may delegate to an employee, the duties and functions of the Assessment Review Board Clerk provided they have successfully completed the training as prescribed by the Minister.
 - (c) shall consult with the Regional Advisory Group to set policies, procedures and directives governing hearing processes, Member conduct and other Board matters.
 - (d) shall consult with the Regional Advisory Group and Members on matters affecting the Boards.
 - (e) shall issue instructions to independent legal counsel for the Boards when required.
 - (f) may, at the request of a Presiding Officer of a panel of the Board sign orders, decisions and documents issued by the Board.
 - (g) may, at the request of the Chair of the Regional Advisory Group, sign documents issued by the Regional Advisory Group.
 - (h) may set fees payable for persons to obtain copies of the Board's decisions and documents.

12 HEARINGS

- 12.1 Hearings will be held at such time and place as determined by the Designated Officer.
- 12.2 The proceedings of the Board must be conducted in public except where the Board deals with information protected from disclosure under the provisions of the *Freedom of Information and Protection of Privacy Act and section 464.1 of the MGA*.

13 COMMENCEMENT OF COMPLAINTS

13.1 In accordance with the *MGA*, a taxpayer may commence an assessment complaint by:

- (a) mailing or delivering to the address specified on the assessment or tax notice a complaint in the form set out in the '*Matters Relating to Assessment Complaints Regulation*', Alberta Regulation 201/2017 (Regulations) and within the time limits specified in the *MGA*; and
- (b) paying the applicable fee.

14 RULES OF ORDER

14.1 The Board will conduct hearings in accordance with:

- (a) the provisions of the *MGA* and related regulations.
- (b) principles of natural justice and procedural fairness; and
- (c) its policies and procedures.

15 NOTICE OF DECISIONS & RECORD OF HEARING

15.1 After the hearing of a complaint, the Designated Officer shall:

- (a) under direction of the Presiding Officer, assist with the preparation of the decision or order of the Board and the reasons for the decision in compliance with the *MGA*; and
- (b) arrange for the order or decision of the Board to be signed; and distributed in accordance with the requirements under the *MGA* and Regulations.

15.2 The Designated Officer will maintain a Record of Hearing in accordance with the *MGA* and the Regulations.

16 DELEGATION OF AUTHORITY

16.1 In accordance with its authority under *MGA*, Council hereby delegates to the Designated Officer the authority to:

- (a) appoint members to the Central Alberta Regional Assessment Review Board;
- (b) jointly prescribe the remuneration and expenses payable to each Member of the Board;
- (c) jointly appoint a Member as the Chair of the LARB and the CARB and prescribe the term of office and the remuneration and expenses, if any, payable to the Chair; and

- (d) set fees payable by persons wishing to be involved as a party or intervenor in a hearing before an assessment review board and for obtaining copies of an assessment review board's decisions and other documents.

17 REIMBURSEMENT OF COSTS

17.1 The City of Red Deer shall pay for the administrative costs associated with the operation of the Board as set out in the agreement with the City of Red Deer.

18 ENACTMENT/REPEAL

18.1 Bylaw 954-2010 is hereby repealed.

18.2 This Bylaw shall come into effect on the date of final reading.

READ A FIRST TIME THIS 13th DAY OF SEPTEMBER 2022.

READ A SECOND TIME THIS 13th DAY OF SEPTEMBER 2022.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF SEPTEMBER 2022.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: September 13, 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 Crowle
4. Councillor Murphy
5. Councillor Olsen
6. Councillor Warwick

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

COUNCIL REPORTS & ROUNDTABLE

Council Date: Sept 13, 2022 6 pm

Prepared by: Sandra Beaudoin

Meeting: Council Information Meeting

Location: Town Council

Date & Time: Aug 31, 2022 8:30 am

AHS presentation was interesting & informative. No plans to close Hanna Hospital. The importance of returning services to Hanna Hospital was discussed. Special Areas Officers presented & provided info to their activities.

UPCOMING MEETINGS

Meeting: Funding Municipal Infrastructure

Location: ZOOM

Date & Time: Sept 8, 2022 3 pm

Meeting: Harvest Sky Economic Board

Location: HUB

Date & Time: Sept 13, 2022 10 am

Meeting: Council Meeting

Location: Council

Date & Time: Sept 13, 2022 6 pm

Meeting: Heartland Tour

Location: Sheerness Power Plant

Date & Time: Sept 14, 2022 1 pm

Meeting: Municipal Planning Commission

Location: Council

Date & Time: Sept 15, 2022 12:30 pm

Meeting: Alberta Municipalities Conference

Location: Calgary

Date & Time: Sept 21-23, 2022

Meeting: Council Info Meeting

Location: Council

Date & Time: Sept 28, 2022 8:30 am

COUNCIL REPORTS & ROUNDTABLE

Council Date: Sept 13, 2022
Prepared by: Councilor Kyle Olsen

Event: Clubhouse Manager Interviews
Location: Ascend Boardroom
Date & Time: Aug 25, 1:00 PM

Held successful interviews for the Clubhouse Manager position.

Event: Golf Course Board Meeting
Location: Clubhouse
Date & Time: Aug 26, 6:00 PM

Discussed disciplinary policies for members acting inappropriately, cart shed maintenance, and moving forward with a new shop.

Event: Council Info Session
Location: Council Chambers
Date & Time: Aug 31 8:30 AM

Upcoming Meetings

Sept 15 Palliser Board Meeting
Sept 15 HLC AGM and Board Meeting
Sept 21-23 Alberta Municipalities Conference
Sept 28 Council Info Session

Date: September 13, 2022

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.10 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. Ron Smith – Road Dust Concern 113 – 1 Street East
2. Town of Tofield – Victim Services Redesign Concerns
3. Response Letter from Minister Shandro – Town of Tofield
4. Harvest Sky Animal Rescue – Branding and Name Change
5. Office of the Lieutenant Governor – March – August 2022 Update
6. Tanya Thorn – Towns South – Director Update
7. BePrepared 8-Week Challenge Report
8. Emergency Preparedness Week 2022 Summary Report
9. Town of Wake
10. The Hanna Seals – thank you

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Ronald Smith
113 1st AVE E
Hanna, AB
BOX 2147

August 11, 2022

Dear Hanna Town Council:

I have live on the corner of 1st street and 1st ave E for many years now. Over the years I have asked many different members of the town council to please look into what can be done to solve the dust issue on my street. For many years now I have been given excuses, have been brushed off and completely ignored.

My deck faces that gravel street and it is absolutely useless as the dust from the road is so bad. I cannot open any windows on that side of my house because of the same reason.

This road is a very busy road as it has town park trucks coming and going all day as well as other traffic.

What do I have to do to be heard.

Ron Smith
Unhappy tax payer

854-0301



PO Box 30 5407 50th Street
Tofield, Alberta T0B 4J0
P 780 662 3269
F 780 662 3929
E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

August 23, 2022

The Honorable Tyler Shandro
Minister of Justice and Solicitor General
204, 10800-97 Avenue
Edmonton, AB
T5K 2B6

Dear Minister,

Re: Victim Services Redesign

Minister Shandro, Town of Tofield Council have only recently become aware of the Victim Services Redesign, and to say that we are both shocked and disappointed would be a vast understatement. Victim Services play an integral part in our community, and rural Alberta. Victim Services staff are as essential as first responders, and work cohesively with RCMP. These people help families and individuals through what could be the most traumatic experience of their lives. Having experience in dealing with trauma, unexpected loss, and extreme shock cannot be measured. Now, your government is looking to remove this from our community and proceed with a centralized approach.

The MLA led review did not engage municipalities, nor did it fully engage Victim Services Boards. Had our local Victim Services Board Chair not come forward to Mayor and Council, we would not be aware of this ill-thought-out change. Of interest, the two MLA'S leading this charge were from major urban centres, with no tie, nor thought to the impacts this would have on rural Albertans.

Not only will this change see a loss of jobs within our community, but more importantly it will leave this service to become reliant on an individual(s) residing outside our community boundaries. What does this mean for response time? Does this mean that response could be upwards of hours before assistance is provided, or does this also mean that it will be based upon the availability of staff? Neither of these scenarios is ideal, especially when dealing with crisis. Our current structure is comprised of hard working, caring individuals who provide an immeasurable service in what is the most trying of circumstances. These people respond in a quick, professional, and caring manner. Now, your government is removing this service from our community, and failing those who require what is often the immediate assistance of Victim Services.

Honorable Tyler Shandro
Minister of Justice and Solicitor General
Page 2

Minister Shandro, we can not fathom the rationale behind this decision, once again without input or consultation from those that this affects most. In our opinion this is a recipe for disaster and stands to only continue to fail rural Alberta. Mayor and Council implore you to pause on this decision and seek input from those forgotten, rural Alberta.

Sincerely,

Debora L. Dueck

Debora Dueck
Mayor

C.C AUMA Membership
 RMA Membership
 Jackie Lovely, MLA



ALBERTA
JUSTICE AND SOLICITOR GENERAL

*Office of the Minister
MLA, Calgary-Acadia*

AR 52074

Sent via email to jedwards@tofieldalberta.ca

August 26, 2022

Her Worship Debra Dueck
Mayor
The Town of Tofield
P.O. Box 30
5407 – 50 Street
Tofield AB T0B 4J0

Dear Mayor Dueck:

Thank you for your letter of August 23, 2022 regarding the provincial changes to victim services announced July 19, 2022. I would like to reassure you that these changes, including the new zonal governance model, have been designed to ensure services to victims of crime remain consistent and uninterrupted across all regions of the province, including Tofield, while also ensuring that victims are supported locally from within their own communities. I appreciate the opportunity to provide further information about the redesign work that has occurred to date as it relates to your municipality and others like it.

I would like to ensure that you have the most up-to-date information about the consultations and engagements completed during, and following, the MLA led Review of Victim Services that took place over 2020/2021. The Rural Municipalities of Alberta (RMA) and the Alberta Municipalities (AM) were invited to, and attended, the engagements. This was intentional to ensure a linkage and a mechanism for information sharing. In addition, a specific meeting was held with the RMA and AM to ensure they were comfortable with this approach, and by all indications they were. Further, all MLAs were also invited, regardless of political affiliation.

Other engaged individuals and organizations included:

- Volunteers, staff, and board members of police-based victim services units;
- Victim-serving community and specialized organizations such as child advocacy centres, sexual assault centres, and domestic violence service providers;
- Representatives from the Alberta Police-based Victim Services Association;
- The Alberta Association of Chiefs of Police;

.../2

- The Alberta Federation of Police Associations;
- The Royal Canadian Mounted Police;
- Legal community representatives such as the Criminal Trial Lawyers Association and Legal Aid Alberta; and
- Indigenous organizations such as the Awo Taan Healing Lodge Society, and Métis Child and Family Services Society.

I can advise that the changes to victim services are particularly centred around stabilizing and improving program governance and leadership at a high level, in addition to the significantly enhanced supports and services available to victims. There are no plans to interrupt service delivery within communities or at detachments, nor to disrupt victim service workers from continuing to engage in the important work they do. In fact, it is intended that these same locally based services will continue to be offered through the new zonal governance model, in the same co-located manner as they are now, but with more flexibility and sustainability than could be offered under the current governance model. In the new model, local front-line victim services workers will be supported by a core of professional support staff at the zonal level that will provide financial, legal, and human resource services; direct supervision and resource coordination; and personal support and guidance for each employee. There is no reduction in paid positions within the new model, in fact with the new professional support staff there will be approximately 40 additional positions available to Albertans.

To ensure that you and your colleagues have the most accurate and up to date information as to how the new victim services zones will operate, I encourage you to follow up with Trent Forsberg, the director of Victim Services at Trent.Forsberg@gov.ab.ca. He would be happy to meet with you and relay further detailed information about the changes to victim services programs, and provide you with the opportunity to ask specific questions.

I also understand that you have requested a meeting with MLA Jackie Lovely. I welcome the opportunity to have representatives from my office and our department staff who are leading this work attend this meeting. To schedule a meeting, please contact my scheduling coordinator Lisa Gentles at Lisa.Gentles@gov.ab.ca.

I am appreciative of any time you would be willing to dedicate to gaining a complete understanding of the improvements planned to the systems that serve victims of crime in Alberta. Thank you for ensuring the needs of victims in your community continue to be met.

Sincerely,



Honourable Tyler Shandro, QC, ECA
Minister

cc: Jackie Lovely, MLA Camrose
Alberta Municipalities
Rural Municipalities of Alberta



Harvest Sky
Animal Rescue

TO:

Town of Hanna

302 2 Avenue West

P.O. Box 430

Hanna, AB

DATE:

August 24, 2022

Dear Mayor, Councilors, & Administration

It is with great pleasure that I submit official notification that the Harvest Sky Animal Rescue Society (HSAR) has officially launched in replacement of the Hanna & District Society for the Prevention of Cruelty to Animals (Hanna SPCA). The HSAR will continue to provide the services rendered by the Hanna SPCA, all while striving to improve every aspect of our organization and its operations. The HSAR will remain a registered charity, thereby keeping the principles of transparency and openness.

This rebrand reflects the evolution of Hanna and of our organization since its founding in 2005. With a new team and a new attitude, a new identity seemed fitting.

As did the Hanna SPCA, the HSAR will continue to work with the Town of Hanna in managing both the domestic and feral animal populations within the town. With our combined efforts, we can work toward and achieve positive outcomes.

Sincerely,

Trevor Kerr
Chair of the Board of Directors

Our Website:

www.harvestskyrescue.ca

Phone:

403-854-3700

Our Email:

harvestskyrescue@gmail.com

Enclosure: Harvest Sky Animal Rescue Launch Press Release



Harvest Sky
Animal Rescue

News Release

FOR IMMEDIATE RELEASE
August 24, 2022

New rescue, new name, same commitment.

Harvest Sky Animal Rescue is open for business, and their volunteers and the companion animals they serve couldn't be happier.

“As an organization, we wanted to embrace the forward direction the Hanna area is taking and incorporate the Harvest Sky brand. The Hanna area isn't the same as it was when the Hanna S.P.C.A. Pet Rescue and Shelter was started in 2005, and neither is our organization. So our name and look must portray that.”

Trevor Kerr, Chairperson, Harvest Sky Animal Rescue

The rescue has received overwhelming support from the community since announcing they had assumed operations of the Hanna S.P.C.A. in December 2021. In fact, since January 1, 2022, they have found furever homes for 24 cats and 2 dogs, and Hanna Mayor Povaschuk even raised \$3,145 for the rescue by shaving his head!

The new website, [HarvestSkyRescue.ca](https://www.harvestskyrescue.ca), is up, as is their [Facebook](#) page. Followers of the current Hanna S.P.C.A. Facebook page are asked to move to the new page as it will be shut down shortly. A launch party for the rescue is scheduled for the fall, with details to follow on the website and Facebook.

Harvest Sky Animal Rescue will continue to operate out of the Hanna S.P.C.A facility for the foreseeable future and the phone number, (403)854-3700 remains the same.

Anyone interested in volunteering or looking for a new furry addition to their family can visit their [website](#), [Facebook page](#) or the shelter by appointment.

Related information

www.harvestskyrescue.ca

Facebook [@HarvestSkyAnimalRescue](#)

Media Inquiries

harvestskyrescue@gmail.com

(403)854-3700



AN ONGOING JOURNEY OF GRATITUDE, LEARNING, AND CELEBRATION



Their Honours with Chief Wilton Littlechild and Helen Littlechild at the open air mass in Edmonton during the Pope's visit (July 26, 2022).

The July visit to Canada and 'pilgrimage of penance' by His Holiness Pope Francis was a significant moment. I was honoured to meet His Holiness, and spend time with Indigenous leaders and residential school survivors during events in Edmonton and Lac Ste Anne. I hope that this milestone brought healing and comfort to those who are suffering and I remain committed to walking alongside Indigenous communities through the ongoing process of healing and of building greater understanding among us all.



Royal Canadian Artillery Band performs at a Platinum Jubilee garden party on the Government House grounds (June 4, 2022)



Meeting elders at Calgary's Aboriginal Friendship Centre.

My journey of learning includes a recent visit to the Kapawe'no First Nation in Grouard to meet with community members and explore the great work taking place there. Zaheer and I also toured the Indigenous People's Experience at Fort Edmonton, which offers a thought-provoking and engaging learning opportunity. On July 1, we were at Edmonton's Baitul Hadi Mosque for a celebration of fellowship welcoming people of all faiths and cultures, including Indigenous community members, and we took part in Calgary Stampede events with wonderful elements of Indigenous and cross-cultural learning. This spring I also helped celebrate the Newcomers Indigenous Education program offered by the Calgary Centre for Newcomers.

These are just a few of the thoughtful gestures of reconciliation and multicultural fellowship I have been most grateful to witness as Lieutenant Governor. I am constantly reminded that there is room for each of us – settlers and Indigenous people alike – to play an active role in sharing our respective strengths and in charting a path forward that brings us closer to the promise of what we can achieve and who we can be together as a people.

Shakhani

The Honourable Salma Lakhani
Lieutenant Governor of Alberta

Her Majesty the Queen's Platinum Jubilee

June 2022 marked a momentous occasion – Queen Elizabeth II's 70 years on the throne. On June 4th, Her Honour hosted a public Garden Party on the grounds at Government House where there were performances from the Royal Canadian Artillery Band, Indigenous dancers and drummers from Maskwacis, and the Jivin' Belles, an a cappella trio. Guests enjoyed cake, lemonade, and special Platinum Jubilee pins and custom cookies (pictured right).



Her Honour hosted a small Platinum Jubilee reception for patronage groups and community leaders on June 2nd. The gathering at Government House celebrated Queen Elizabeth II's 70 years as monarch with a Loyal Toast and cake to mark this significant milestone. Her Honour remarked: "The Queen has shared her tremendous courage and strength with us through challenging times, encouraging us to contribute our best to the ongoing work of building our communities."



Her Honour cuts a celebratory Platinum Jubilee cake at the reception attended by community leaders and patronage groups.



Indigenous dancers and drummers from Maskwacis perform at the Platinum Jubilee Garden Party.



Her Honour presented Chief Justice Catherine Fraser with the Alberta Platinum Jubilee medal.

On July 29, Her Honour presented Chief Justice Catherine Fraser the Queen's Platinum Jubilee medal. This was the last official event for Chief Justice, after 30 extraordinary years in the role. Thank you for your valued service to the province of Alberta!

7000 Albertans will receive the Platinum Jubilee medal. For more information about this provincial medal program, please visit: <https://www.alberta.ca/queens-platinum-jubilee-medal.aspx>

COMMUNITY CELEBRATIONS

This spring and summer, Her Honour was very busy attending community events across Alberta.

Celebrations hosted by Honourary patronage organizations included: the Lt. Governor of Alberta Arts Awards in Lac La Biche recognizing Emerging and Distinguished artists, Duke of Edinburgh Gold Awards, Order of St. John Investiture, Churchill Society's annual dinner, Lifesaving Society's World Drowning Prevention Day, and Their Honours being inducted as Honourary Patrons of the Royal Alexandra Hospital Foundation.

Events to celebrate diversity and pluralism included: a flag raising ceremony for Alberta Francophonie Month, Flying Canoe Festival, Children of Islamic Nations annual dinner, Hong Kong Business Association spring festival gala, Heritage Days in Edmonton, and a special iftar dinner hosted by Their Honours.

Gatherings focused on recognizing community service included: the RCMP Long Service awards, Junior Achievement Leading Ladies luncheon, Grand Highland Military Ball, Alberta Fire Chief's annual conference in Red Deer, Rotary District 5870 Conference, and Top 7 over 70 Gala in Calgary.

Celebrations of Canadian spirit, traditions and citizenship included: QE II Golden Jubilee Citizenship awards, and the ATCO Queen Elizabeth II Cup at Spruce Meadows. Their Honours also look in a full week of Calgary Stampede traditions, from the parade, to pancake breakfasts, to Pow Wow competitions and grandstand events.

Alberta's diverse and rich arts community allowed Her Honour to take in several events including: the Mosquers Film Festival, Alberta Ballet's "Phi", Shoe Project Performances in Calgary and Edmonton, a concert featuring Albertan Francophone musicians, the film launch about Dr. Ehor Gauk (*Mentoring Eternal Optimism*), National Indigenous Peoples Day celebrations, and the World Music Week concert at Hawrelak Park.



L.G.A.A. Emerging Artists with Her Honour at Portage College in Lac La Biche.



The 2022 Order of St. John Investiture ceremony at Government House marked the organization's 125th anniversary.



A June 19 performance of the Shoe Project celebrated the stories of immigrant women.



Her Honour with Ukrainian Dancers at the Stampede parade.

MEETING WITH ALBERTANS

Her Honour maintains a busy schedule of virtual and in-person meetings with a wide range of individuals and organizations, and greatly appreciates every opportunity to learn about the important work taking place across the province. Recent activities include visits to: the Africa Centre in Edmonton, to Edson for Rural Health Week, the Hesje Observatory at Miquelon Lake Research Station, and various events during the Papal visit.



Her Honour was presented with a ribbon skirt by O'Chiese First Nation Elder Theresa Strawberry (middle) created by Cree skirt designer Selena Moberly (left).



Her Honour at the Hesje Observatory located at the Augustana Miquelon Lake Research Station.



Their Honours met community volunteers welcoming Ukrainian refugees to Edmonton.



Their Honours touring the Galloway Station Museum & Travel Centre in Edson.

EDUCATION



Making sandwiches at City Hall with grades 1 & 9 students from Garneau School.



Her Honour meets with grade 6 students from St. Pius X during their School at the Legislature session.

Lieutenant Governor Lakhani thoroughly enjoys meeting students from classrooms all over Alberta. The School at the Legislature Program resumed to in-person sessions in the spring so Her Honour was able to share words of wisdom with the students in grade 6 who visited the Legislature Building. Students of schools that met with Her Honour included those from: Ronald Harvey, Lycee Louis Pasteur, Mary Hanley, Rideau Park, Muriel Martin, St. Pius X, Wabamun, Kensington, Father Leo Green, and Griesbach School.

Teachers interested in arranging a class visit can contact the office at ltgov@gov.ab.ca.

While School at the Legislature is designed for Gr. 6, Her Honour welcomes meeting with students of all ages. The Edmonton City Hall School session invited Her Honour to make sandwiches with grades 1 & 2 students from Garneau School, and while on a trip to Calgary, Her Honour visited with students from Our Lady of Peace Jr. High. The U of A's U School program was something new Her Honour took part in this spring, talking to grade 4-9 students from Indigenous, rural, and socially vulnerable communities about pursuing post-secondary education.



Honouring Spirit award recipients at Government House with Lieutenant Governor Lakhani.

On June 25, 12 Alberta students were recognized with 2022 Honouring Spirit: Indigenous Student Awards from the Alberta School Board Association. Her Honour presented them alongside Education Minister LaGrange at the ceremony in Government House. Her Honour remarked: "I am so impressed by these 12 student recipients, who have shown exceptional leadership through their energy, positive attitude, and kindness. Each has shared the beauty and importance of their culture and remind us all of the power we each hold to inspire and encourage those around us."

Kim Neill

From: Tanya Thorn <tthorn@okotoks.ca>
Sent: September 2, 2022 1:09 PM
To: Tanya Thorn
Subject: Towns South Director Update - Summer 2022
Attachments: 2022 Notice of Special Resolutions.pdf; Agenda to post 2022.pdf; Provincial Transfers and Financing Municipal Infrastructure in Alberta - Sept 1-22.pdf

Happy Friday Towns South Mayors, Councillors and CAO's,

I hope you have all had an amazing summer and are enjoying this great weather we have experiencing. Yes I love the heat so I have loved it!! It has been a busy summer on the Alberta Municipalities front so once again your Director has a small novel for you to consume.

So after much deliberation I have decided that I am going to run again as Towns South Director. I love being able to represent all of you and gain a broader understanding of what you each need. If I am successful in my re-election I have also submitted papers to run for the Towns seat on the executive. I hope I can count on your support again. If you are interested in running for this position as well I am happy to answer any questions you have about time commitment and workload. The deadline for submitting your papers is Thursday September 15th. Details can be found here: Download the [candidate information and nomination package](#) and the [Elections Procedure Handbook](#) to get started.

Thank you to Carstairs, Crossfield, Banff, Canmore and Improvement District #9 for having me in your communities this summer to talk about key issues for you and how Alberta Municipalities can better serve you. If anyone else is interested in a visit and I am re-elected please reach out and we will set-up a time.

Congratulations to a couple of our Municipal Awards winners from our Towns South Community. They will be highlighted at convention later this month.

- Alberta Municipalities Municipal Environment Award - Town of Sundre (pop 2500 – 100000), Innovation in Wastewater Treatment
- Alberta Municipalities/SLGM Dedicated CAO Award - Town of Canmore - Lisa deSoto, CAO

Planning is just about complete for the annual convention in Calgary September 21 to 23 (so excited to see you guys!!). You can check out the site at <https://www.abmunis.ca/events/2022-convention-trade-show> for info. I am attaching the agenda. A critical piece of convention is the resolutions session. I highly encourage you to go through the book with your Council as some may not be able to make it to convention and may have some interesting perspectives on the motions being put forward. Another reason to read...the votes YOU cast determine how I advocate on your behalf. Alberta Municipalities is driven by you, our members, we need your direction to guide our efforts over the next few years. You can access the resolutions book at <https://www.abmunis.ca/advocacy-resources/resolutions>.

At the Annual General Meeting we will also be dealing with 3 Special Resolutions relating to our Bylaws and the branding change we made last year to Alberta Municipalities.

Resolution 1: Repealing and replacing our bylaws with amended ones

We worked with Reynolds Mirth Richards & Farmer (RMRF) to complete an overall review of the current Bylaws and we identified some items that could be made clearer.

Special Resolution 2: Amending our legal name to the "Association of Alberta Municipalities"

Now that our brand name has been established, the next step is to bring forward changing our legal name. Our legal name will be used mostly behind the scenes and in legal documents like bylaws and contracts.

Although it is not crucial we align our brand name and our legal name, we want to change our bylaws so our contracts and other legal documents can be updated using the Alberta Municipalities identity. Our legal name does have to contain the word "Association" in it. When we talked about this with those of you who attended our Summer Municipal Leaders' Caucuses, we found a lot of support for this change. We are hoping all our members will support us with moving this ahead.

Special Resolution 3: Updating the then-current bylaws with our new legal name

This reasoning for this resolution may seem a bit confusing, but we basically must have:

- a resolution to update the bylaws with our amendments (Resolution #1); and
- a separate one just to approve the legal name (Resolution #2).

Once we get the legal name approved by you, we must get approval from the Deputy Registrar of Corporations to use the legal name, Association of Alberta Municipalities, before we can update our bylaws with it. So, rather than having to come back to you with another special resolution after the approval takes place, we are including it now.

Please review these (I have attached them for reference as well). If you have any questions on these and what they mean please reach out and I can review in more detail.

Below is updates on various other topics so I have created headings so you can determine what you want to read from this point forward. (I know you all read everything but just in case I try to make it easy for you to get the highlights:

Future of Municipal Government Project

The School of Public Policy published the latest [Future of Municipal Government](#) paper on Financing Municipal Infrastructure on their [website](#) on September 1. A copy of the paper is attached to this email for your convenience. [Register today](#) for an online dialogue with the authors, Bev Dahlby and Mel McMillan, on funding municipal infrastructure taking place on Thursday, September 8 at 3pm.

The paper offers ideas of how provincial transfers could potentially be realigned to match infrastructure priorities, support municipalities with financial need and reflect the diversity of municipalities in Alberta. In addition, the paper suggests earmarking revenue from provincial property taxes for municipal infrastructure.

Policing

AIPAB - The Minister of Justice and Solicitor General has decided that the Alberta Interim Police Advisory Board will remain in place as-is until the end of the current phase of the Police Funding Model in 2024/2025. As you know, I sit on this Board with Mayor Trina Jones (Legal), Mayor Tyler Gandam (Wetaskiwin) and Mayor Angela Duncan (Alberta Beach), four RMA members and the Chair of the Alberta Association of Police Governance. We were supposed to have been transitioned out by now and a permanent, publicly recruited Board in place. As we have completed the tasks in the Interim Terms Of Reference, we are working with the Ministry to create a new work plan and TOR. We hope to have those in place and a report out to you very soon.

APPS – As we have all heard, the Province is continuing to plan for a transition to an Alberta Provincial Police Service. They have started a website, futureofabpolicing.ca and started a series of webinars. I encourage you to have a look and attend an upcoming webinar if your time permits. I encourage you all to look into the Pricewaterhouse Coopers reports that were released in October of 2021. They have released a new report focused on the deployment aspect which ABmunis had concerns and questions about. You can access it at <https://www.abmunis.ca/news/update-abmunis-response-apps-deployment-model> along with the ABmunis analysis created by our amazing staff. Yesterday I sent you ABMunis latest press release on this topic calling on the creation of a public safety task force.

CAO's This is for You:

Risk Management Webinars

Beginning September 15, Alberta Municipalities' Risk Management team is pleased to offer members four online seminars on risk management topics that matter to municipalities and community-related organizations. Webinars are planned for September, October, November and December. Each 60-minute virtual presentation will be followed by a 30-minute 'Question & Answer' session.

Topics:

- Workplace Abuse Policies
- Cybersecurity
- Environmental Impairment Liability on Local Government
- Life Cycle Maintenance Plans

Full details here:- <https://www.abmunis.ca/news/2022-fall-municipal-risk-management-series-starts-sept-15>

Asset Management Training:

I'm happy to share that Alberta Municipalities, in partnership with Rural Municipalities of Alberta (RMA) and Infrastructure Asset Management Alberta, have received funding to offer asset management training to municipal administrators and elected officials at no charge, under the Federation of Canadian Municipalities (FCM) Municipal Asset Management Program (MAMP).

We have offered this training in past years, but as this is the last year that MAMP funding is available we wanted to offer a more fulsome program. The training available for this year will include:

- 1-day workshops for elected officials in five locations across the province
- Introductory and Advanced Asset Management Cohort Workshop Series for administration
- A community of practice group learning opportunity offered by Infrastructure Asset Management Alberta

We have already launched registration for the elected officials workshops and the introductory and advanced cohorts on our website: <https://www.abmunis.ca/advocacy-resources/infrastructure/asset-management/asset-management-courses>

Registration in the cohort workshops for administrators requires a council resolution to support participation and is part of our reporting requirements to FCM. If you are unable to secure a resolution prior to September 16, 2022 we will accept a draft resolution with a commitment to secure a council resolution prior to the end of the training opportunity. If you have any questions about this offering, please email Clint Neufeld at clint@abmunis.ca

AMSC Power+

To date we have had more than 100 municipalities sign up with the Power+ program which doesn't include the various non-profits. AMSC has cut out the middle man so we can offer better aggregated prices and services to our members. Our first round of application has no closed and we are working on finalizing agreements with the Generators. For those of you who did not get in on Round 1 we will be looking to determine what a 2nd offering would look like and when over the course of the next year. If you want to learn more, you can go to <https://www.abmunis.ca/products-services/energy-program/power> or contact Andrew Riley, Director of Business Development at andrew@abmunis.ca

Insurance & Risk Services Renewal

Over the last number of years, the insurance market has experienced volatility and substantial premium increases. During that time, we have been able to maintain rates that are well below what other insurance providers are offering. Our team has already begun to plan for our 2023 renewal. If you participate in our insurance program, your municipality will be asked to complete our pre-renewal questionnaire this fall.

About our pre-renewal questionnaire

- Our team will reach out to participating members in the fall.
- Completing the pre-renewal questionnaire with accurate and up-to-date information helps us build coverages tailored to fit your needs. This questionnaire covers topics such as changes to insured property, fleet, and specific coverages you may require.
- Our team will work through any questions and changes you may have.

I think that's it for now Towns. As always, my email address and phone number are below. Please don't hesitate to call, email or text with any feedback or questions. I look forward to connecting with you all at Convention.
Have a fabulous long weekend everyone!
Tanya

Tanya Thorn, BA, ICD.D (she/her)
Mayor, Town of Okotoks | Director Towns South, Alberta Municipalities

O. [403-938-8904](tel:403-938-8904) E. tthorn@okotoks.ca



www.okotoks.ca

*Be kind whenever possible.
It is always possible.
- Dalai Lama*

Facebook: [@TanyaThornOkotoksMayor](https://www.facebook.com/TanyaThornOkotoksMayor)
Instagram: [@tanya.thorn](https://www.instagram.com/tanya.thorn)
Twitter: [@Thorn4Okotoks](https://twitter.com/Thorn4Okotoks)
LinkedIn: [@Tanya-Thorn](https://www.linkedin.com/in/Tanya-Thorn)



#BePrepared 8-Week Challenge

Website analytics at a glance

Overview

In February 2022, the Alberta Emergency Management Agency launched the first #BePrepared 8-week challenge. The challenge aimed to build capacity for preparedness public education by providing pre-drafted communications that partners could use to educate their community.

Overall, we consider this initiative a success. Each weekly message led to an increase in views of the Be Prepared web pages and much higher quality engagement with preparedness information (increased time spent on webpages). 45 partners expressed interest in running the challenge, leading to an increase in partners' social media posts sharing our content. We are encouraged by these results and intend to use this approach in future initiatives.

Highlights



Total page visits

8,932

+101%

Compared to 2021



Average time spent per visit

11:28

+762%

Average time spent: 1:20



Social media shares by partners

58

+300%

Compared to previous 2 months



Video views

1,352

+72%

Compared to 2021

Weekly stats

Measured using Site Improve and YouTube analytics between February 1 and April 22, 2022

Week	Challenge topic / web page	Total web page visits	Traffic growth from 2021 (same period)	Average time spent per visit	YouTube views
1	Hazards	371	45%	10:00	574
2	Get informed	N/A*	N/A*	8:35	No video
3	Knowing your community	487	30%	11:26	171
4	Start a conversation	670	157%	10:05	No video
5	Financial resilience	1,894	58%	14:12	104
6	Gather supplies	2,396	152%	9:26	248
7	Build an emergency kit	2,325	139%	13:27	255
8	Make a plan	789	79%	14:33	No video
Total		8,932	101%	11:28	1,352

*Alberta Emergency Alerts webpage (used in week 2) not included in tracking

#BePrepared: <https://www.alberta.ca/emergency-preparedness.aspx>

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Classification: Public



Emergency Preparedness Week 2022

Summary Report

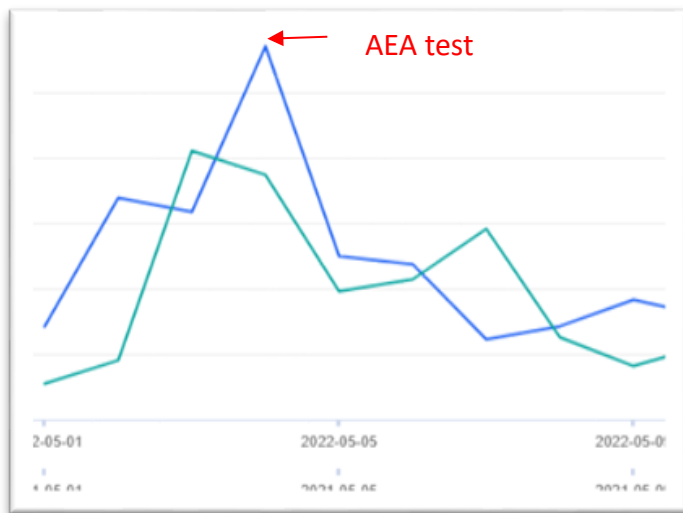
Overview

Emergency Preparedness Week (EP Week) is a national event that has run for more than 25 years in Canada and takes place annually during the first full week of May. Public Safety Canada coordinates this event in close collaboration with the provinces, territories and other partners. The Alberta Emergency Management Agency (AEMA) is responsible for coordinating the campaign for the Government of Alberta. This report summarizes the outcomes of the 2022 campaign.

Campaign summary

Goal: To build individual and community resilience and contribute to disaster risk reduction behaviours across Alberta.

Approach: The AEMA engaged leaders across Alberta to create champions for preparedness public education.



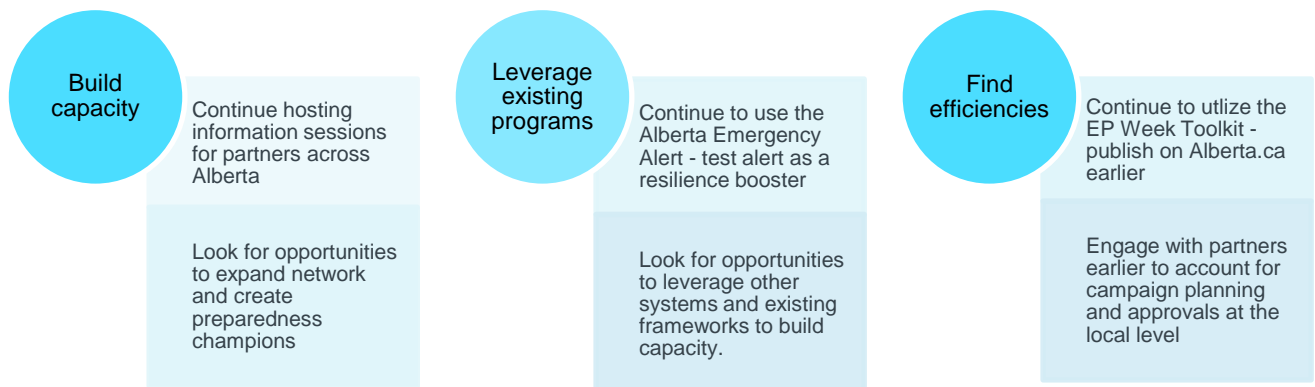
May 1 to 9 web visits - 2022 (blue) vs 2021 (green)

Tactics:

- EP Week information session – hosted an information session for communities across Alberta to kick-off the EP Week campaign, share tools and resources.
- AEA Test Alert Toolkit School resource guide – used the May 4th test alert to encourage youth to have a preparedness conversation.
- Emergency Preparedness Week Toolkit – included seven pre-drafted communications to build capacity for the campaign at the local level.

Outcome: When compared to the 2021 campaign, there was a notable increase in leaders championing EP Week messaging and increased engagement at the individual level.

Opportunities for EP Week 2023



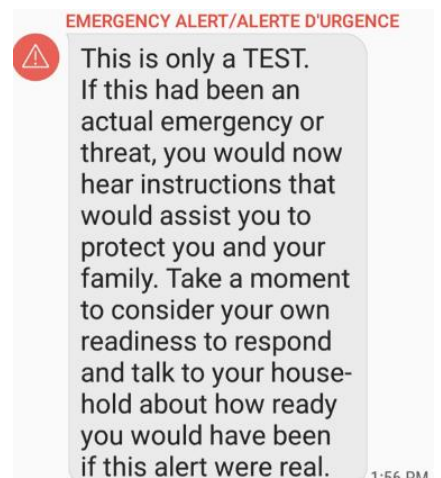
Key-Takeaway

Alberta Emergency Alert – Test alerts

Test alerts continue to be a twice a year untapped opportunity to prompt preparedness action. More work needs to be done to use the alerts as a rallying call.

Lesson learned: The May 4th test alert text message did not include a link to the Be Prepared web page. This resulted in a 75% decrease in the public visiting Alberta.ca/BePrepared to learn more about how they can be better prepared.

Community leaders should look for more opportunities to share preparedness information at a time when the risk is low, so they are better able to respond when the risk is high.



Wake-cho Okayama
Department for Education
Education Division: Kahori Yoshioka
Email: yoshioka.kahori.777@gmail.com

Mr. Danny Povaschuk
Mayor of Hanna Town
302 2nd Avenue West
PO Box 430
Hanna, AB Canada T0J 1P0
Web: hanna.ca

305 Yada, Wake-cho, Wake-gun,
Okayama, Japan 7090511
Tel: +81-0869-88-1115
Web: www.town.wake.lg.jp

Date: April, 5th, 2022

Dear Mr. Danny Povaschuk

I hope yourself and the people of Hana town are well despite the pandemic. On behalf of Wake town, I would like to thank you in your support with the continued relationship between our respective towns.

To commemorate the death of our town's local hero, Wake-no-Kiyomaro, we (Wake Town) have recently published a Manga. Furthermore, to show our gratitude for your continued relationship, we'd like to present it to you as a gift. It illustrates the life of Wake-no-Kiyomaro, who was born here in Wake Town. He is one of the most famous historical figures in Japan. We hope that this book creates an image of the history of our town for people in Hana town.

We hope that the pandemic will soon shift and that our Student Exchange Program will once again resume in the near future.

Sincerely,
Kahori Yoshioka
Wake town School education division

THANK-YOU



To:
Town of
Hanna

Thank you for supporting the Hanna Seals

We have had an AWESOME season!



♥ The Hanna Seals.

Date: September 13, 2022

Agenda Item No: 13.00

Closed Session

Recommended Motion

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

- 13.1 Land Matter as per FOIP Section 16 & 17
- 13.2 Personnel Matter as per FOIP Section 17

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

Background

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

- (a) any members of the public are not permitted to attend the entire meeting or part of the meeting,
- (b) the council, committee or other body holding the meeting instructs any member of the public to leave the meeting or part of the meeting, other than for improper conduct, or
- (c) the council, committee or other body holding the meeting holds any discussions separate from the public during the meeting or part of the meeting.

Section 197 of the MGA states that councils and council committees must conduct their meetings in public unless the matter to be discussed is within one of the exceptions to disclosure in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP)*(s. 16 to 29). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of FOIP that applies before closing all or any part of a meeting to the public.

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



- Third party business interests; (s. 16)
- Third party personal privacy; (s. 17)
- Individual or public safety; (s. 18 and 19)
- Law enforcement; (s. 20)
- Intergovernmental relations; (s. 21, 22, 23 and 24) and
- Economic or other interests (s. 25, 26, 27, 28 and 29).

Public bodies should not:

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

For example, a discussion regarding the employment of an individual should be held in-camera to protect the privacy of that individual. Also, preliminary meetings with developers (at their request/or council's discretion) describing a new land use development should be held in a closed session (s. 16 of FOIP).

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

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

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

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

