

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
February 14, 2023**

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

- 3.01 Harvest Sky Animal Rescue Society – 2023 Operating Grant – Update
- 3.02 Hanna Hospital Auxiliary – 2023 Fall Rummage Sale Date
- 3.03 Hanna Minor Hockey Association – 2023 Fall Rummage Sale Date
- 3.04 Hanna RCMP Detachment – 3rd Quarter Update

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

- 5.01 Minutes of the Regular Meeting of Council – January 10, 2023
- 5.02 Minutes of the Information Meeting of Council - January 25, 2023

6 FINANCE REPORTS

- 6.01 Accounts Payable
- 6.02 Statement of Revenues & Expenses – January 2023
- 6.03 Budget Overview – January 2023

7 COMMITTEE REPORTS

- 7.1 CSB Meeting Minutes – January 30, 2023

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 Hanna Farmers Market – Subsidized Rent – Curling Rink
- 9.02 2023 Fall Rummage Sale Date
- 9.03 Town of Hanna Entrance Sign Donation
- 9.04 2023 Capital Budget Addition – Detailed Design – Palliser Trail and Pioneer Trail

10 BYLAWS

- 10.01 Public Hearing – Bylaw 1029-2023 Land Use Amendment
- 10.02 Bylaw 1029-2023 Land Use Amendment
Plan 2261JK, Block 1, Lot 2
- 10.03 Bylaw 1030-2023 – Advertising Bylaw

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.01 Town of Bon Accord – Letter to Minister Copping – EMS Concerns
- 12.02 Oyen Hospital – ED Temporary Closure
- 12.03 SAEWA EFW Project Heats Up – Media Release 2023.01.30
- 12.04 RhPAP Info Session – Feb 2023 – Accommodations
- 12.05 AHS – EMS-811 Shared Response
- 12.06 Town of Fox Creek – Ambulance Service Concerns
- 12.07 Marigold Library System 0 January 2023 Notes to Council
- 12.08 PLRD – Board Highlights January 24, 2023

13 CLOSED SESSION

- 13.01 Property Matter – as per FOIP Sections 16 & 17

14 ADJOURNMENT

Date: February 14, 2023

Agenda Item No: 03.01

Harvest Sky Animal Rescue Society 2023 Operating Grant - Update

Recommended Motion

That Council thanks Trevor Kerr, President of the Harvest Sky Animal Rescue Society for his presentation and update of events for the Harvest Sky Animal Rescue Society.

Background

Trevor Kerr, President of Harvest Sky Animal Rescue is in attendance this evening to provide Council with an update on the operations and activities of the Harvest Sky Animal Rescue Society.

Since 2009 the Town of Hanna has provided the Hanna SPCA/Harvest Sky Animal Rescue with an operating grant which has ranged from \$5,000 - \$15,000.

2009	\$5,000	2016	\$7,500
2010	\$5,000	2017	\$7,500
2011	\$5,000	2018	\$7,500
2012	\$5,000	2019	\$7,500
2013	\$15,000	2020	\$5,000
2014	\$15,000	2021	\$5,000
2015	\$5,000	2022	\$7,424

The 2023 approved Town of Hanna Operating Budget has an allocation of \$7,400.00 as an operating grant to Harvest Sky Animal Rescue.

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



Report to Town of Hanna Council

February 2023

- The Harvest Sky Animal Rescue Society name was officially launched on August 24, 2022.
- Intake and Adoption Numbers (Jan 1 – Dec 31, 2023)

CATS

DOGS

Carryover Cats From Last Year	0	Carryover Dogs From Last Year	1
Total Stray Surrender	52	Total Stray Surrender	10
Total Owner Surrender	21	Total Owner Surrender	2
Total Cats Adopted	45	Total Dogs Adopted	2
Total Cats Returned To Owner	6	Total Dogs Returned To Owner	9
Transferred	0	Transferred	0
Deceased	0	Deceased	1
Carryover	22	Carryover	1
Total Cats In	73	Total Dogs In	12
Total Cats Out	51	Total Dogs Out	12

- Other Data
 - 38 felines are on our wait list.
 - In 2022, we had to turn away or redirect 58 felines and 12 canines since tracking began Sept 27, 2022.
 - We currently have 26 active volunteers.
- Documents provided include:
 - 2023 Budget showing estimated revenue and expenses for 2023 based on averages and expected trends.
 - The 2022 Annual Report has been published highlighting the year and showing financial information.
 - The 2022 Impact Report has also been published as an “at-a-glance” version of the full annual report.
- 2023 plans include:
 - An “Open House” event to celebrate the launch of the new name.
 - Launching a fundraising campaign specifically aimed at the purchase or building of a new facility.
 - Trying new forms of fundraising for operations along with the proven (raffles, 50/50s, etc).
 - Focusing on volunteer and foster home recruitment. Foster homes will allow us to better assist those wanting to surrender dogs, rather than redirecting them to other organizations.

On behalf of the entire organization, I'd like to extend our gratitude to the Town of Hanna Council and staff for the support they have shown.

Respectfully submitted,

Trevor Kerr
Chair of the Board of Directors



2023 Estimated Budget At-A-Glance

Revenue	
Donations	\$20,000.00
Fundraising	\$7,000.00
Casino Fundraiser	\$0.00
Town Grant	\$7,400.00
Adoption/Surrender Fees	\$5,000.00
Interest	\$10.00
Memberships	\$150.00
Total Revenue	\$39,560.00

Expenses	
Facility Rental	\$9,300.00
Utilities	\$6,000.00
Veterinarian Services	\$24,000.00
Advertising	\$70.00
Bank Charges	\$25.00
Dues & Fees	\$150.00
Fundraising Expenses	\$4,000.00
Insurance & License	\$1,200.00
Office	\$550.00
Repairs	\$750.00
Telephone	\$450.00
Tools & Supplies	\$3,500.00
Travel	\$150.00
Total Expenses	\$50,145.00

Difference	-\$10,585.00
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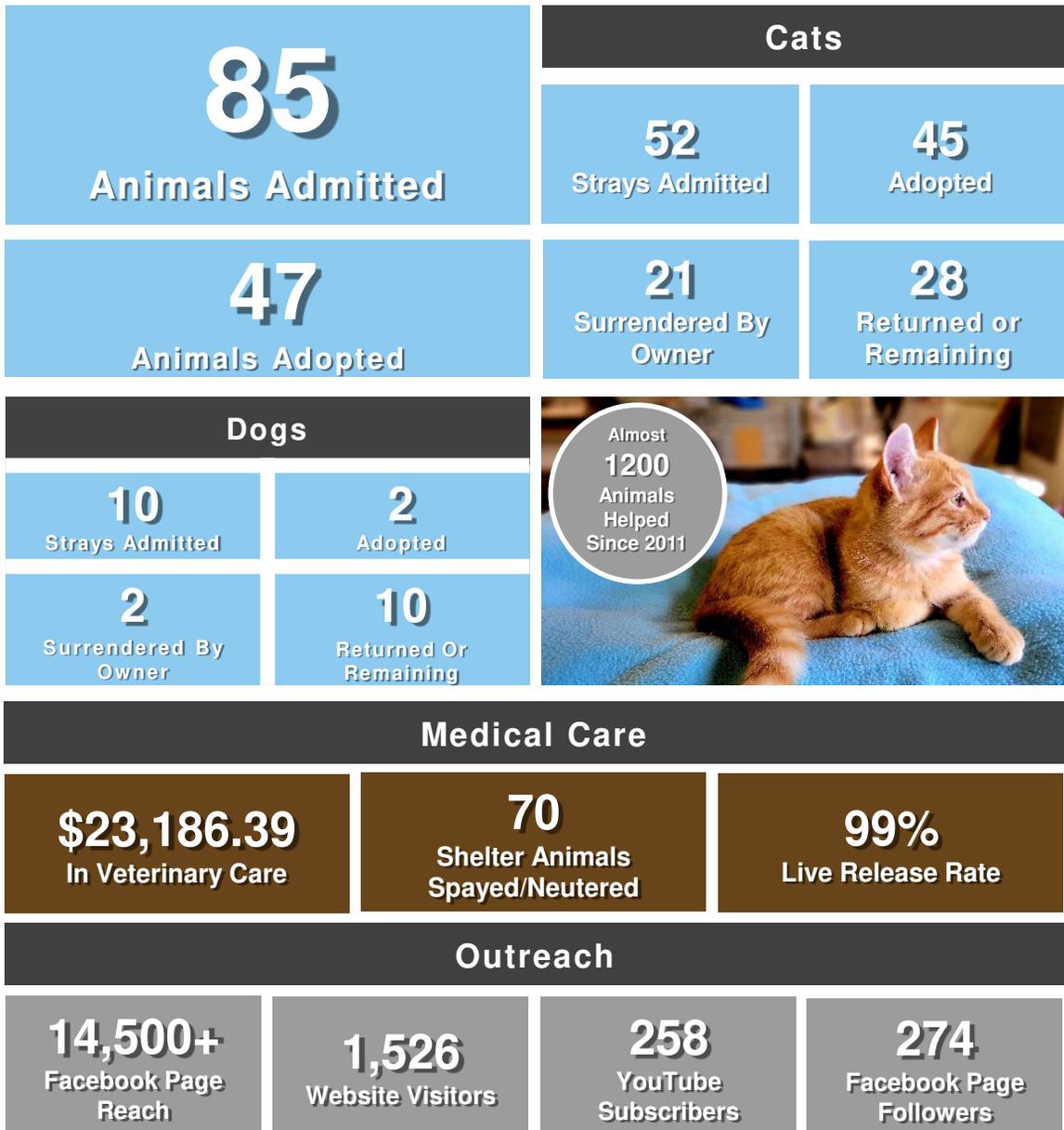
Notes to consider:

- The numbers provided are based on averages from 2018 to 2022.
- The casino revenue is based on \$23,000 split over a 3 year period, but it is paid as a lump sum in one year (2018). This means that accounting for it has completed and it now shows \$0.00. COVID is still affecting this fundraiser and we are unsure when our next opportunity will come.
- The casino revenue is also limited to being used for veterinary expenses, building rental, and major repairs.
- Some items, such as the adoption/surrender fees & veterinary services are tied to the number of animals under our care.
- While we'll be seeing some savings on "Tools & Supplies" due to the large food donation we received in Decemeber, we expect our donations to decline somewhat as novelty of the "new" rescue fades.

20 IMPACT 22 REPORT



WHAT WE DID



HOW YOU HELPED

25

Volunteers

14

New Volunteers

1,300+

Hours Volunteered



Donations

100

Donors

\$14,787.91

Total Donations Given

\$177.78

Average Gift

\$7,649.30

From Community-Driven
Fundraisers

\$10,376.75

From Fundraising Campaigns

DID YOU KNOW...

- the HSAR receives no funding from the Alberta SPCA or the Province of Alberta?
- the HSAR is ran entirely by hard-working volunteers? We have no paid staff!
- the HSAR has among the lowest pet adoption fees in the province? 35-70% below the average! (depending on the animal)
- the HSAR adopts animals across the province, as well as occasionally into Saskatchewan and BC. We've even had international adoptions!
- a membership in the HSAR is only \$25! Members guide the organization into the future and ensure its success.



Harvest Sky
Animal Rescue

2022 ANNUAL REPORT



Harvest Sky
Animal Rescue

OUR VISION

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



OUR MISSION

The Harvest Sky Animal Rescue Society is dedicated to the promotion of welfare and dignity for companion and feral animals. We strive to end their suffering by encouraging a caring, responsible society.

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MESSAGES FROM EXECUTIVES

Board Chair

2022 was a year of change for our rescue. At the end of 2021, the Hanna SPCA was facing permanently closing its doors. A new group of volunteers stepped in to make sure that didn't happen. With an energetic and enthusiastic attitude, the new group undertook rebranding the SPCA to mark this transition. Finally, on August 24, the Harvest Sky Animal Rescue was launched. Since the start of 2022, support for our work has been marvelous, both from Hanna and our friends across the province.

This support has come at a critical time as we, as well as most other rescues across Alberta, are facing what could be called an "unprecedented" number of surrender requests and stray animals. The returning of COVID-adopted animals and higher veterinary and food costs have created a "perfect storm" for rescues across the province to be put under immense pressure, and ours is no exception.

In the face of these challenges, I am still optimistic for the future; optimistic because of you – our extraordinary supporters – and the support you have shown the Harvest Sky Animal Rescue.

In providing a vital service to the community, our organization's future holds tremendous potential to become a leader in volunteerism and animal rescue. Animal rescue is a constantly evolving field, with the need for constant innovation to succeed. We are poised to do exactly that.

I am excited by the potential our organization holds, which is only possible because of the dedication of our volunteers and the generosity of our donors. On behalf of the Board of Directors and our furry friends, I sincerely thank you for your continued commitment and support.



Trevor Kerr
Chair of the Board of Directors

2022 BOARD OF DIRECTORS

Trevor Kerr	Board Chair	Melanie Hansen	Director
Megen Pahl	Vice Chair	Kari Kerr	Director
Kyla Durand	Secretary	Lesley Gibson	Director
Paulette Murray	Treasurer	Wanda Kautz	Director
Aimee Peterson	Director	Garrett Buchfink	Director



MESSAGES FROM EXECUTIVES

Vice Chair

This past year has been a great year for change, growth, and dedication from so many individuals. With the doors of the SPCA set to close at the end of 2021 we had an amazing turn of events with a fantastic set of volunteers step up to the plate and help change this event from happening. With this, came a rebranding to celebrate the future life of the shelter and the Harvest Sky Animal Rescue was brought to light!

Not only do we not receive government funding from the province or from the ABSPCA, but we also have among the lowest adoption fees in the province! This comes with pros and cons for us. Many adopters are deterred by the high cost of adoption fees from multiple other organizations which has brought people from a large surrounding area to adopt from us from us and it allows animal owners trying to take the appropriate route the affordability to do so. However, this also doesn't allow us to recoup the same amount of money it takes to put into vetting these animals appropriately which means we rely harder on donations, campaigns, and community grants. Thankfully we live in a community that has been nothing shy of amazing! We have received an overwhelming amount of support, donations, and volunteer time in order to keep us running this way. I've been amazed over and over at people and businesses generosity to keep us afloat and the animals well cared for.

Not only us but province wide we have been faced with many challenges. But these have not deterred my personal opinion that we can keep moving forward and with the help that we have been receiving and a lot of hard work we can provide exceptional care to the animals and provide a well needed community service.

I have so much admiration for the volunteers and the time they put into caring for the animals and our facility and I'm proud to be a part of such a group. I have such high hopes for the following years and look forward to what the Animal Rescue will accomplish next.



Megen Pahl
Vice-chair of the Board of Directors

OUR ANIMALS

Creating A Healthier Shelter Environment

In 2022, the HSAR reviewed and renewed its commitment to maintaining a healthy shelter environment for its residents. To reach the best environment possible, several initiatives were undertaken including **reducing the number of residents in the facility, a full review of our vaccination protocols, and a renewal of our quarantine protocols.**

As most of our resident cats have free roam of the facility, keeping their numbers at a manageable level and **avoiding overpopulation** has shown to reduce the amount of stress they experience. This can aid in limiting unnecessary aggression and limit the spread of illnesses as everyone is happy and strong. Keeping numbers low has been a challenge this year as we face a very high volume of calls for surrender services, however it has been of great benefit to our animals.

A full **review of vaccination protocols** was carried out early in the year with consultation from our veterinarian. All animals surrendered to our facility are protected against the most common diseases/viruses and given a precautionary treatment against many parasites *before* they are

Keeping our animals happy and healthy is one of our core principles and these renewed and strengthened measures have and will continue to make sure that is possible.



fully integrated with the other residents of the facility.

Regarding integration of new residents, **all new arrivals are now quarantined** away from the general population until they can receive the required medical treatments to ensure they are not carrying anything contagious to potentially pass to the existing residents. Finding the appropriate space for quarantining has also been challenging this year due to the high number of surrenders.

Keeping our animals happy and healthy is one of our core principles and these renewed and strengthened measures have and will continue to make sure that is possible.



OUR COMMUNITY

Strengthening Partnerships

Throughout 2022, several partnerships with the community were reinvigorated as well as new ones forged.

As the HSAR acts as the pound facility for the [Town of Hanna](#), they are one of our most important partners. More regular communication with Town Council and staff has resulted in a much greater level of understanding and cooperation between our organizations.

[Valley Veterinary Clinic \(Hanna\)](#) has also been an important partner since the rescue's inception in 2005. As our sole veterinary service provider, the expertise of the vets and staff has proven invaluable to our daily operations and in saving the lives of some of our most in-need cases. We have closely worked with vets and other staff through 2022 to ensure our animals are as healthy as possible.

A number of businesses across Hanna continued to show their support for the HSAR, through displays of our most needed supplies, assisting with promotional materials, donating supplies, or hosting change boxes. [Every effort by our locally owned businesses to help the HSAR is greatly appreciated.](#)

Our reenergized image in the community led to new relationships forming in our community, of which [Tim Horton's Hanna](#) location is a prime example. Their staff chose the HSAR as the recipient of the funds from the fall Smile Cookie campaign which raised \$3900.00. Several new partnerships just like this were formed though 2022, including [ATB Hanna](#), [Hanna Home Hardware](#), and [Champion Pet Foods](#).

As 2023 arrives, the HSAR looks forward to working with everyone in our community to help our animal friends live their best lives.

ENRICHING LIVES

HSAR Pets

KOMO

ONE TOUGH KITTEN



Komo came into our care as a small kitten showing all the signs of a rough start to life. She was found on an industrial site where she was dehydrated, malnourished, and had facial injuries. After her initial veterinary treatment, a volunteer took her home to closely monitor her healing progress. After a lot of care and time, she blossomed into an active, curious kitten who showed all the signs of healthy growth and development. While staying with the volunteer, Komo endeared herself to their kids and is now a permanent resident of their home!

DAVE

WOBBLY AND WONDERFUL



Dave was found hiding near the shipping entrance of a local business, cold and starving. The staff picked him up and brought him to us. Once he got comfortable, fed, and warm we noticed Dave wasn't like the other kittens. He didn't have the rambunctious nature expected of a kitten and appeared to have a hard time standing and walking. After some tests, our vet determined Dave has a neurological condition which affects his motor skills – but he wouldn't let that stop him. Months of various treatments later, and Dave can now walk and explore with minimal issues. During this time, his personality as a sweet, gentle cat shined through, and every one of our volunteers fell in love with him. At the time of writing, Dave is still staying with us, but he's always on the lookout for his new home.



Hanna Mayor **Danny Povaschuk** sacrificed his hair to raise \$3,145!



Tim Horton's Fall 2022 **Smile Cookie** campaign sold \$3,923 worth of cookies!



ATB Financial Hanna hosted a **Dog Photos with Santa** event that raised \$625!

OUR SUPPORTERS

Making A Difference



The **Hanna Pool** held the first **Paws in the Pool** to close their season and raised \$542!



Warwick's Home Hardware donated a cart full of supplies as well as \$185.25 from their **JerryCan** program!



Champion Pet Foods donated 1,700lbs of cat food!



Freson Bros. Hanna maintained a display through 2022 showcasing supplies our rescue uses most and were a donation drop-off point.

OUR IMPACT

What We Did

85

Animals Admitted

47

Animals Adopted

Dogs

10

Strays Admitted

2

Adopted

2

Surrendered By
Owner

9

At-Large Returned To
Owner

Cats

52

Strays Admitted

45

Adopted

21

Surrendered By
Owner

6

At-Large Returned To
Owner



Medical Care

\$23,186.39

In Veterinary Care

70

Shelter Animals
Spayed/Neutered

99%

Live Release Rate

Volunteers

14

New Volunteers

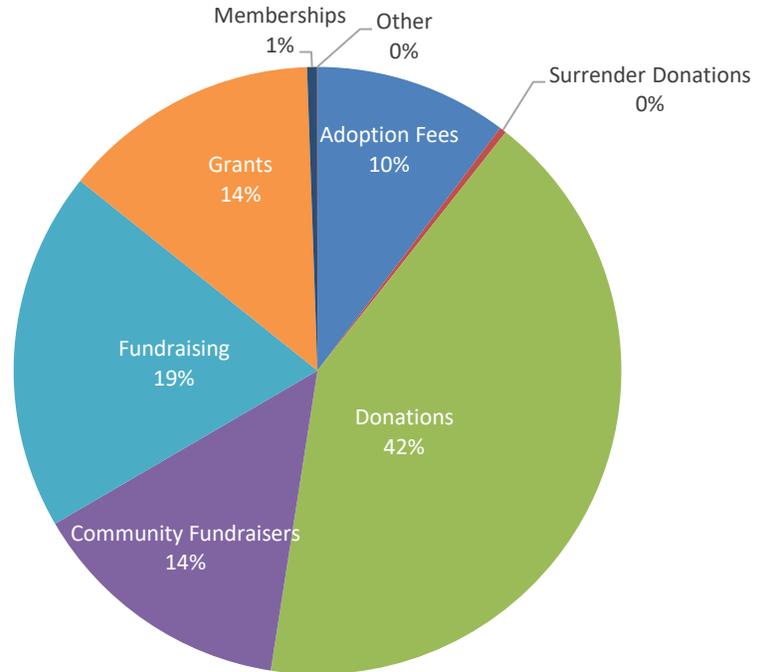
1,300+

Hours Volunteered

FINANCIAL REPORT

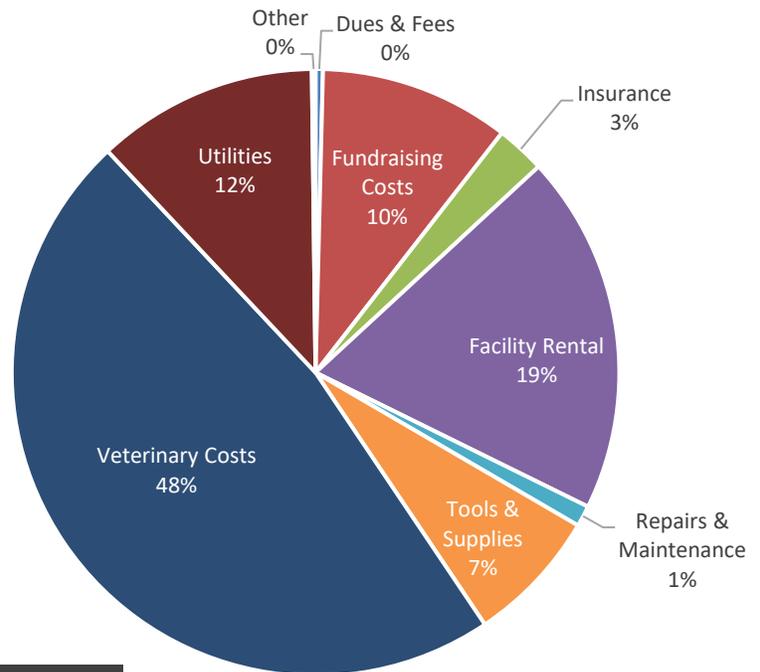
Revenue

Adoption Fees	\$5,560.00
Surrender Donations	\$200.00
Donations	\$22,653.24
Community Fundraisers	\$7,649.30
Fundraising	\$10,376.75
Grants	\$7,424.16
Memberships	\$285.00
Other	\$11.77
TOTAL	\$54,160.22



Expenses

Dues & Fees	\$191.85
Fundraising Costs	\$4,949.24
Insurance	\$1,278.50
Facility Rental	\$9,365.88
Repairs & Maintenance	\$546.54
Tools & Supplies	\$3,512.20
Veterinary Costs	\$23,186.39
Utilities	\$5,767.44
Other	\$95.00
TOTAL	\$48,893.04



Net Revenue

Total Revenue	\$54,160.22
Total Expenses	\$48,893.04
Net Income	\$5,267.18



Harvest Sky
Animal Rescue

321 – 3rd Ave E
Hanna, AB T0J 1P0
403.854.3700
harvestskyrescue@gmail.com

harvestskyrescue.ca



@HarvestSkyRescue

Date: February 14, 2023

Agenda Item No: 3.02

Hanna Hospital Auxiliary

2023 Fall Rummage Sale Date

Recommended Motion

That Council thank the representatives of the Hanna Hospital Auxiliary for their presentation this evening on the importance of the September 30th, 2023 date for the Fall Rummage Sale.

Background

Administration discussed with Council at the January 25, 2023, Council Information Meeting the opportunity to install the ice for the 2023/24 ice season one week earlier than normal which has been something that Hanna Minor Hockey has been requesting for several years. The Hanna Indoor Pro Rodeo Association has confirmed the 2023 date of their rodeo for the September 15th – 16th weekend which is the same weekend as 2022 but earlier than previous years when they were scheduled annually for the last weekend in September. As a result, Administration saw this change of date as an opportunity to investigate the possibility of moving the fall rummage sale date up a week thus allowing the ice season to begin 1 week earlier than usual.

With the start of minor hockey in the province occurring earlier in the fall (mid September) Hanna Minor Hockey has had to start training for their season in Drumheller and other communities where they were able to access ice time since the ice had not been installed in Hanna due to the timing of the Hanna Indoor Pro Rodeo and the annual fall rummage sale.

The Association has requested earlier start times in Hanna for several years to reduce the cost and time of driving to other communities for try-outs and practices. In addition to the inconvenience for the parents when these trips are being made to Drumheller it often sees the parents shopping in Drumheller whereas they may have spent those same funds at our local Hanna businesses.

In the past, previous Councils have determined that even though it was not ideal for the ice users the Hanna Indoor Pro Rodeo and the fall Rummage Sale were important community events and were not prepared to request that those associations change their dates. This year with the Rodeo moving up to mid September Administration reached out to the Hospital Auxiliary Chair in November of 2022 to see if they would be willing to move their fall



rummage sale date up to September 23rd versus September 30th. The Hospital Auxiliary Chair has indicated that they do not want to move their date up as a significant number of their patrons receive support payments at the end of the month and if the date is moved up a week these patrons may not have funds to spend at the rummage sale. Recently the Rummage Sale Chair has requested a signed rental agreement which includes the date of September 30th as the fall date for the rummage sale. If this date is agreed to it means that the ice for the season will not be ready until October 7th whereas if the fall rummage sale moved to September 23rd the ice season could begin on September 30th.

Administration realizes that we are only talking about gaining 1 extra week for the minor hockey association start in Hanna by moving the fall rummage sale date to September 23rd from the preferred date of September 30th but both organizations are important to the Town of Hanna and to the community and Administration wants to reduce or eliminate hard feelings from either organization who have differing opinions on this issue.

Following the discussion at the January 25th Council Information Meeting Administration has invited representatives from both organizations to speak with Council about the importance of their dates and answer any questions Council may have.

Options:

1. Table a decision to a later date to allow Council additional time to debate the best decision and have Administration gather any additional information Council requires prior to making a decision.
2. Confirm the traditional date (September 30 in 2023) for the Rummage Sale in the arena and inform Hanna Minor Hockey Association that the anticipated ice availability will be October 7th.
3. Inform the Hospital Auxiliary that arena will not be available the date of September 30th and request that they choose an alternative date or stay with the original date of September 30th with access only to the Curling Rink.

Communications

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

Date: February 14, 2023

Agenda Item No: 3.03

Hanna Minor Hockey Association

2023 Fall Rummage Sale Date

Recommended Motion

That Council thank the representatives of the Hanna Minor Hockey Association for their presentation this evening on the importance of installing the ice in the Hanna Arena as early in the season as possible.

Background

Administration discussed with Council at the January 25, 2023, Council Information Meeting the opportunity to install the ice for the 2023/24 ice season one week earlier than normal which has been something that Hanna Minor Hockey has been requesting for several years.

The Hanna Indoor Pro Rodeo Association has confirmed the 2023 date of their rodeo for the September 15th – 16th weekend which is the same weekend as 2022 but earlier than previous years when they were scheduled annually for the last weekend in September. As a result, Administration saw this change of date as an opportunity to investigate the possibility of moving the fall rummage sale date up a week thus allowing the ice season to begin 1 week earlier than usual.

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Auxiliary Chair in November of 2022 to see if they would be willing to move their fall rummage sale date up to September 23rd versus September 30th. The Hospital Auxiliary Chair has indicated that they do not want to move their date up as a significant number of their patrons receive support payments at the end of the month and if the date is moved up a week these patrons may not have funds to spend at the rummage sale. Recently the Rummage Sale Chair has requested a signed rental agreement which includes the date of September 30th as the fall date for the rummage sale. If this date is agreed to it means that the ice for the season will not be ready until October 7th whereas if the fall rummage sale moved to September 23rd the ice season could begin on September 30th.

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Communications

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

Date: February 14, 2023

Agenda Item No: 03.04

Hanna RCMP Detachment 2022/2023 Third Quarter Report

Recommended Motion

That Council thanks Sgt. Robert Welsman, OIC Hanna Detachment, for the presentation of policing statistics 2022/2023 third quarter (October – December 2022) and the update on the activities of the Hanna RCMP Detachment.

Background

Stg. Welsman is in attendance to provide a presentation and overview of the Hanna RCMP Detachment 2022/2023 3rd Quarter Report and provide an update on the activities of the Hanna RCMP.

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

Communications

Highlights of the report 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. Hanna RCMP Detachment 2023 Q3 Community Letter
- 2. Hanna RCMP Provincial Policing Report & Statistics – Q3-2022 Five Year Crime Stats
- 3. Hanna RCMP Detachment Q3 Provincial Policing Report
- 4. Alberta RCMP OCC Program
- 5. NG911 Infographic

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



January 25, 2023

Dear Mayors and Councillors,

Please find attached the quarterly Community Policing Report that serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Hanna RCMP spanning the October 1st to December 31st, 2022 reporting period. This report is a key tool to address any questions or concerns you may have, as part of our continued commitment to engage with your leadership team and the constituents you represent.

As we embark on 2023, the top priority for the Alberta RCMP remains the safety and security of all Albertans. Thus, this letter and attached appendixes will provide for you an update on our Next Generation 9-1-1 (NG911) upgrades in our Operational Communications Centers (OCC). The Alberta RCMP OCC Program provides response to police emergencies and routine calls for service to approximately 1.3 million citizens of Alberta, including 22 First Nations communities. The OCC provides police dispatch and call-taking services supporting 117 RCMP detachments and several contracted and/or integrated units. Our call-taking services also serve as a Secondary Public Safety Answering Point (PSAP) for Alberta's 9-1-1 system.

The Canadian Radio-television and Telecommunications Commission (CRTC) has mandated the replacement of the current Enhanced 9-1-1 service in Canada with NG911. This change will enhance public safety communications in an increasingly wireless society and will fundamentally change 9-1-1 and emergency services operations as it exists today. The evolution of NG911 future improvements are anticipated to include:

- 9-1-1 Real-time Text (RTT) by Spring 2024.
- Further location improvements including the potential addition of azimuth to enhance coordinates, vehicle telematics, and building schematics.
- The potential to communicate with 911 operators via video call.

As early adopters of this transition to NG911, the Alberta RCMP's lead in modernizing public safety communications demonstrates our commitment to the safety and security of all Albertans.



As a further update, we are also getting the process underway for multi-year financial plans for MPSA and PPSA contracts. As Hanna RCMP's police services are under the Provincial Police Service (communities under 5,000), the Alberta RCMP will be working directly with the Province of Alberta to develop the multi-year financial plan.

The attached reporting along with your valued feedback will help ensure we are meeting your community needs on an ongoing basis. As the Chief of Police for your communities, please do not hesitate to contact me if you have any questions or concerns.

Sgt. Rob Welsman
Detachment Commander
Hanna RCMP



Hanna Provincial Detachment Crime Statistics (Actual) Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	2	0	0	0	N/A	N/A	-0.2
Sexual Assaults		1	5	0	0	1	0%	N/A	-0.5
Other Sexual Offences		0	0	1	0	0	N/A	N/A	0.0
Assault		20	5	6	7	6	-70%	-14%	-2.6
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		1	0	0	0	0	-100%	N/A	-0.2
Criminal Harassment		5	3	3	2	2	-60%	0%	-0.7
Uttering Threats		7	3	6	4	7	0%	75%	0.1
TOTAL PERSONS		34	18	16	14	16	-53%	14%	-4.0
Break & Enter		1	13	2	6	4	300%	-33%	-0.1
Theft of Motor Vehicle		3	5	4	4	5	67%	25%	0.3
Theft Over \$5,000		0	3	0	3	4	N/A	33%	0.8
Theft Under \$5,000		8	5	14	23	14	75%	-39%	3.0
Possn Stn Goods		2	1	3	2	0	-100%	-100%	-0.3
Fraud		5	4	7	15	1	-80%	-93%	0.3
Arson		0	0	0	0	1	N/A	N/A	0.2
Mischief - Damage To Property		0	11	7	7	5	N/A	-29%	0.6
Mischief - Other		14	0	1	2	4	-71%	100%	-1.8
TOTAL PROPERTY		33	42	38	62	38	15%	-39%	3.0
Offensive Weapons		0	0	1	0	0	N/A	N/A	0.0
Disturbing the peace		4	0	5	2	2	-50%	0%	-0.2
Fail to Comply & Breaches		20	12	20	12	4	-80%	-67%	-3.2
OTHER CRIMINAL CODE		13	3	5	4	1	-92%	-75%	-2.3
TOTAL OTHER CRIMINAL CODE		37	15	31	18	7	-81%	-61%	-5.7
TOTAL CRIMINAL CODE		104	75	85	94	61	-41%	-35%	-6.7



Hanna Provincial Detachment

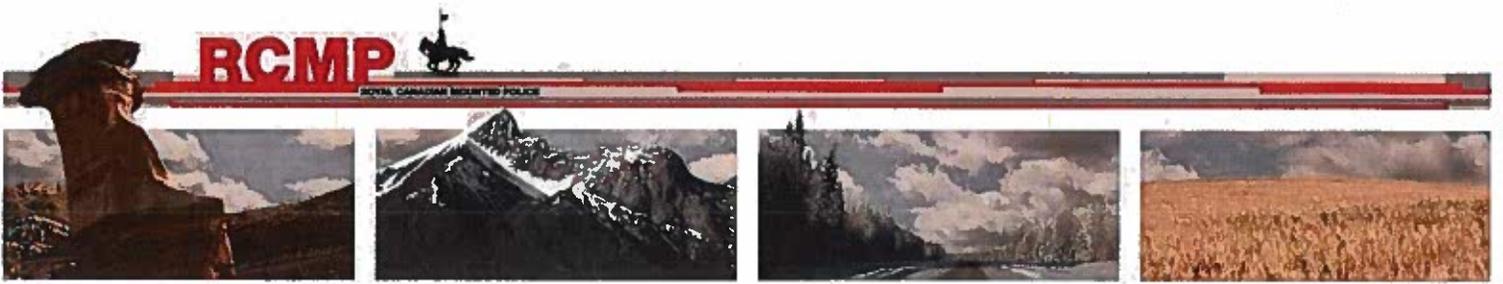
Crime Statistics (Actual)

Q3 (Oct - Dec): 2018 - 2022

All categories contain "Attempted" and/or "Completed"

January 5, 2023

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		3	0	4	0	0	-100%	N/A	-0.6
Drug Enforcement - Trafficking		0	0	2	1	0	N/A	-100%	0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		3	0	6	1	0	-100%	-100%	-0.5
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		0	4	3	1	4	N/A	300%	0.5
TOTAL FEDERAL		3	4	10	2	4	33%	100%	0.0
Liquor Act		3	0	0	2	1	-67%	-50%	-0.2
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		3	5	7	5	26	767%	420%	4.6
Other Provincial Stats		14	4	17	9	10	-29%	11%	-0.3
Total Provincial Stats		20	9	24	16	37	85%	131%	4.1
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		3	4	1	3	3	0%	0%	-0.1
Total Municipal		3	4	1	3	3	0%	0%	-0.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		6	2	1	3	3	-50%	0%	-0.5
Property Damage MVC (Reportable)		48	49	23	36	42	-13%	17%	-2.5
Property Damage MVC (Non Reportable)		4	10	4	5	6	50%	20%	-0.1
TOTAL MVC		58	61	28	44	51	-12%	16%	-3.1
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Total Provincial Traffic		405	275	169	249	126	-69%	-49%	-58.4
Other Traffic		3	1	0	0	0	-100%	N/A	-0.7
Criminal Code Traffic		16	5	2	2	7	-56%	250%	-2.1
Common Police Activities									
False Alarms		7	8	8	5	9	29%	80%	0.1
False/Abandoned 911 Call and 911 Act		2	5	10	4	7	250%	75%	0.9
Suspicious Person/Vehicle/Property		13	10	11	22	16	23%	-27%	1.8
Persons Reported Missing		1	2	2	1	3	200%	200%	0.3
Search Warrants		1	0	0	0	0	-100%	N/A	-0.2
Spousal Abuse - Survey Code (Reported)		22	5	20	10	5	-77%	-50%	-2.9
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0



RCMP Provincial Policing Report

Detachment	Hanna
Detachment Commander	Sgt. Rob Welsman
Quarter	Q3
Date of Report	2023-01-25

Community Consultations

Date	2022-10-13
Meeting Type	Meeting with Elected Officials
Topics Discussed	Traffic
Notes/Comments	Meeting with Special Areas Board to discuss policing issues related to Wind Farm project, as well as other S.A.B. staff.

Date	2022-11-16
Meeting Type	Community Connection
Topics Discussed	Education session
Notes/Comments	Provided a presentation to a grade 10 class on the subject of drug use.

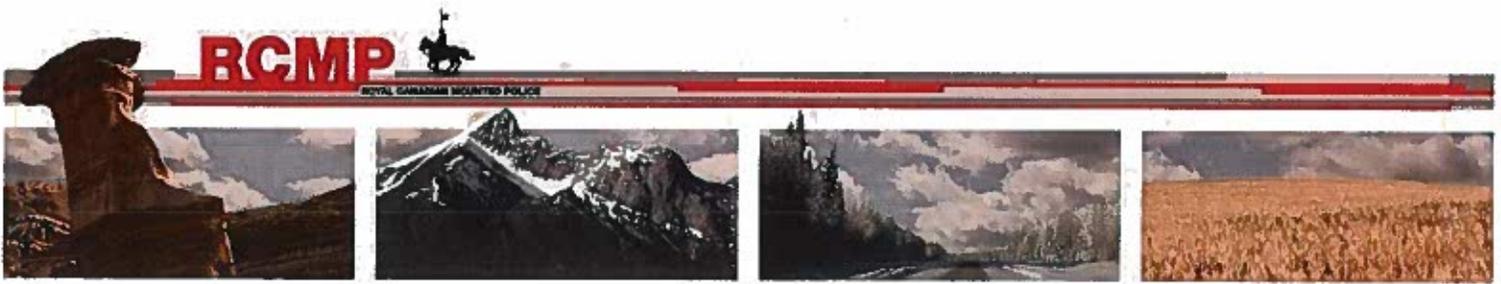
Date	2022-11-17
Meeting Type	Community Connection
Topics Discussed	Education session
Notes/Comments	Presented to the Hanna Seniors Lodge residents on the topic of fraud.



Date	2022-11-21
Meeting Type	Community Connection
Topics Discussed	Education session
Notes/Comments	Presented to the J.C. Charyk grade 9 biology class on the topic of drugs/alcohol/tobacco and addiction.

Date	2022-11-30
Meeting Type	Meeting with Stakeholder(s)
Topics Discussed	Crime reduction
Notes/Comments	Attended meeting with the Rural Crime Watch group for their annual general meeting. Discussed plans for expansion to include a town of Hanna component or zone to the RCW group.

Date	2022-12-14
Meeting Type	Meeting with Elected Officials
Topics Discussed	Regular reporting
Notes/Comments	Meeting with Hanna Mayor, Council, and CAO to discuss Q2 RCMP report. Discussed new initiatives at the detachment, staffing levels, and took questions from council.



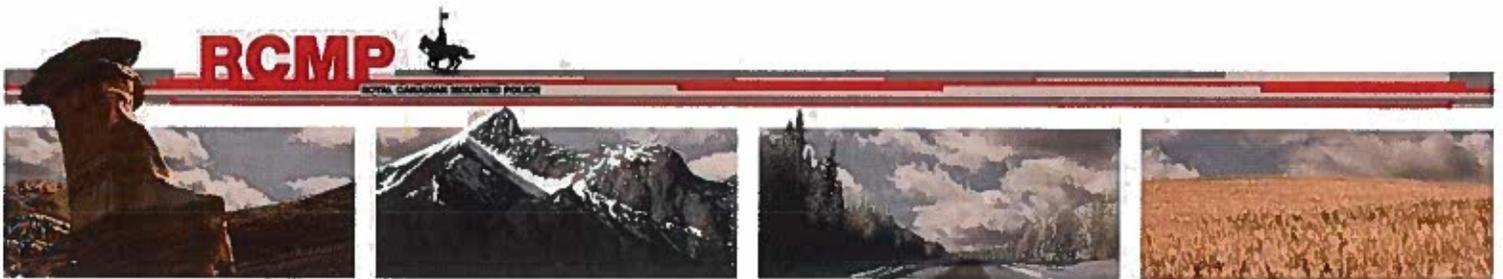
Community Priorities

<p>Priority 1</p>	<p>Enhanced Communication</p>
<p>Current Status & Results</p>	<p>During Q3 detachment members conducted activities including:</p> <ul style="list-style-type: none"> - Giving slushy coupons to kids for wearing bike helmets - Casual drop-ins in the school hallways, meeting with staff - Meeting with Special Areas elected officials to discuss the windfarm project traffic safety - Conducting an RCMP career talk at the Hanna school - Attending Safety and planning meetings with Pembina Gas - Concert walkthroughs - Attended the Hanna Seniors lodge on multiple occasions for various events - Participating in wreath laying at Remembrance Day ceremonies - Bar walkthroughs - Meeting with staff at various community organizations (Food bank, Lynks) - Attending Town Council Meetings and others.
<p>Priority 2</p>	<p>Crime Reduction</p>
<p>Current Status & Results</p>	<p>During Q3 a meeting was held with the Rural Crime Watch and a presentation was provided as well as property crime reduction measures. The group also decided to add a "Town of Hanna" chapter in its notification system.</p> <p>Presentation was completed with the seniors at the Hanna Lodge to provide information on common frauds.</p>
<p>Priority 3</p>	<p>Reduce Substance Abuse</p>
<p>Current Status & Results</p>	<p>Six drug abuse prevention presentations were made at multiple schools during this quarter.</p>
<p>Priority 4</p>	<p>Employee Development</p>



Current Status &
Results

Materials received for Police Defensive Tactics training in Q3. Two PDT sessions held.



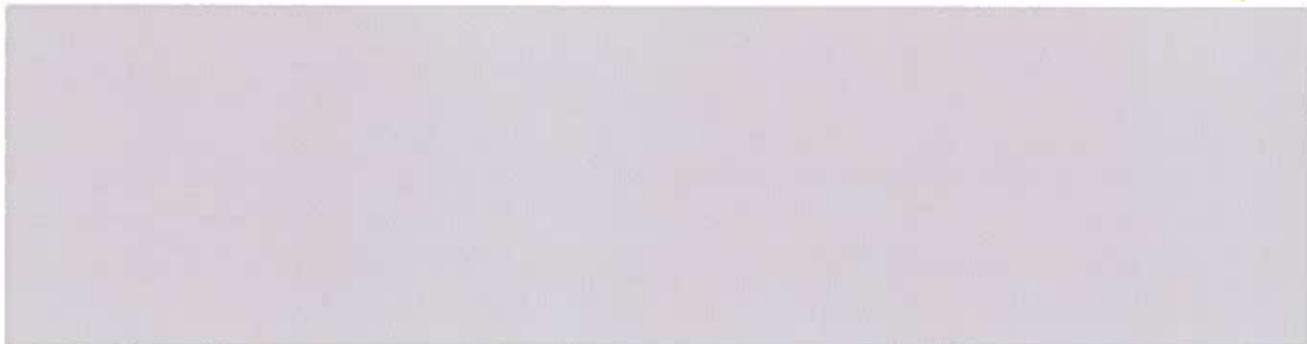
Crime Statistics¹

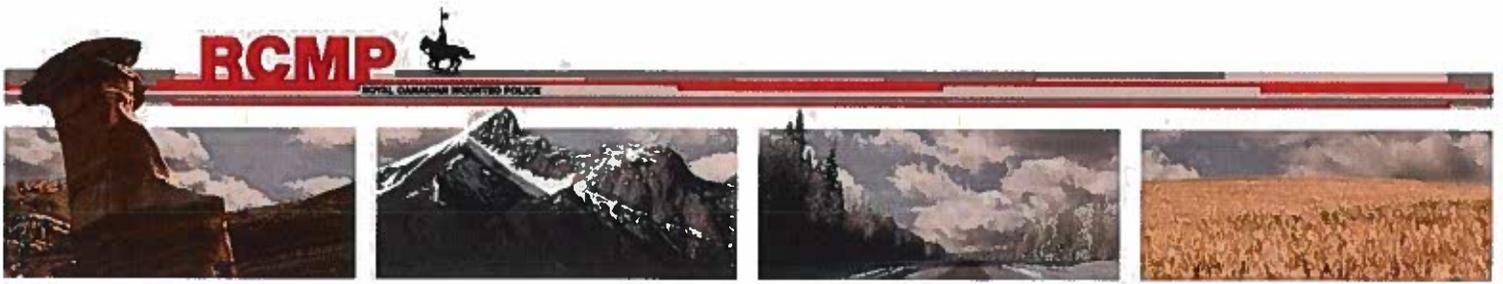
The following table provides policing statistics on actual offences within the periods listed. Please see Appendix for additional information and a five-year comparison.

Category	October - December			January - December		
	2021	2022	% Change Year-over-Year	2021	2022	% Change Year-over-Year
Total Criminal Code	94	61	-35%	400	314	-22%
<i>Persons Crime</i>	14	16	14%	81	56	-31%
<i>Property Crime</i>	62	38	-39%	217	193	-11%
<i>Other Criminal Code</i>	18	7	-61%	102	65	-36%
Traffic Offences						
<i>Criminal Code Traffic</i>	2	7	250%	25	16	-36%
<i>Provincial Code Traffic</i>	249	126	-49%	1,157	781	-32%
<i>Other Traffic</i>	0	0	N/A	5	1	-80%
CDSA Offences	1	0	-100%	19	6	-68%
Other Federal Acts	2	4	100%	27	11	-59%
Other Provincial Acts	16	37	131%	104	140	35%
Municipal By-Laws	3	3	0%	10	9	-10%
Motor Vehicle Collisions	44	51	16%	126	164	30%

¹ Data extracted from a live database (PROS) and is subject to change over time.

Trends/Points of Interest





Provincial Police Service Composition²

Staffing Category	Established Positions	Working	Soft Vacancies ³	Hard Vacancies ⁴
Police Officers	6	5	1	0
Detachment Support	2	2	0	0

²Data extracted on December 31, 2022 and is subject to change over time.

³Soft Vacancies are positions that are filled but vacant due to maternity/paternity leave, medical leave, etc. and are still included in the overall FTE count.

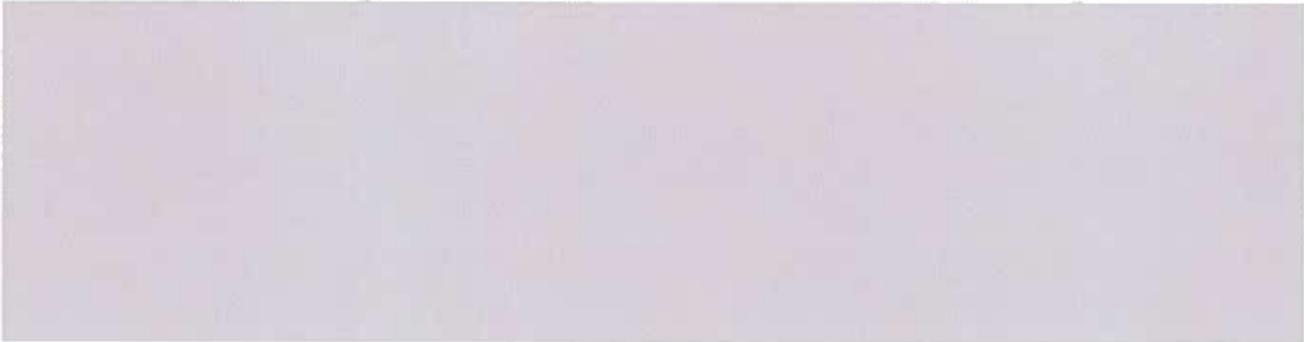
⁴Hard Vacancies reflect positions that do not have an employee attached and need to be filled.

Comments

Police Officers: Of the six established positions, five officers are working with one officer on special leave (one medical leave). There are no hard vacancies at this time.

Detachment Support: Of the two established positions, two resources are working with none on special leave. There are no hard vacancies at this time.

Quarterly Financial Drivers





A. Who we are....

The Alberta RCMP has two 9-1-1 call taking centres located in Edmonton and Red Deer. Each centre employs 75 highly trained 9-1-1 call taker / dispatchers, responding to police emergency and routine calls. Employees working in RCMP Emergency Communications has successfully completed a mandatory national certification program consisting of 320 hours of facilitator led classroom and another 700 hours of on-the-job training with a Field Coach.

B. What we do....

The RCMP Provincial Operational Communications Centres (OCC) are the secondary answering point for approximately 1.3 million Albertans, and dispatching 117 RCMP detachments/units.

In 2021, we received and processed 236,669 9-1-1 and 361,271 complaint (routine/non-emergency) calls, which equates to about 1,600 calls per day. Approximately 60% of these calls will result in the creation of a police file which will be dispatched to a front-line police officer.

Call takers are tasked with asking numerous questions to ensure an appropriate response. These questions will focus on your/the incident location (exact address expedites the process), what is occurring and who is involved. You can expect questions regarding weapons, alcohol and drugs, to ensure everyone's safety. And don't worry, often while we are continuing to ask questions, we have already dispatched a police officer who is enroute.

C. How it happens....

When you call 9-1-1, you can expect the first response to be "9-1-1 what is your emergency?", followed by "what is your exact location?". At this point dependant upon your response, you may be transferred to the correct emergency service provider (i.e. Police, Fire or Ambulance). You will then be asked a 2nd time for your exact location. The more specific you are, will expedite our ability to generate a file for dispatch.

The call taker is generating an electronic file

D. How you can help....

1. Know your location. A specific address is always best.
2. Be patient and respond to the questions asked. There is no delay in emergency service response but we must ensure the most appropriate personnel, equipment are enroute to you and make sure everyone is safe.



E. What's next....

The Canadian Radio-television and Telecommunication Commission (CRTC) is the Government of Canada body that regulates telephone and cellular service companies. These companies create networks that make it possible to connect 9-1-1 calls to call centres. These centres then dispatch emergency responders, such as police, firefighters and paramedics.

On March 7, 2019, the CRTC directed that all telecommunication service providers and incumbent local exchange carriers (phone, cable & wireless services) must evolve their current networks to provide Internet Protocol-based capabilities by 2025. The new and improved platform is known as Next Generation 9-1-1 or NG9-1-1.

NG9-1-1 networks and services will allow Canadians access to new, improved and innovative emergency services. The design and related interconnection arrangement of NG9-1-1 networks are secure, reliable, resilient and cost-effective for stakeholders.

F. How will NG9-1-1 changes impact me....

The Next Generation 9-1-1 network and related communications technology will provide emergency service providers with new opportunities to keep the public and field responders safer, while also giving 9-1-1 Emergency Dispatch Centres tools to make them more effective and efficient within their communities.

Some of the improvements that will assist in providing improved and safer service delivery will include, better location accuracy (three-dimensional mapping showing which floor of a high rise etc.); improved crash data (vehicle telematics etc.); real-time video and picture sharing; text with 9-1-1 for the deaf and hard of hearing community; new services such as language assistance/translation services; downlinks to smartphone applications (i.e. medical records etc.); and improved coordinated responses and information sharing amongst emergency service providers.

G. To find out more....

To find out more about Next Generation 9-1-1, you can visit the [CRTC website](#).

To find out more about RCMP 9-1-1 Call Taking/Dispatch jobs, please visit our [website](#).

NG911 FOR EMS

How EMS Benefits from Next Generation 911

Next Generation 911-related technologies will provide new opportunities to keep EMS providers and communities safer. The following scenarios provide a non-technical depiction of how new technologies will provide information leaders need to ensure safe, efficient and effective responses to a variety of incidents.



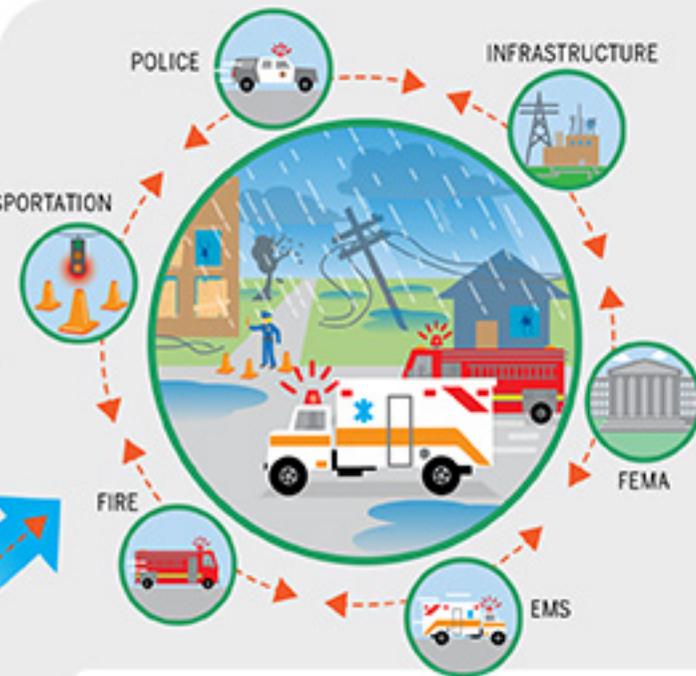
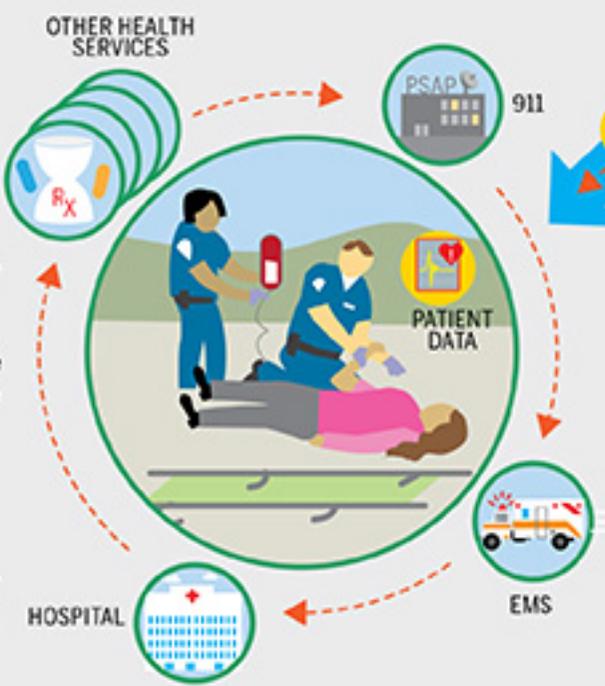
Improved Location Accuracy

With improved location accuracy, responders will reach victims sooner and triage the scene more efficiently. This is especially important in challenging environments like rural areas or parks, densely populated urban areas or on freeways. Mobile callers may also not be aware of their exact location, hindering first responders' ability to reach them quickly. Because minutes count with critical patients, faster treatment improves outcomes and survival rates.



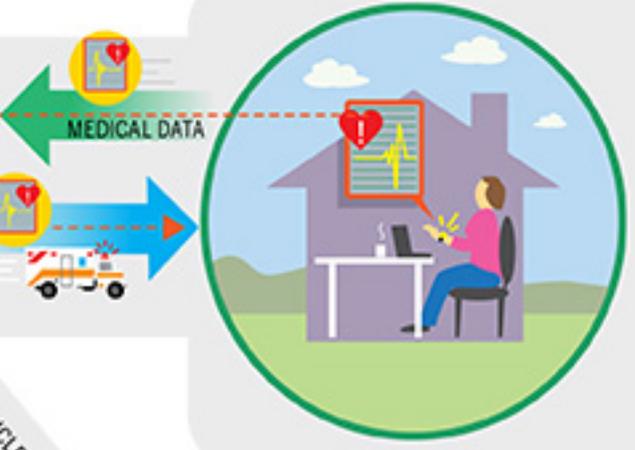
Continuity of Patient Data

In the NG911 environment, EMS would have access to more detailed medical history for a patient. In the future, the ability to merge medical data with 911 call data will give providers better on-scene information to improve patient care. Including outcome data within the patient record will provide a more complete picture to support performance improvement. Better data would translate to better overall patient care as well as the advancement of entire EMS systems.



Multi-Agency Interoperability

During a natural disaster or other large-scale emergency, the NG911 system protects against call overload by re-routing calls, texts and data to alternative call centers. The system also allows for better communication with first responders, allowing for better coordination between other emergency services and agencies.



Accurate Pre-Arrival Data

Monitoring technology worn by patients may automatically alert 911 within seconds of a life-threatening medical event. Responders can access time-sensitive patient health data and incident information before they arrive at the scene, improving patient outcomes and survival rates.



Better Crash Data

Telematics, now integrated into many vehicles, notify 911 with precise location information, data on airbag deployment and more. This data, available at dispatch, helps EMS and fire services prepare appropriate equipment and provides medics with key information for faster transport to the appropriate hospital or trauma center.

Date: February 14, 2023

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held January 10, 2023, be adopted as presented.

That the Minutes of the Information Meeting of Council held January 25, 2023, 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 – January 10, 2023.
- 2. Minutes of the Information Meeting of Council – January 25, 2023.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



**TOWN OF HANNA
REGULAR COUNCIL MEETING
January 10, 2023**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, January 10, 2023 at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Fred Crowle
Sandra Murphy
Angie Warwick - through video conference
Vernon Thuroo

Council Members Absent

Kyle Olsen

Administration Present:

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

1.0 CALL TO ORDER

Mayor Povaschuk called the meeting to order at 6:03 p.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Thuroo that the agenda for the January 10, 2023, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

4.0 PUBLIC PRESENTATION

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – December 13, 2022

002-2023
Regular Meeting
Minutes

Moved by Councillor Beaudoin that the Minutes of the Regular Meeting of Council held December 13, 2022 be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

003-2023
Accounts Payable

Moved by Councillor Thuroo that Council accepts the accounts payable listings for general account cheques 42479 – 42510 and direct deposit payments 001644 – 001744 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – December 2022

004-2023
Statement of
Revenues &
Expenses

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

Motion Carried.

6.03 Budget Overview - December 2022

005-2023
Budget Overview

Moved by Councillor Beaudoin that Council accepts the Budget Overview for December 2022 for information.

Motion Carried.

6.04 Capital Budget Update - December 2022

006-2023
Capital Budget
Update

Moved by Councillor Thuroo that Council accepts the Fourth Quarter Capital Budget Update, dated December 2022 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

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

007-2023
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 Hanna Fire Department – 2022 4th Quarter Report

008-2023
HFD 2022 Year End
Report

Moved by Councillor Murphy that Council accepts the Hanna Fire Department Quarterly Report for the 4th Quarter (October-December 2022) for information and thanks Fire Chief David Mohl for his presentation this evening.

Motion Carried.

- 9.02 Development Permit Report – 2022 4th Quarter

009-2023
Development Permit
2022 Year End
Report

Moved by Councillor Thuroo that Council accepts the Town of Hanna Development Permit Statistics – 2022 4th Quarter Activity Report for information and thanks Development Officer David Mohl for his presentation this evening.

Motion Carried

- 9.03 Emergency Management Report – 2022 4th Quarter

010-2023
Emergency
Management 2022
Year End Report

Moved by Councillor Murphy that Council accepts the Town of Hanna Director of Emergency Management – 2022 – 4th Quarter Report for information and thanks the Director of Emergency Management David Mohl for his presentation this evening.

Motion Carried

9.04 Real Estate Services – Contract Award

011-2023
Real Estate Services
Contract

Moved by Councillor Murphy that the Chief Administrative Officer be authorized to enter into an agreement with Harvest Real Estate to provide Real Estate Services to the Town of Hanna as per their proposal as presented, effective December 15, 2022, for a term ending December 31, 2024.

Motion Carried.

9.05 Municipal Enforcement Services – 2022 Report

012-2023
Municipal
Enforcement
Services – 2022
Report

Moved by Councillor Crowle that Council accepts the Municipal Enforcement 2022 Statistics including the October 2022 Shacker Crescent Alley Traffic Information Report for information.

Motion Carried.

9.06 Bylaw Enforcement Officer Appointment

013-2023
Bylaw Enforcement
Officer Appointment

Moved by Councillor Beaudoin that Council appoint Tracy Raypold to the position of Bylaw Enforcement Officer for the Town of Hanna effective January 1, 2023 to December 31, 2025.

Motion Carried.

10.0 BYLAWS

10.01 Bylaw 1029-2023 Land Use Amendment

014-2023
1st Reading
Bylaw 1029-2023

Moved by Councillor Crowle that Council give first reading to Bylaw 1029-2023, Land Use Amendment.

Motion Carried.

015-2023
Public Hearing -
Bylaw 1029-2023

Moved by Councillor Thuroo that Council authorize a Public Hearing for Bylaw 1029-2023 to be held on February 14, 2023 at 7:00 p.m. in the Council Chambers at the Town Office to allow any person who claims that he/she will be affected prejudicially by Bylaw No. 1029-2023, an opportunity to be heard by Council; and further, that the notice of the public hearing be advertised and that the required notice be sent to owners of the affected properties as well as adjacent landowners.

Motion Carried.

016-2023
Council Reports

11.0 COUNCIL REPORTS AND ROUNDTABLE

Moved by Councillor Beaudoin that Council accepts the Council Reports for information.

Motion Carried

Councillor Beaudoin left the Council Chambers at 8:05 p.m.
Councillor Beaudoin entered the Council Chambers at 8:06 p.m.

12.0 CORRESPONDENCE

- 12.01 Harvest Sky Newsletter – December 2022
- 12.02 Marigold Report – November 2022
- 12.03 Prairie Land Pride Newsletter – December 2022
- 12.04 AHS – Non Ambulance Transfer Announcement

017-2023
Correspondence

Moved by Councillor Crowle that Council accepts Correspondence items 12.01 to 12.04 for information.

Motion Carried.

13.0 CLOSED SESSION

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:06 p.m.

These minutes approved this 14th day of February 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
INFORMATION COUNCIL MEETING
JANUARY 25, 2023**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, January 25, 2023 at 8:30 a.m. at the Town of Hanna Council Chambers.

Councillors Present:

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

Administration Present:

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

1.0 CALL TO ORDER

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

2.0 ADOPTION OF AGENDA

Moved by Councillor Beaudoin that the agenda for the January 25, 2023 Information Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

3.01 PACE Canada LP – Solar Farm Proposal

Claude Mindorff, Director of Development for PACE Canada LP and Ron Barg, Land Man for PACE Canada LP were in attendance to review the potential solar project in the Town of Hanna corporate limits adjacent to the airport.

019-2023
PACE Canada LP

Moved by Councillor Thuroo that Council thanks the representative of PACE Canada LP for the presentation on their potential solar project in the Town of Hanna corporate limits adjacent to the airport.

Motion Carried.

3.02 LYNKS Activity Update

Doray Veno, Executive Director of Lynks provided Council with an update of the activities and programs at Lynks.

020-2023
Lynks Activity Update

Moved by Councillor Beaudoin that Council thanks Doray Veno, Executive Director of Lynks for her presentation updating Council on Lynks activities.

Motion Carried.

3.03 Harvest Sky Economic Development Corporation Activity Updates

Mark Nikota, Manager of Harvest Sky Economic Development Corporation provided Council with an update of the activities and programs at Harvest Sky Economic Development Corporation.

021-2023
Harves Sky EDC

Moved by Councillor Crowle that Council thanks Mark Nikota, Manager of Harvest Sky Economic Development Corporation for his presentation updating Council on the activities of Harvest Sky Economic Development Corporation.

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 provided a verbal report to Council.

6.0 BUSINESS ITEMS

6.1 2023 Fall Rummage Sale Date

022-2023
2023 Fall Rummage
Sale Date

Moved by Councillor Olsen that Council accepts the 2023 Fall Rummage Sale Date Report for information.

Motion Carried.

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the January 10, 2023, Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 11:52 p.m.

These minutes approved this 14th day of February 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: February 14, 2023

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42511 – 42537 and direct deposit payments 001745 – 001823 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

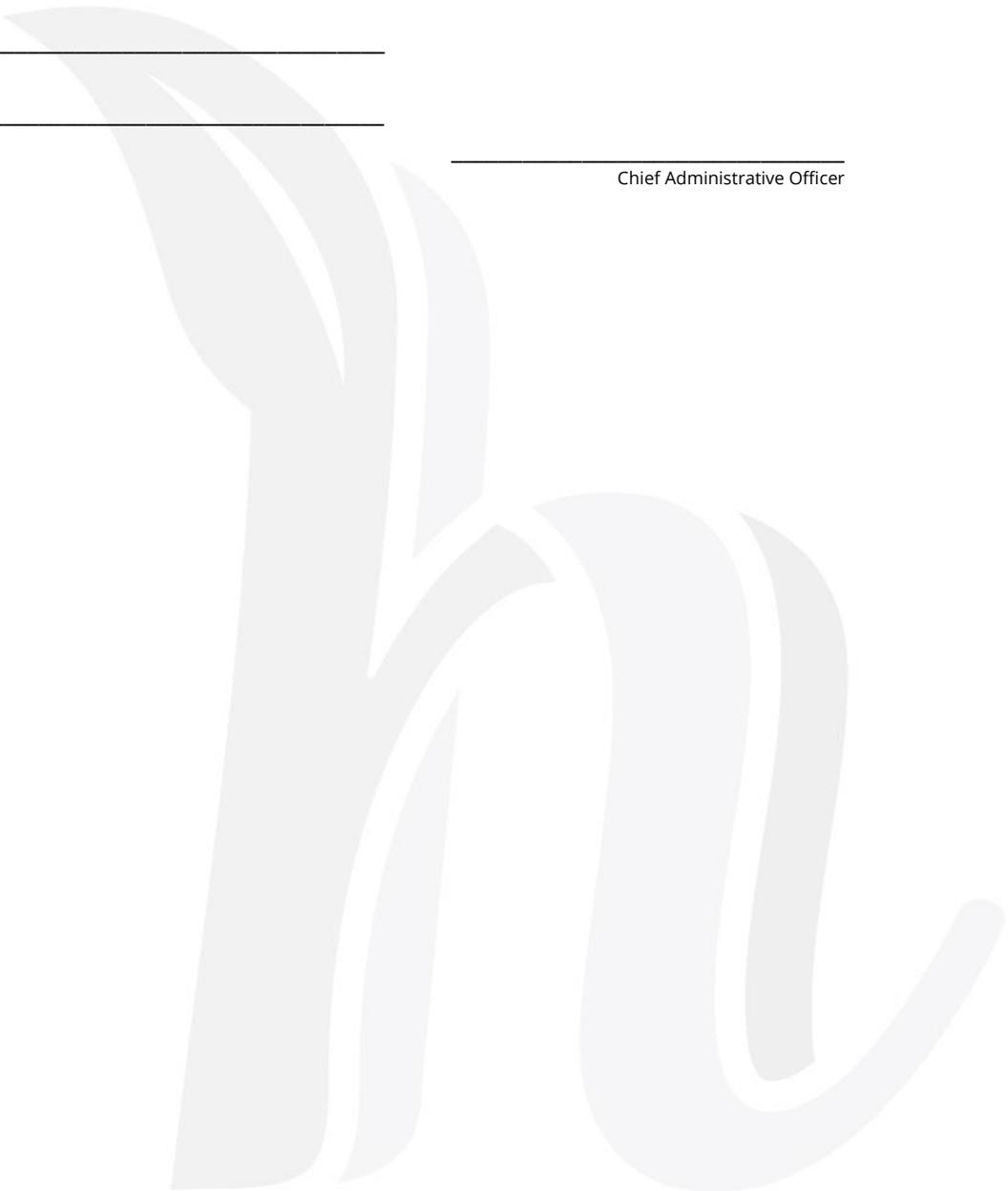
- 1. Accounts Payable Listing – Cheques 42511 – 42537 totaling \$418,101.94.
- 2. Accounts Payable Listing – Direct Deposits 001745 – 001823 totaling \$328,692.36.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: February 14, 2023

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for January 2023 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 2023 Operating and Capital budgets approved by Council at the December 13, 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 January 31, 2023.

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 – January 2023

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 01/01/2023
To 31/01/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	0.00	2,402,843.00-	2,402,843.00-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	154.41-	919,499.00-	919,344.59-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	0.00	73,831.00-	73,831.00-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	0.00	1,376.00-	1,376.00-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	0.00	146,643.00-	146,643.00-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	0.00	65,927.00-	65,927.00-
PENALTY & COST ON TAX	1-01-0000-510	3,944.42-	15,000.00-	11,055.58-
CONCESSION & FRANCHISE	1-01-0000-540	0.00	536,000.00-	536,000.00-
RETURN ON INVESTMENTS	1-01-0000-550	0.00	137,000.00-	137,000.00-
TOTAL GENERAL MUNICIPAL 01:		4,098.83-	4,298,119.00-	4,294,020.17-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	0.00	3,300.00-	3,300.00-
ADMIN SOUVENIR	1-12-0000-419	17.95-	2,100.00-	2,082.05-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	2,475.00-	16,800.00-	14,325.00-
ADMIN OTHER REVENUE	1-12-0000-590	0.00	5,000.00-	5,000.00-
ADMIN FEDERAL CONDITIONAL	1-12-0000-830	0.00	40,000.00-	40,000.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	152,800.00-	152,800.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	300,000.00-	300,000.00-
ADMIN DRAWN FROM SURPLUS (OPERATING	1-12-0000-920	0.00	47,500.00-	47,500.00-
TOTAL GENERAL ADMINISTRATION 12:		2,492.95-	567,500.00-	565,007.05-
JAPANESE STUDENT EXCHANGE PROGRAM				
JSEP OTHER REVENUE	1-12-0500-590	0.00	2,000.00-	2,000.00-
TOTAL JAPANESE STUDENT EXCHANGE PROGRAM:		0.00	2,000.00-	2,000.00-
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - LEASE	1-12-0600-560	0.00	2,080.00-	2,080.00-
TOTAL TAX RECOVERY PROPERTY:		0.00	2,080.00-	2,080.00-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	0.00	7,300.00-	7,300.00-
TOTAL POLICE:		0.00	7,300.00-	7,300.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	0.00	94,400.00-	94,400.00-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	141,461.00-	141,461.00-
FIRE DRAWN FROM SURPLUS (OPERATING R	1-23-0000-920	0.00	591,000.00-	591,000.00-
TOTAL FIRE:		0.00	826,861.00-	826,861.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	0.00	3,000.00-	3,000.00-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	50.00-	500.00-	450.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	20,625.00-	18,200.00-	2,425.00-
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	0.00	200.00-	200.00-
BY-LAW FINES	1-26-0000-530	0.00	1,000.00-	1,000.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
TOTAL BY-LAW ENFORCEMENT:		20,675.00-	23,400.00-	2,725.00-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	2,795.00-	4,500.00-	1,705.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
TOTAL DOG CONTROL:		2,795.00-	4,600.00-	1,805.00-
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	0.00	5,400.00-	5,400.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	0.00	300.00-	300.00-
TOTAL COMMON SERVICES:		0.00	5,700.00-	5,700.00-
STREETS & ROADS				
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	1,844,589.00-	1,844,589.00-
S & R DRAWN FROM SURPLUS (OPERATING	1-32-0000-920	0.00	208,900.00-	208,900.00-
S & R DRAWN FROM DEFERRED REVENUE -	1-32-0000-930	0.00	1,646,952.00-	1,646,952.00-
TOTAL STREETS & ROADS:		0.00	3,700,441.00-	3,700,441.00-
AIRPORT				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
To 31/01/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	600.00-	8,600.00-	8,000.00-
AIRPORT OTHER REVENUE	1-33-0000-590	0.00	100.00-	100.00-
AIRPORT PROVINCIAL CONDITIONAL	1-33-0000-840	0.00	352,500.00-	352,500.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	105,770.00-	105,770.00-
	TOTAL AIRPORT:	600.00-	466,970.00-	466,370.00-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	121.17-	1,136,200.00-	1,136,078.83-
WATER SERVICE CHARGES	1-41-0000-413	0.00	1,300.00-	1,300.00-
WATER DRAWN FROM SURPLUS (OPERATING	1-41-0000-920	0.00	27,500.00-	27,500.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	0.00	81,400.00-	81,400.00-
	TOTAL WATER SUPPLY & DISTRIBUTION:	121.17-	1,246,400.00-	1,246,278.83-
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	45.25-	260,100.00-	260,054.75-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	47,500.00-	47,500.00-
	TOTAL SANITARY SEWERS:	45.25-	307,600.00-	307,554.75-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	16.59-	74,300.00-	74,283.41-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	16.59-	74,300.00-	74,283.41-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	66.36-	353,800.00-	353,733.64-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	66.36-	353,900.00-	353,833.64-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	3,800.00-	1,800.00-	2,000.00
FCSS VAN RENTAL	1-51-0000-561	32.10-	900.00-	867.90-
FCSS DONATIONS	1-51-0000-591	0.00	1,000.00-	1,000.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	0.00	2,900.00-	2,900.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	22,449.50-	89,798.00-	67,348.50-
	TOTAL F.C.S.S.:	26,281.60-	96,398.00-	70,116.40-
FCSS - YOUTH CLUB				
FCSS - YOUTH CLUB - DRAWN FROM SURPL	1-51-0300-920	0.00	30,334.00-	30,334.00-
	TOTAL FCSS - YOUTH CLUB:	0.00	30,334.00-	30,334.00-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	2,400.00-	16,700.00-	14,300.00-
CEMETERY OTHER	1-56-0000-590	0.00	100.00-	100.00-
	TOTAL CEMETERY:	2,400.00-	16,800.00-	14,400.00-
COMMERCIAL OFFICE BUILDING				
COMMERCIAL OFFICE BUILDING RENT	1-61-0200-560	6,000.00-	13,200.00-	7,200.00-
COMMERCIAL OFFICE BUILDING DRAW FROM	1-61-0200-930	0.00	13,230.00-	13,230.00-
	TOTAL COMMERCIAL OFFICE BUILDING:	6,000.00-	26,430.00-	20,430.00-
BUSINESS & COMMUNICATIONS				
BUS COM DRAWN FROM SURPLUS (OPERATIN	1-61-0400-920	0.00	5,000.00-	5,000.00-
	TOTAL BUSINESS & COMMUNICATIONS:	0.00	5,000.00-	5,000.00-
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	0.00	1,500.00-	1,500.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	3,542.81-	1,000.00-	2,542.81
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	25,800.00-	25,800.00-
RECREATION PROVINCIAL CONDITIONAL GR	1-72-0000-840	0.00	16,620.00-	16,620.00-
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	14,500.00-	14,500.00-
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	0.00	7,400.00-	7,400.00-
	TOTAL RECREATION REVENUE:	3,542.81-	253,820.00-	250,277.19-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	245.00-	22,800.00-	22,555.00-
POOL LESSON REGISTRATIONS	1-72-0100-411	0.00	30,900.00-	30,900.00-
POOL DAILY ADMISSIONS	1-72-0100-412	0.00	14,400.00-	14,400.00-
POOL RETAIL SALES	1-72-0100-419	0.00	3,800.00-	3,800.00-
POOL RENTAL REVENUE	1-72-0100-560	0.00	6,800.00-	6,800.00-
POOL DONATIONS	1-72-0100-590	0.00	200.00-	200.00-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 31/01/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
	TOTAL SWIMMING POOLS:	245.00-	93,900.00-	93,655.00-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	5,012.50-	8,700.00-	3,687.50-
ARENA RENTAL REVENUE	1-72-0200-560	111.00-	63,200.00-	63,089.00-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	0.00	3,300.00-	3,300.00-
	TOTAL ARENA:	5,123.50-	75,200.00-	70,076.50-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	0.00	36,700.00-	36,700.00-
CURLING RINK RENTAL REVENUE	1-72-0400-560	0.00	7,500.00-	7,500.00-
CURLING RINK DRAWN FROM DEFERRED	1-72-0400-930	0.00	10,000.00-	10,000.00-
	CURLING RINK TOTAL:	0.00	54,200.00-	54,200.00-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	0.00	4,400.00-	4,400.00-
	TOTAL BALL DIAMONDS REVENUE:	0.00	4,400.00-	4,400.00-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	0.00	5,200.00-	5,200.00-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	0.00	514.00-	514.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	0.00	75,700.00-	75,700.00-
FOX LAKE DRAWN FROM SURPLUS (OPERATI	1-72-0700-920	0.00	28,350.00-	28,350.00-
	TOTAL FOX LAKE & HELMER DAM:	0.00	109,764.00-	109,764.00-
PARKS				
PARKS DRAWN FROM SURPLUS	1-72-0800-930	0.00	25,000.00-	25,000.00-
	TOTAL PARKS:	0.00	25,000.00-	25,000.00-
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	0.00	14,100.00-	14,100.00-
PLAYGROUND PROGRAM DONATIONS	1-72-1000-591	0.00	500.00-	500.00-
	TOTAL PLAYGROUND PROGRAM:	0.00	14,600.00-	14,600.00-
HKH PIONEER PARK				
HKH PIONEER PARK REVENUE	1-72-1300-560	50.00-	0.00	50.00
	TOTAL HKH PARK REVENUE:	50.00-	0.00	50.00
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	0.00	2,100.00-	2,100.00-
	TOTAL SOCCER FIELDS REVENUE:	0.00	2,100.00-	2,100.00-
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATI	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	1,174.29-	11,000.00-	9,825.71-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	19,050.00-	19,050.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	5,376.44-	29,158.00-	23,781.56-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	6,550.73-	79,208.00-	72,657.27-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	1,310.00-	37,672.00-	36,362.00-
	TOTAL COMMUNITY CENTRE:	1,310.00-	37,672.00-	36,362.00-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	150.00-	2,400.00-	2,250.00-
	LIONS HALL TOTAL:	150.00-	2,400.00-	2,250.00-
	TOTAL REVENUE:	82,564.79-	12,824,397.00-	12,741,832.21-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	6,575.76	96,400.00	89,824.24
COUNCIL BENEFITS	2-11-0000-130	326.98	4,200.00	3,873.02
COUNCIL NON T4 BENEFITS	2-11-0000-133	0.00	550.00	550.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	95.24	14,400.00	14,304.76
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	0.00	13,300.00	13,300.00
COUNCIL GOODS	2-11-0000-500	5,593.67	17,400.00	11,806.33

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 31/01/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	1,000.00	1,000.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	0.00	3,900.00	3,900.00
TOTAL COUNCIL:		12,591.65	151,150.00	138,558.35
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	32,469.40	332,800.00	300,330.60
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	2,453.63	20,900.00	18,446.37
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	3,319.85	40,900.00	37,580.15
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	0.00	11,900.00	11,900.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	0.00	22,300.00	22,300.00
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	7,100.00	7,100.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	0.00	5,900.00	5,900.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	0.00	9,900.00	9,900.00
ADMINISTRATION TELEPHONE	2-12-0000-217	0.00	7,400.00	7,400.00
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	0.00	6,700.00	6,700.00
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	877.90	8,700.00	7,822.10
ADMINISTRATION AUDIT	2-12-0000-230	0.00	33,000.00	33,000.00
ADMINISTRATION LEGAL	2-12-0000-231	0.00	5,000.00	5,000.00
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	15,518.45	150,917.00	135,398.55
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	39,000.00	39,000.00	0.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	0.00	5,000.00	5,000.00
ADMINISTRATION INSURANCE	2-12-0000-274	0.00	16,220.00	16,220.00
ADMINISTRATION ASSESSOR	2-12-0000-280	0.00	48,600.00	48,600.00
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	0.00	1,000.00	1,000.00
ADMINISTRATION GOODS	2-12-0000-500	0.00	10,800.00	10,800.00
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	4,400.00	4,400.00
ADMINISTRATION POWER	2-12-0000-541	0.00	27,500.00	27,500.00
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	60,583.55	122,500.00	61,916.45
ADMINISTRATION BANK CHARGES	2-12-0000-810	0.00	5,400.00	5,400.00
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	132.04	1,200.00	1,067.96
ADMINISTRATION OTHER	2-12-0000-990	0.00	32,000.00	32,000.00
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	0.00	1,000.00	1,000.00
TOTAL ADMINISTRATION:		154,354.82	987,637.00	833,282.18
JAPANESE STUDENT EXCHANGE PROGRAM				
JSEP CONTRACTED SERVICES	2-12-0500-232	0.00	250.00	250.00
JSEP GOODS	2-12-0500-500	0.00	4,500.00	4,500.00
JSEP OTHER EXPENSES	2-12-0500-990	0.00	250.00	250.00
TOTAL JAPANESE STUDENT EXCHANGE PROGRAM:		0.00	5,000.00	5,000.00
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - CONTRACTED R	2-12-0600-250	0.00	500.00	500.00
TAX RECOVERY PROPERTY - INSURANCE	2-12-0600-274	0.00	300.00	300.00
TAX RECOVERY PROPERTY - HEAT	2-12-0600-540	0.00	500.00	500.00
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	0.00	500.00	500.00
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	129.00	280.00	151.00
TOTAL TAX RECOVERY PROPERTY:		129.00	2,080.00	1,951.00
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	0.00	96,000.00	96,000.00
TOTAL POLICE:		0.00	96,000.00	96,000.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,500.00	2,500.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	0.00	1,950.00	1,950.00
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	0.00	800.00	800.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,100.00	1,100.00
TOTAL SAFETY & RISK MANAGEMENT:		0.00	6,350.00	6,350.00
FIRE				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	101,300.00	101,300.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	268.65	8,600.00	8,331.35
FIRE NON T4 BENEFITS	2-23-0000-133	0.00	1,400.00	1,400.00
FIRE TRAVEL	2-23-0000-211	0.00	7,000.00	7,000.00
FIRE TRAINING	2-23-0000-212	0.00	23,400.00	23,400.00
FIRE FREIGHT	2-23-0000-215	0.00	500.00	500.00
FIRE TELEPHONE	2-23-0000-217	66.71	7,300.00	7,233.29
FIRE ADVERTISING	2-23-0000-220	0.00	900.00	900.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
FIRE MEMBERSHIPS	2-23-0000-221	0.00	900.00	900.00
FIRE CONTRACTED SERVICES	2-23-0000-232	6,521.33	28,100.00	21,578.67
FIRE CONTRACTED REPAIRS	2-23-0000-250	0.00	14,000.00	14,000.00
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	0.00	5,000.00	5,000.00
FIRE INSURANCE	2-23-0000-274	0.00	15,740.00	15,740.00
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	328.00	18,200.00	17,872.00
FIRE PETROLEUM PRODUCTS	2-23-0000-521	0.00	9,300.00	9,300.00
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	200.00	200.00
FIRE HEATING	2-23-0000-540	0.00	11,000.00	11,000.00
FIRE POWER	2-23-0000-541	0.00	15,900.00	15,900.00
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	152.62	16,500.00	16,347.38
	TOTAL FIRE:	7,337.31	285,840.00	278,502.69
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVCI	2-24-0000-232	866.67	10,400.00	9,533.33
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	900.00	900.00
EMERGENCY SERVICES OTHER	2-24-0000-990	0.00	100.00	100.00
	TOTAL EMERGENCY SERVICES:	866.67	13,400.00	12,533.33
BY-LAW ENFORCEMENT				
BYLAW STAFF TRAINING	2-26-0000-212	1,000.00	0.00	1,000.00-
BYLAW FREIGHT	2-26-0000-215	0.00	700.00	700.00
BYLAW ADVERTISING	2-26-0000-220	0.00	1,000.00	1,000.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	5,073.46	53,900.00	48,826.54
BYLAW GOODS	2-26-0000-500	175.00	800.00	625.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	0.00	3,000.00	3,000.00
	TOTAL BY-LAW ENFORCEMENT:	6,248.46	59,400.00	53,151.54
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	67.80	700.00	632.20
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	300.00	300.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,149.00	3,900.00	2,751.00
DOG CONTROL GOODS	2-28-0000-500	267.00	600.00	333.00
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	0.00	7,400.00	7,400.00
	TOTAL DOG CONTROL:	1,483.80	12,900.00	11,416.20
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	10,549.67	244,200.00	233,650.33
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	0.00	3,600.00	3,600.00
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	1,189.06	18,500.00	17,310.94
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	0.00	300.00	300.00
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	5,076.69	44,400.00	39,323.31
COMMON SERVICES TRAVEL	2-31-0000-211	0.00	500.00	500.00
COMMON SERVICES TRAINING	2-31-0000-212	0.00	1,500.00	1,500.00
COMMON SERVICES FREIGHT	2-31-0000-215	402.19	900.00	497.81
COMMON SERVICES TELEPHONE	2-31-0000-217	0.00	4,400.00	4,400.00
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	1,000.00	1,000.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	158.90	2,100.00	1,941.10
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	10,349.75	20,000.00	9,650.25
COMMON SERV CONTRACTED EQUIPMENT REE	2-31-0000-253	1,050.63	10,000.00	8,949.37
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	0.00	4,500.00	4,500.00
COMMON SERVICES EQUIPMENT RENTAL OR	2-31-0000-263	0.00	21,880.00	21,880.00
COMMON SERVICES INSURANCE	2-31-0000-274	0.00	27,280.00	27,280.00
COMMON SERVICES GOODS	2-31-0000-500	2,610.08	19,300.00	16,689.92
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	0.00	50,000.00	50,000.00
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	0.00	12,800.00	12,800.00
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	132.94	12,100.00	11,967.06
COMMON SERVICES HEATING	2-31-0000-540	0.00	23,000.00	23,000.00
COMMON SERVICES POWER	2-31-0000-541	0.00	16,300.00	16,300.00
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	0.00	10,035.00	10,035.00
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	155.56	3,000.00	2,844.44
	TOTAL COMMON SERVICES:	31,675.47	551,595.00	519,919.53
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	17,177.94	84,900.00	67,722.06
S & R SEASONAL SALARIES	2-32-0000-111	0.00	5,400.00	5,400.00
S & R BENEFITS	2-32-0000-130	880.72	6,200.00	5,319.28
S & R SEASONAL BENEFITS	2-32-0000-131	0.00	400.00	400.00

For All Revenue, Expense Accounts
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Description	Account	YTD Actual	YTD Budget	YTD Variance
S & R NON T4 BENEFITS	2-32-0000-133	569.12	14,800.00	14,230.88
S & R FREIGHT	2-32-0000-215	0.00	1,300.00	1,300.00
S & R CONTRACTED SERVICES	2-32-0000-232	600.00	5,900.00	5,300.00
S & R CONTRACTED REPAIRS	2-32-0000-250	0.00	135,000.00	135,000.00
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	0.00	5,000.00	5,000.00
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	0.00	30,500.00	30,500.00
S & R EQUIPMENT GOODS	2-32-0000-522	0.00	5,000.00	5,000.00
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	0.00	121,100.00	121,100.00
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	430,839.00	430,839.00
	TOTAL STREETS & ROADS:	19,227.78	850,339.00	831,111.22
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	245.90	2,100.00	1,854.10
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,600.00	3,600.00
AIRPORT BENEFITS	2-33-0000-130	13.03	200.00	186.97
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	200.00	200.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	2.78	400.00	397.22
AIRPORT FREIGHT	2-33-0000-215	0.00	100.00	100.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	0.00	50.00	50.00
AIRPORT CONTRACTED SERVICES	2-33-0000-232	119.05	4,600.00	4,480.95
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	0.00	2,300.00	2,300.00
AIRPORT VEHICLE REPAIRS	2-33-0000-255	0.00	200.00	200.00
AIRPORT INSURANCE	2-33-0000-274	2,678.00	4,990.00	2,312.00
AIRPORT GOODS	2-33-0000-500	337.25	1,500.00	1,162.75
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	0.00	2,800.00	2,800.00
AIRPORT POWER	2-33-0000-541	0.00	9,100.00	9,100.00
AIRPORT WATER & SEWER	2-33-0000-542	0.00	500.00	500.00
	TOTAL AIRPORT:	3,396.01	32,740.00	29,343.99
WATER PLANT				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	0.00	861,400.00	861,400.00
WATER PLANT POWER	2-41-0100-541	0.00	33,600.00	33,600.00
	TOTAL WATER PLANT:	0.00	895,000.00	895,000.00
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	7,613.27	138,400.00	130,786.73
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	421.16	11,500.00	11,078.84
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	427.57	23,500.00	23,072.43
WATER LINES TRAVEL & TRAINING	2-41-0200-211	415.00	4,500.00	4,085.00
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	0.00	9,200.00	9,200.00
WATER LINES ADVERTISING	2-41-0200-220	0.00	1,000.00	1,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	4,179.37	8,400.00	4,220.63
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	0.00	35,000.00	35,000.00
WATER LINES GOODS	2-41-0200-500	0.00	20,000.00	20,000.00
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	13,056.37	304,700.00	291,643.63
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	1,187.36	28,800.00	27,612.64
SEWERS BENEFITS	2-42-0000-130	60.92	2,200.00	2,139.08
SEWERS NON T4 BENEFITS	2-42-0000-133	51.58	5,300.00	5,248.42
SEWERS FREIGHT & POSTAGE	2-42-0000-215	0.00	500.00	500.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	0.00	800.00	800.00
SEWERS CONTRACTED REPAIRS	2-42-0000-250	0.00	72,500.00	72,500.00
SEWERS INSURANCE	2-42-0000-274	0.00	3,380.00	3,380.00
SEWERS GOODS	2-42-0000-500	0.00	32,000.00	32,000.00
SEWERS HEATING	2-42-0000-540	0.00	1,400.00	1,400.00
SEWERS POWER	2-42-0000-541	0.00	14,400.00	14,400.00
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	1,299.86	211,280.00	209,980.14
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	5,800.00	75,400.00	69,600.00
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
	TOTAL GARBAGE:	5,800.00	75,700.00	69,900.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	83,638.72	334,400.00	250,761.28
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	19,400.00	19,400.00
TOTAL REGIONAL WASTE SYSTEM:		83,638.72	353,800.00	270,161.28
FCSS				
FCSS SALARIES	2-51-0100-110	2,648.53	23,600.00	20,951.47
FCSS BENEFITS	2-51-0100-130	165.39	2,200.00	2,034.61
FCSS NON T4 BENEFITS	2-51-0100-133	352.33	5,300.00	4,947.67
FCSS TRAVEL	2-51-0100-211	0.00	1,000.00	1,000.00
FCSS TRAINING	2-51-0100-212	0.00	700.00	700.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	0.00	300.00	300.00
FCSS ADVERTISING	2-51-0100-220	0.00	800.00	800.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	0.00	500.00	500.00
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	120.28	600.00	479.72
TOTAL FCSS:		3,286.53	37,100.00	33,813.47
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	2,897.79	26,100.00	23,202.21
COORDINATOR BENEFITS	2-51-0200-130	181.95	2,400.00	2,218.05
COORDINATOR NON T4 BENEFITS	2-51-0200-133	391.03	5,900.00	5,508.97
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	175.00	700.00	875.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	0.00	300.00	300.00
COORDINATOR TELEPHONE	2-51-0200-217	0.00	400.00	400.00
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,800.00	2,800.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	100.00	100.00
COORDINATOR GOODS	2-51-0200-500	7,050.00	1,200.00	5,850.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	4,525.66	83,600.00	79,074.34
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
TOTAL COORDINATOR:		14,871.43	124,800.00	109,928.57
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	1,448.78	13,100.00	11,651.22
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	90.97	1,200.00	1,109.03
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	195.53	2,900.00	2,704.47
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,500.00	2,500.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
TOTAL FCSS YOUTH CLUB SUPPORT:		1,735.28	20,400.00	18,664.72
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	0.00	800.00	800.00
CSD VAN INSURANCE	2-51-0500-274	0.00	3,410.00	3,410.00
CSD VAN GOODS	2-51-0500-500	0.00	100.00	100.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	0.00	300.00	300.00
TOTAL COMMUNITY SERVICES VANS:		0.00	4,710.00	4,710.00
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	446.08	8,900.00	8,453.92
CEMETERY SEASONAL SALARIES	2-56-0000-111	0.00	5,900.00	5,900.00
CEMETERY BENEFITS	2-56-0000-130	25.16	700.00	674.84
CEMETERY SEASONAL BENEFITS	2-56-0000-131	0.00	400.00	400.00
CEMETERY NON T-4 BENEFITS	2-56-0000-133	15.64	1,700.00	1,684.36
CEMETERY ADVERTISING	2-56-0000-220	0.00	100.00	100.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	776.80	4,200.00	3,423.20
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	7,500.00	7,500.00
CEMETERY INSURANCE	2-56-0000-274	0.00	20.00	20.00
CEMETERY GOODS	2-56-0000-500	0.00	5,000.00	5,000.00
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
TOTAL CEMETERY:		1,263.68	35,120.00	33,856.32
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	49.00	15,590.00	15,541.00

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COMMERCIAL OFFICE INSURANCE	2-61-0200-274	0.00	540.00	540.00
COMMERCIAL OFFICE GOODS	2-61-0200-500	0.00	500.00	500.00
COMMERCIAL OFFICE HEATING	2-61-0200-540	0.00	2,000.00	2,000.00
COMMERCIAL OFFICE POWER	2-61-0200-541	0.00	4,100.00	4,100.00
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	90.88	3,600.00	3,509.12
TOTAL COMMERCIAL OFFICE BUILDING:		139.88	26,330.00	26,190.12
TOURISM				
TOURISM SALARIES	2-61-0300-110	2,326.41	22,300.00	19,973.59
TOURISM BENEFITS	2-61-0300-130	143.11	1,800.00	1,656.89
TOURISM NON T4 BENEFITS	2-61-0300-133	319.54	4,000.00	3,680.46
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	0.00	500.00	500.00
TOURISM ADVERTISING	2-61-0300-220	0.00	2,600.00	2,600.00
TOURISM GOODS	2-61-0300-500	0.00	3,500.00	3,500.00
TOTAL TOURISM:		2,789.06	34,800.00	32,010.94
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	9,304.96	89,200.00	79,895.04
B & C BENEFITS	2-61-0400-130	572.46	7,100.00	6,527.54
B & C NON T4 BENEFIT	2-61-0400-133	1,278.01	16,000.00	14,721.99
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	0.00	300.00	300.00
B & C TELEPHONES	2-61-0400-217	0.00	800.00	800.00
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	1,800.00	1,800.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	0.00	3,400.00	3,400.00
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	22,500.00	49,000.00	26,500.00
B & C INSURANCE	2-61-0400-274	0.00	130.00	130.00
B & C GOODS	2-61-0400-500	0.00	2,500.00	2,500.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	0.00	4,700.00	4,700.00
TOTAL BUSINESS & COMMUNICATIONS:		33,655.43	177,430.00	143,774.57
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	0.00	2,600.00	2,600.00
VIC SEASONAL SALARIES	2-62-0000-111	0.00	1,200.00	1,200.00
VIC BENEFITS	2-62-0000-130	0.00	200.00	200.00
VIC SEASONAL BENEFITS	2-62-0000-131	0.00	100.00	100.00
VIC NON T4 BENEFITS	2-62-0000-133	0.00	500.00	500.00
VIC TELEPHONES	2-62-0000-217	0.00	300.00	300.00
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	900.00	900.00
VIC CONTRACTED SERVICES	2-62-0000-232	49.00	1,200.00	1,151.00
VIC CONTRACTED REPAIR	2-62-0000-250	0.00	1,000.00	1,000.00
VIC INSURANCE	2-62-0000-274	0.00	940.00	940.00
VIC GOODS	2-62-0000-500	95.97	2,500.00	2,404.03
VIC HEATING	2-62-0000-540	0.00	1,500.00	1,500.00
VIC POWER	2-62-0000-541	0.00	3,100.00	3,100.00
VIC WATER	2-62-0000-963	195.86	3,000.00	2,804.14
TOTAL VISITOR INFORMATION CENTRE:		340.83	19,040.00	18,699.17
COMMUNITY SERVICES BOARD				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	3,000.00	3,000.00
TOTAL COMMUNITY SERVICES BOARD:		0.00	3,500.00	3,500.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	1,997.72	18,200.00	16,202.28
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	126.12	1,700.00	1,573.88
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	273.40	4,100.00	3,826.60
RECREATION TRAVEL	2-72-0000-211	0.00	1,800.00	1,800.00
RECREATION TRAINING	2-72-0000-212	0.00	2,500.00	2,500.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	0.00	300.00	300.00
RECREATION TELEPHONE	2-72-0000-217	0.00	1,400.00	1,400.00
RECREATION ADVERTISING	2-72-0000-220	1,095.00	2,800.00	1,705.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	541.00	800.00	259.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	6,307.51	16,500.00	10,192.49
RECREATION INSURANCE	2-72-0000-274	0.00	10,280.00	10,280.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
RECREATION GOODS	2-72-0000-500	0.00	1,200.00	1,200.00
RECREATION PROGRAM EXPENSES	2-72-0000-510	0.00	1,000.00	1,000.00
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	0.00	2,400.00	2,400.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	0.00	300.00	300.00
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	0.00	10,300.00	10,300.00
TOTAL RECREATION:		10,340.75	176,780.00	166,439.25
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	0.00	14,100.00	14,100.00
POOL SEASONAL SALARIES	2-72-0100-111	0.00	118,400.00	118,400.00
POOLS BENEFITS	2-72-0100-130	0.00	1,200.00	1,200.00
POOL SEASONAL BENEFITS	2-72-0100-131	0.00	8,100.00	8,100.00
POOLS NON T-4 BENEFITS	2-72-0100-133	0.00	2,800.00	2,800.00
POOLS TRAVEL	2-72-0100-211	0.00	1,400.00	1,400.00
POOLS TRAINING	2-72-0100-212	0.00	2,200.00	2,200.00
POOLS FREIGHT & POSTAGE	2-72-0100-215	0.00	2,100.00	2,100.00
POOLS TELEPHONE	2-72-0100-217	0.00	426.00	426.00
POOLS ADVERTISING	2-72-0100-220	0.00	1,300.00	1,300.00
POOL CONTRACTED SERVICES	2-72-0100-232	44.00	1,300.00	1,256.00
POOLS CONTRACTED REPAIRS	2-72-0100-250	877.69	8,100.00	7,222.31
POOLS INSURANCE	2-72-0100-274	0.00	6,750.00	6,750.00
POOLS GOODS	2-72-0100-500	0.00	10,500.00	10,500.00
POOL RETAIL GOODS	2-72-0100-501	0.00	2,000.00	2,000.00
POOLS CHEMICALS	2-72-0100-531	0.00	19,400.00	19,400.00
POOLS HEATING	2-72-0100-540	0.00	13,400.00	13,400.00
POOLS POWER	2-72-0100-541	0.00	23,200.00	23,200.00
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	149.34	4,600.00	4,450.66
TOTAL SWIMMING POOLS:		1,071.03	241,276.00	240,204.97
ARENA				
ARENA SALARIES	2-72-0200-110	15,762.34	134,400.00	118,637.66
ARENA SEASONAL SALARIES	2-72-0200-111	121.94	11,900.00	11,778.06
ARENA BENEFITS	2-72-0200-130	1,250.21	11,400.00	10,149.79
ARENA SEASONAL BENEFITS	2-72-0200-131	0.00	800.00	800.00
ARENA NON T4 BENEFITS	2-72-0200-133	3,646.32	25,200.00	21,553.68
ARENA TRAVEL	2-72-0200-211	0.00	800.00	800.00
ARENA TRAINING	2-72-0200-212	0.00	900.00	900.00
ARENA FREIGHT & POSTAGE	2-72-0200-215	0.00	800.00	800.00
ARENA TELEPHONE	2-72-0200-217	0.00	336.00	336.00
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	1,000.00	1,000.00
ARENA CONTRACTED SERVICES	2-72-0200-232	906.18	4,400.00	3,493.82
ARENA CONTRACTED REPAIRS	2-72-0200-250	13,025.61	17,600.00	4,574.39
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	8,900.00	8,900.00
ARENA INSURANCE	2-72-0200-274	0.00	10,320.00	10,320.00
ARENA GOODS	2-72-0200-500	7,198.71	17,900.00	10,701.29
ARENA PETROLEUM PRODUCTS	2-72-0200-521	0.00	4,500.00	4,500.00
ARENA HEATING	2-72-0200-540	0.00	26,100.00	26,100.00
ARENA POWER	2-72-0200-541	0.00	24,300.00	24,300.00
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	1,459.42	4,600.00	3,140.58
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	55.94	11,800.00	11,744.06
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	0.00	17,500.00	17,500.00
TOTAL ARENA:		43,426.67	335,956.00	292,529.33
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	0.00	336.00	336.00
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	0.00	5,300.00	5,300.00
PARKS SHOP INSURANCE	2-72-0300-274	0.00	1,950.00	1,950.00
PARKS SHOP GOODS	2-72-0300-500	14.39	1,300.00	1,285.61
PARKS SHOP HEATING	2-72-0300-540	0.00	6,300.00	6,300.00
PARKS SHOP POWER	2-72-0300-541	0.00	4,300.00	4,300.00
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	102.64	600.00	497.36
TOTAL PARKS SHOP:		117.03	20,086.00	19,968.97
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	71.60	5,100.00	5,028.40
CURLING RINK SEASONAL SALARIES	2-72-0400-111	34.84	2,400.00	2,365.16
CURLING RINK BENEFITS	2-72-0400-130	2.37	500.00	497.63
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	0.00	200.00	200.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
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	228.88	5,600.00	5,371.12
CURLING RINK INSURANCE	2-72-0400-274	0.00	6,780.00	6,780.00
CURLING RINK GOODS	2-72-0400-500	0.00	1,500.00	1,500.00
CURLING RINK HEATING	2-72-0400-540	0.00	15,800.00	15,800.00
CURLING RINK POWER	2-72-0400-541	0.00	13,200.00	13,200.00
CURLING RINK - SUBSIDY	2-72-0400-771	0.00	14,500.00	14,500.00
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	574.72	2,000.00	1,425.28
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	55.94	11,800.00	11,744.06
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	0.00	17,500.00	17,500.00
TOTAL CURLING RINK:		968.35	98,380.00	97,411.65
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	0.00	5,100.00	5,100.00
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	0.00	3,600.00	3,600.00
BALL DIAMOND BENEFITS	2-72-0500-130	0.00	500.00	500.00
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	0.00	200.00	200.00
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	0.00	1,000.00	1,000.00
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	0.00	1,000.00	1,000.00
BALL DIAMOND GOODS	2-72-0500-500	0.00	7,500.00	7,500.00
BALL DIAMOND POWER	2-72-0500-541	0.00	1,170.00	1,170.00
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	90.75	10,500.00	10,409.25
TOTAL BALL DIAMONDS:		90.75	30,570.00	30,479.25
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	0.00	2,880.00	2,880.00
TOTAL GOLF COURSE:		0.00	2,880.00	2,880.00
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	0.00	5,100.00	5,100.00
FOX LAKE SEASONAL SALARIES	2-72-0700-111	0.00	2,400.00	2,400.00
FOX LAKE BENEFITS	2-72-0700-130	0.00	500.00	500.00
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	0.00	200.00	200.00
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	0.00	1,000.00	1,000.00
FOX LAKE FREIGHT	2-72-0700-215	0.00	200.00	200.00
FOX LAKE ADVERTISING	2-72-0700-220	0.00	1,300.00	1,300.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	0.00	30,400.00	30,400.00
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	0.00	6,000.00	6,000.00
FOX LAKE INSURANCE	2-72-0700-274	0.00	280.00	280.00
FOX LAKE GOODS	2-72-0700-500	0.00	5,000.00	5,000.00
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	0.00	400.00	400.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00
FOX LAKE HEAT	2-72-0700-540	0.00	700.00	700.00
FOX LAKE POWER	2-72-0700-541	0.00	10,800.00	10,800.00
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	8,300.00	8,300.00
TOTAL FOX LAKE PARK:		0.00	103,280.00	103,280.00
PARKS				
PARKS SALARIES	2-72-0800-110	7,494.00	80,000.00	72,506.00
PARKS SEASONAL SALARIES	2-72-0800-111	958.10	72,400.00	71,441.90
PARKS BENEFITS	2-72-0800-130	430.63	6,800.00	6,369.37
PARKS SEASONAL BENEFITS	2-72-0800-131	0.00	5,100.00	5,100.00
PARKS NON T4 BENEFITS	2-72-0800-133	188.50	15,100.00	14,911.50
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	0.00	1,000.00	1,000.00
PARKS FREIGHT	2-72-0800-215	0.00	800.00	800.00
PARKS CONTRACTED REPAIRS	2-72-0800-250	0.00	25,000.00	25,000.00
PARKS EQUIPMENT REPAIRS	2-72-0800-253	0.00	10,900.00	10,900.00
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	1,978.72	2,600.00	621.28
PARKS INSURANCE	2-72-0800-274	0.00	4,900.00	4,900.00
PARKS GOODS	2-72-0800-500	73.98	24,100.00	24,026.02
PARKS PETROLEUM PRODUCTS	2-72-0800-521	0.00	12,300.00	12,300.00
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	0.00	1,600.00	1,600.00
PARKS VEHICLE MAINTENANCE	2-72-0800-523	0.00	5,700.00	5,700.00
PARKS POWER	2-72-0800-541	0.00	3,600.00	3,600.00
PARKS RECOVERIES TO OPERATING	2-72-0800-963	397.62	11,400.00	11,002.38
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
TOTAL PARKS:		11,521.55	284,900.00	273,378.45

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Description	Account	YTD Actual	YTD Budget	YTD Variance
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	300.04	2,600.00	2,299.96
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	0.00	22,900.00	22,900.00
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	18.61	200.00	181.39
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	0.00	1,600.00	1,600.00
PLAYGROUND PROGRAM NON T4 BENEFITS	2-72-1000-133	39.21	600.00	560.79
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	0.00	300.00	300.00
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	0.00	140.00	140.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,200.00	1,200.00
PLAYGROUND PROGRAM CONTRACTED SERVICE	2-72-1000-232	0.00	2,500.00	2,500.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
TOTAL PLAYGROUND PROGRAM:		357.86	38,960.00	38,602.14
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	0.00	1,300.00	1,300.00
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	0.00	1,100.00	1,100.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	0.00	100.00	100.00
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	0.00	100.00	100.00
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	0.00	300.00	300.00
SPRAY PARK FREIGHT	2-72-1200-215	0.00	200.00	200.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	0.00	500.00	500.00
SPRAY PARK INSURANCE	2-72-1200-274	0.00	670.00	670.00
SPRAY PARK GOODS	2-72-1200-500	0.00	500.00	500.00
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	1,400.00	1,400.00
SPRAY PARK POWER	2-72-1200-541	0.00	2,800.00	2,800.00
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	85.00	2,200.00	2,115.00
TOTAL SPRAY PARK:		85.00	11,170.00	11,085.00
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	0.00	5,100.00	5,100.00
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	0.00	9,500.00	9,500.00
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	0.00	500.00	500.00
KING HUNTER PARK SEASONAL EMPL BENEFIT	2-72-1300-131	0.00	700.00	700.00
KING HUNTER PARK EMP NON T4 BENEFITS	2-72-1300-133	0.00	1,000.00	1,000.00
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	0.00	3,000.00	3,000.00
KING HUNTER PARK INSURANCE	2-72-1300-274	0.00	160.00	160.00
KING HUNTER PARK GOODS	2-72-1300-500	0.00	3,000.00	3,000.00
KING HUNTER PARK POWER	2-72-1300-541	0.00	2,100.00	2,100.00
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	55.00	5,700.00	5,645.00
TOTAL KING HUNTER PARK:		55.00	30,760.00	30,705.00
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	0.00	2,600.00	2,600.00
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,200.00	1,200.00
SOCCER FIELD BENEFITS	2-72-1400-130	0.00	200.00	200.00
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	0.00	100.00	100.00
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	0.00	500.00	500.00
SOCCER FIELD GOODS	2-72-1400-500	0.00	1,500.00	1,500.00
SOCCER FIELDS POWER	2-72-1400-541	0.00	1,200.00	1,200.00
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	19.25	3,200.00	3,180.75
TOTAL SOCCER FIELDS:		19.25	10,500.00	10,480.75
MUSEUM				
MUSEUM GAS	2-74-0100-540	0.00	5,400.00	5,400.00
MUSEUM POWER	2-74-0100-541	0.00	3,800.00	3,800.00
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
TOTAL MUSEUM:		0.00	16,200.00	16,200.00
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	0.00	300.00	300.00
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	30.00	2,400.00	2,370.00
LIBRARY INSURANCE	2-74-0200-274	0.00	3,570.00	3,570.00
LIBRARY GOODS	2-74-0200-500	0.00	1,100.00	1,100.00
LIBRARY HEATING	2-74-0200-540	0.00	5,200.00	5,200.00
LIBRARY POWER	2-74-0200-541	0.00	6,700.00	6,700.00
LIBRARY GRANTS	2-74-0200-770	0.00	21,400.00	21,400.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
LIBRARY PERSONNEL GRANTS	2-74-0200-771	0.00	70,800.00	70,800.00
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	231.74	900.00	668.26
	TOTAL LIBRARY:	261.74	113,170.00	112,908.26
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	1,694.91	15,400.00	13,705.09
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	6,747.44	66,400.00	59,652.56
RCSC BENEFITS	2-74-0800-130	374.68	1,400.00	1,025.32
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	0.00	4,700.00	4,700.00
RCSC NON T4 BENEFITS	2-74-0800-133	208.42	3,400.00	3,191.58
RCSC STAFF TRAINING	2-74-0800-212	0.00	700.00	700.00
RCSC FREIGHT	2-74-0800-215	0.00	300.00	300.00
RCSC TELEPHONE	2-74-0800-217	68.04	1,176.00	1,107.96
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	104.00	10,300.00	10,196.00
RCSC CONTRACTED REPAIRS	2-74-0800-250	0.00	5,300.00	5,300.00
RCSC INSURANCE	2-74-0800-274	0.00	7,390.00	7,390.00
RCSC GOODS	2-74-0800-500	290.18	10,100.00	9,809.82
RCSC HEATING	2-74-0800-540	0.00	9,100.00	9,100.00
RCSC POWER	2-74-0800-541	0.00	20,100.00	20,100.00
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	164.38	1,100.00	935.62
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	0.00	17,000.00	17,000.00
	TOTAL CENTENNIAL PLACE:	9,652.05	176,566.00	166,913.95
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	107.40	5,100.00	4,992.60
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	500.00	500.00
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	1,000.00	1,000.00
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	0.00	500.00	500.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	0.00	300.00	300.00
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	2,159.38	32,900.00	30,740.62
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	0.00	5,300.00	5,300.00
COMMUNITY CENTRE INSURANCE	2-74-0900-274	0.00	4,810.00	4,810.00
COMMUNITY CENTRE GOODS	2-74-0900-500	48.66	4,000.00	3,951.34
COMMUNITY CENTRE HEAT	2-74-0900-540	0.00	5,700.00	5,700.00
COMMUNITY CENTRE POWER	2-74-0900-541	0.00	10,200.00	10,200.00
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	429.16	900.00	470.84
	TOTAL COMMUNITY CENTRE:	2,744.60	72,710.00	69,965.40
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	520.00	7,000.00	6,480.00
LIONS HALL INSURANCE	2-74-1000-274	0.00	740.00	740.00
LIONS HALL GOODS	2-74-1000-500	0.00	500.00	500.00
LIONS HALL HEAT	2-74-1000-540	0.00	2,800.00	2,800.00
LIONS HALL POWER	2-74-1000-541	0.00	1,900.00	1,900.00
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	96.76	600.00	503.24
	TOTAL LIONS HALL:	616.76	13,540.00	12,923.24
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	0.00	671,700.00	671,700.00
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	0.00	170,100.00	170,100.00
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	638.00	638.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	0.00	2,500.00	2,500.00
	TOTAL GOVERNMENT REQUISITIONS:	0.00	844,938.00	844,938.00
ACCUMULATED SURPLUS				
ACCUMULATED SURPLUS	2-78-0000-910	0.00	95,033.00	95,033.00
	TOTAL ACCUMULATED SURPLUS:	0.00	95,033.00	95,033.00
	TOTAL EXPENDITURES:	480,516.43	8,096,296.00	7,615,779.57
	TOTAL REVENUE & EXPENSES:	397,951.64	4,728,101.00	5,126,052.64

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 31/01/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
CAPITAL FINANCES APPLIED (EXPENDITURES)				
ADMINISTRATION				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	0.00	5,000.00	5,000.00
	TOTAL ADMINISTRATION:	0.00	5,000.00	5,000.00
FIRE DEPARTMENT				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	0.00	96,600.00	96,600.00
FIRE VEHICLE ADDITIONS	8-23-0000-650	0.00	590,000.00	590,000.00
	TOTAL FIRE DEPARTMENT:	0.00	686,600.00	686,600.00
STREETS & ROADS				
S & R ENGINEERING STRUCTURES	8-32-0000-610	0.00	3,060,701.00	3,060,701.00
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	208,900.00	208,900.00
	TOTAL STREETS & ROADS:	0.00	3,269,601.00	3,269,601.00
AIRPORT				
AIRPORT ENGINEERING STRUCTURES	8-33-0000-610	0.00	540,000.00	540,000.00
	TOTAL AIRPORT:	0.00	540,000.00	540,000.00
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
CEMETERY				
CEMETERY ENGINEERING STRUCTURES	8-56-0000-610	0.00	25,000.00	25,000.00
	TOTAL CEMETERY:	0.00	25,000.00	25,000.00
RECREATION				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	15,000.00	15,000.00
RECREATION ARENA MACHINES & EQUIPMEN	8-72-0200-630	0.00	8,000.00	8,000.00
RECREATION CURLING RINK BUILDING	8-72-0400-620	0.00	10,000.00	10,000.00
RECREATION FOX LAKE PARK ENGINEERING	8-72-0700-610	0.00	28,400.00	28,400.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	0.00	103,000.00	103,000.00
	TOTAL RECREATION:	0.00	164,400.00	164,400.00
CULTURE				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
	TOTAL CULTURE:	0.00	10,000.00	10,000.00
	TOTAL CAPITAL FINANCES APPLIED:	0.00	4,728,101.00	4,728,101.00
	GRAND TOTAL OF ALL ACCOUNTS:	0.00	4,728,101.00	4,728,101.00
	REPORT TOTALS:	397,951.64	0.00	397,951.64-

*** End of Report ***

Date: February 14, 2023

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for January 2023 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 2023 Operating and Capital budgets approved by Council at the December 14, 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 January 31, 2023.

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

Communications

N/A

JANUARY 2023

BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2023 BUDGET Adopted Dec 13, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-4,099			-4,298,119			-4,294,020
DRAW FROM RESERVES	0			0	0		
REQUISITIONS	0	0			842,438		842,438
DOUBTFUL ACCTS			0		2,500		2,500
CONTINGENCY			0		0		0
			-4,099			-3,453,181	
COUNCIL	0			0			0
COUNCIL		12,592			151,150		138,558
			12,592			151,150	
GENERAL ADMINISTRATION	-2,493			-567,500			-565,007
ADMINISTRATION		154,355			987,637		833,282
CAPITAL - ELECTRONIC			151,862		5,000	420,137	0
							5,000
HANNA WAKE PROGRAM	0			-2,000			-2,000
STUDENT EXCHANGE		0			5,000		5,000
			0			3,000	
TAX RECOVERY PROPERTY	0			-2,080			-2,080
TAX RECOVERY PROPERTY		129			2,080		1,951
			129			0	
POLICE	0			-7,300			-7,300
POLICE		0			96,000		96,000
			0			88,700	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		0			6,350		6,350
			0			6,350	
FIRE	0			-826,861			-826,861
FIRE		7,337			285,840		278,503
CAPITAL - EQUIPMENT		0			17,600		17,600
CAPITAL - RADIO EQUIP		0			79,000		79,000
CAPITAL - RESCUE TRUCK		0			590,000		590,000
			7,337			145,579	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		867			13,400		12,533
			867			13,400	
BY-LAW ENFORCEMENT	-20,675			-23,400			-2,725
BYLAW		6,248			59,400		53,152
			-14,427			36,000	
DOG CONTROL	-2,795			-4,600			-1,805
ANIMAL CONTROL		1,484			12,900		11,416
			-1,311			8,300	

JANUARY 2023

BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2023 BUDGET Adopted Dec 13, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	0			-5,700			-5,700
PUBLIC WORKS		31,675			551,595		519,920
			31,675			545,895	
STREETS & ROADS	0			-3,700,441			-3,700,441
STREETS & ROADS CAPITAL	0			0			0
STREETS & ROADS		19,228			850,339		831,111
S & R - CAPITAL		0			3,060,701		3,060,701
S & R - CAPITAL GRADER		0			208,900		208,900
			19,228			210,599	
AIRPORT	-600			-466,970			-466,370
AIRPORT		3,396			32,740		29,344
AIRPORT CAPITAL		0			540,000		540,000
			2,796			105,770	
WATER							0
TREATMENT	-121			-1,246,400			-1,246,279
TREATMENT		0			895,000		895,000
LINES & DISTRIBUTION	0			0			0
LINES & DISTRIBUTION		13,056			304,700		291,644
CAPITAL - METER EQUIPMENT		0			27,500		27,500
			12,935			-19,200	
SANITARY SEWERS	-45			-307,600			-307,555
SEWERS		1,300			211,280		209,980
			1,255			-96,320	
GARBAGE	-17			-74,300			-74,283
GARBAGE		5,800			75,700		69,900
			5,783			1,400	
REGIONAL WASTE SYSTEM	-66			-353,900			-353,834
ANNUAL CONTRACT		83,639			353,800		270,161
			83,572			-100	
F.C.S.S.	-26,282			-96,398			-70,116
ADMINISTRATION		3,287			37,100		33,813
PROGRAMS		14,871			124,800		109,929
YOUTH CLUB SUPPORT		1,735		-30,334	20,400		18,665
VAN OPERATIONS		0			4,710		4,710
			-6,388			90,612	

JANUARY 2023

BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2023 BUDGET Adopted Dec 13, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-2,400			-16,800			-14,400
CEMETERY		1,264	-1,136		35,120	18,320	33,856
CEMETERY CAPITAL			0		25,000	0	
MUNICIPAL PLANNING COMM	0			0			0
MPC		0	0		500	500	500
COMMERCIAL OFFICE BUILDING	-6,000			-26,430			-20,430
OFFICE BUILDING		140	-5,860		26,330	-100	26,190
TOURISM	0			0			0
TOURISM		2,789	2,789		34,800	34,800	32,011
BUSINESS & COMMUNICATION	0			-5,000			-5,000
		33,655	33,655		177,430	172,430	143,775
VISITOR INFORMATION BOOTH	0			0			0
		341	341		19,040	19,040	18,699
SUBDIVISION	0			0			0
SUBDIVISION		0	0		0	0	0
RECREATION	-3,543			-253,820			-250,277
CS BOARD		0			3,500		3,500
RECREATION		10,341	6,798		176,780	-73,540	166,439
SWIMMING POOLS	-245			-93,900			-93,655
POOLS		1,071			241,276		240,205
CAPITAL - JO POOL HEATER		0	826		15,000	162,376	15,000
ARENA	-5,124			-75,200			-70,077
ARENA		43,371			306,156		262,785
ICE PLANT		56			29,800		
CAPITAL - FLOOR SCRUB		0			8,000		
			38,303			268,756	

JANUARY 2023

BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2023 BUDGET Adopted Dec 13, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PARKS SHOP	0			0			0
PARKS SHOP		117			20,086		19,969
			117			20,086	
CURLING RINK	0			-54,200			-54,200
CURLING RINK		912			68,580		67,668
ICE PLANT		56			29,800		
CAPITAL - WALL REPAIR		0			10,000		10,000
			968			54,180	
BALL DIAMONDS	0			-4,400			-4,400
BALL DIAMONDS		91			30,570		30,479
			91			26,170	
GOLF COURSE	0			0			0
GOLF COURSE		0			2,880		2,880
			0			2,880	
FOX LAKE PARK	0			-109,764			-109,764
FLP		0			103,280		103,280
CAPITAL - ELECTRICAL		0			28,400		28,400
			0			21,916	
PARKS	0			-25,000			-25,000
PARKS		11,522			284,900		273,378
CAPITAL - MOWER		0			28,000		28,000
CAPITAL - SKATEPARK		0			75,000		75,000
			11,522			362,900	
SUMMER YOUTH PROGRAM	0	358		-14,600	38,960		-14,600
			358			24,360	38,602
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0			0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		85			11,170		11,085
			85			11,170	
KING-HUNTER PIONEER PARK	-50			0			50
KING-HUNTER PIONEER PARK		55			30,760		30,705
			5			30,760	
SOCCER FIELDS	0			-2,100			-2,100
SOCCER FIELDS		19			10,500		10,481
			19			8,400	

JANUARY 2023

BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2023 BUDGET Adopted Dec 13, 2023	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
MUSEUM	0			0			0
MUSEUM		0			16,200		16,200
			0			16,200	
LIBRARY	0			-10,000			-10,000
LIBRARY		262			113,170		112,908
LIBRARY - CAPITAL - WATER DIVERSION		0			10,000		10,000
			262			113,170	
CENTENNIAL PLACE	-6,551			-79,208			-72,657
CENTENNIAL PLACE		9,652			176,566		166,914
CENTENNIAL PLACE CAPITAL		0			0		0
			3,101			97,358	
COMMUNITY CENTRE	-1,310			-37,672			-36,362
CENTRE		2,745			72,710		69,965
			1,435			35,038	
LIONS HALL	-150			-2,400			-2,250
LIONS HALL		617			13,540		12,923
			467			11,140	
RESERVES	0			0			0
		0			95,033		95,033
			0			95,033	
TOTAL REVENUE	-82,565			-12,824,397			-12,741,832
TOTAL EXPENDITURES		480,516			12,824,397		12,343,881
TOTAL SURPLUS (DEFICIT)			397,952			0	



Policy and/or Legislative Implications

N/A

Attachments

1. Community Services Board Meeting Minutes of January 30, 2023.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
COMMUNITY SERVICES BOARD MEETING
January 30, 2023**

Minutes of a meeting of the Community Services Board of the Town of Hanna held Monday, January 30, 2023 in the Town Council Chambers at 7:00 p.m.

Members Present:

Chairperson Nadine Wood
Cody Dale McNair
Councillor Vern Thuroo
Darlene Herzog
Sam Lockhart
Elaine Johnston
Deanna Derbyshire

Regrets:

Kalli Cooper

Administration Present:

CAO Kim Neill
Community Services Coordinator Michele Toews
Municipal Secretary Raelene Liddicoat

CALL TO ORDER

Chairperson Nadine Wood called the meeting to order at 7:00 p.m.

REVIEW AND ADOPTION OF AGENDA

MOTION: V.Thuroo – D.Herzog

That the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

MOTION: S.Lockhart – E.Johnston

That the Minutes be adopted as presented.

CARRIED

BUSINESS ARISING:

None.

CORRESPONDENCE

Thank you card from the Legion for the Grant money they received.

FINANCIAL REPORTS

MOTION: D.Herzog- E.Johnston

That the financial reports for November and December 2022 be accepted for information.

CARRIED

Directors Report – Kim Neill

- Everything is going well at the Arena. Had to replace a large hot water tank that services the dressing rooms at a cost of \$12,000 and a large electric motor on one of the two compressors in the ice plant was replaced at a cost of \$5,000.
- Crokicurl ice and the outdoor rink ice are open for business.
- The crew have been busy moving snow in the parking lots.
- Over the Christmas period the ice use is slower, so a number additional shinny and public skating times were added.
- The Town has signed an agreement with LiveBarn to livestream hockey games. It is a subscription service that people can subscribe to, and they then have access to watch the action in any arena that LiveBarn is installed in. Currently waiting on the installation, hoping by the end of February it will be up and going.
- The arena hosted an out-of-town hockey tournament on a weekend in December, with the teams also booking Centennial Place for the Music Room and Field House.
- Performing basic maintenance and waiting for Lacrosse to generate enough interest in their group. If they have enough interest the Town will need to purchase some lacrosse nets and paint the lines on the cement floor.
- Town Signage is in production, with the installs beginning the week of March 20 and hoping to be concluded by the end of March.
- Working with the Town engineering firm on the detailed design for the downtown redevelopment project and hoping to have that work completed and ready for tender in early May. Project is dependant on approval of the Coal Infrastructure Grant which is currently in development. The project is estimated to be approx. \$5-6 Million. In addition to the core infrastructure (water/sanitary and storm lines) the project includes new wider sidewalks, intersection bump outs, benches, trees, and lighting.
- Community Centre Grant was re-submitted. Doesn't score high on the environmental side. If not approved may need to look at upgrading that component with some energy saving measures such as solar panels on the roof, geo-thermal heat.
- The Town is undertaking a Land Use Bylaw review as the last Land Use Bylaw was developed in 2012 and it is a good practice to review and update every 10 years. The process started in September. Some significant changes to zoning with most of the changes to commercial properties. There will be an Open House on February 23 from 5:00-8:00pm at the Community Centre.
- Hanna Herald closing, everything will be digitally online. Looking at other advertising options as there are legal requirements to advertise certain things in print. Council could approve a new Advertising Bylaw which will allow the Town to use alternative methods of advertising.

- Bylaw Enforcement- The Town Contracted Tracy Raypold to provide municipal enforcement services effective January 1, 2023. The contract is part time (966 hours/year).
- Tracy will be taking the Community Peace Officer Training (11 week course) beginning on March 20th.
- Hanna Rodeo has moved their Rodeo dates up by one week in September; discussion with Rummage Sale Committee to move their sale by one week earlier, this will allow the ice to be installed a week earlier. Council to review and hear from both parties and can then make a decision on the date for the Fall Rummage Sale.

Community Services Coordinator Report: - Michele Toews

- Victim Services is now available in Hanna and Oyen. The Government started a zonal approach to be finalized by 2024. Brooks will cover Hanna and Oyen area. Looking for volunteer advocates.
- Attended the FCSS conference in late November and covered many topics, including mental health. The focus is on reducing barriers for residents to access Alberta Support Services.
- Attended the Provincial Meeting for ESS (Emergency Social Services). Annual gathering to share training, learnings from recent ESS activations.
- Skate with Santa went well, Santa was injured but he was ok.
- Kickboxing is well attended; classes are sold out. Pre-registration is required.
- Community Choir is successful, free to attend at Centennial Place.
- Centennial Place is getting very busy with programs, many that are FCSS sponsored.
- Drive Happiness 6 month data. Still only have 3 drivers, no increase since it started which shows the need for more volunteers. There have been 18 successful rides, will find out the breakdown of whether it's the same passenger or if there have been multiple passengers in the number of successful rides. Difficulty in getting drivers to volunteer for out of town appointments.

Council Report – Vern Thuroo

- Jan 17th Land Use Bylaws meeting, looking forward to Open House in February.
- Jan 25 Pace Canada LP Solar Project gave a presentation on leasing property next to the Airport. AUC not municipalities to decide if project will go ahead. Could potentially bring in \$250,00- 300,000 in tax revenue. Public consultations will be required in addition to several studies required by the AUC. Currently many pilots have raised concerns about the project and are working with the Developer to address their concerns. Project is currently being studied by ATCO to see how much power can be imported to the grid at the substations in Hanna. Anticipating somewhere between 13-35 megawatts of power can be accommodated at the substations.

Community Services Youth Club Report- Kalli Cooper

- In December the Youth Club showed the Grinch movie after Skate with Santa, it was well attended. January 20th was another movie night showing Lyle, Lyle Crocodile approx. 30 people attended.

- February 1st the Youth Club will be holding their AGM and regular meeting. Discussing upcoming events, new business.
- February 10th hosting rec night at Centennial Place.
- March 3rd Movie night and March 17th School Dance at the Community Centre
- Planning Teen Fair in September for students in Gr 7-12. Actively looking for volunteers to help with the Teen Fair and to create sub committees.
- Currently looking for a DJ for Youth Club Fair

ROUND TABLE DISCUSSION

- Question if LiveBarn also shows High School games. At this time, it is believed it is just in Arenas. The Highschool would have to agree to it.
- Curling Rink hosted Farmers Bonspiel; numbers were down from past bonspiels. Hanna Fire Fighters hosted the Alberta Fire Fighters curling bonspiel the following weekend which brought lots of attention and economic spinoffs to the Town.
- March 3rd & 4th Kevin Martin hosting a clinic, there is also a dinner.
- Positive feedback on the new path at Palliser, kick boxing classes and great cross country skiing paths at Antelope Provincial Park.
- Elaine spoke about her recent dog attack. Her dog is ok but was injured severely, she would like some good to come out of a bad situation. Spoke about supports for low income families to do dog training. Increase in dog tag licensing, maybe have an incentive to the dog owners if they get the training, they will get a break on their dog licence. Spoke that in another community when you got your first dog license you were given a sheet with the dog by laws and extra poop bags.
- Lion's Hall kitchen upgrade, still waiting for the experts to come to Hanna. They have re-scheduled with Mark Nikota multiple times.

NEXT MEETINGS DATES:

Monday March 27th at 7:00 p.m.

Monday May 15th at 7:00 p.m.

ADJOURNMENT

Chairperson Nadine Wood adjourned the meeting at 8:53 p.m.

Chairperson Nadine Wood

CAO Kim Neill

Date: February 14, 2023

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: February 14, 2023
To: Mayor & Council
From: Kim Neill
Chief Administrative Officer
Re: CAO Report – February 14, 2023 Council Meeting

1. Engineering Project Updates

Administration has been working with MPE on several Engineering Projects which are identified below:

- Downtown Redevelopment Project
 - Geotechnical Investigation: February 13th
 - Environmental Work: Phase 1 ESA: February 10th - Completed.
 - Design Basis Memorandum (with 30% drawings): February 21st
 - 60% Drawings: March 21st
 - 90% Drawings and Draft Specifications: April 27, 2023
 - 100% Drawings and Specifications: May 8, 2023
 - Tender: TBD (based on available funding)
 - Construction: TBD
- Palliser & Pioneer Trail Road Rehabilitation
 - Detailed proposal for preliminary and detail design engineering work included as Agenda Item 9.04
- Asset Management Project (FCM Grant Funded Project)
 - Building Condition Assessment – 7 buildings
 - Arena
 - Curling Rink
 - Outdoor Pool
 - Public Works Building
 - Town Office
 - Community Centre
 - Centennial Place
 - Structural and mechanical engineers did a site visit for the buildings in Nov. 2022.
 - Electrical site review will be undertaken in the next few weeks.
 - Goal for building assessments is to produce a long-range capital upgrade/lifecycle plan for the buildings.

- Infrastructure Management Plan Update
 - MPE to start this work soon .
- Airport Runway Lighting Project
 - MPE will produce a draft set of drawings to be reviewed by the Town and by the Flying Club. MPE to set up a meeting so both parties can discuss and provide feedback on the design.
- Pioneer Trail Bridge Replacement
 - MPE has submitted the application for STIP funding for this project.
 - Anticipate a decision on the grant application in April.

2. Community Centre Grant – Resubmittal

The application through the Green and Inclusive Building Grant for the Community Centre Renovation Project has been submitted.

3. Land Use Bylaw Review

Reminder of the Land Use Bylaw Open House on February 23rd at the Community Centre from 5:00 – 8:00 PM. The purpose of the Land Use Bylaw Open House is to share the proposed revisions to the Land Use Bylaw and allow planning staff and Administration to address any questions or concerns that are brought to our attention.

There is no requirement for Council members to be in attendance, but Council is encouraged to attend all or part of the open house to hear firsthand any comments from the residents in attendance. Following the Open house, a “what we heard” report will be developed and presented at first reading of the bylaw for council to see what residents’ concerns were and how/if they have been addressed.

4. Municipal Addressing Project

With the next generation of 911 going to be GIS based it is important to ensure that all municipal addressing is correct in the Palliser Regional Municipal Services GIS System. Administration has been working on reviewing all of the municipal addresses to make sure that the Civic addresses are consistent with the PRMS GIS. Lots of challenges especially with the areas that have developed outside the core limits of Town that are being worked on.

5. Summer Seasonal Staffing

Administration has reached out to all seasonal staff in preparation for the 2023 season. Most staff indicate their interest in coming back and the open positions have been advertised in the newspaper, on social media and on the Town website.

6. 2022 Audit

Representatives from Ascend (Endeavor) will be in the Office March 6th – 8th to complete the 2022 Financial Audit for the Town of Hanna.

Meetings Attended:

- MPE – Community Centre Renovation Grant Application – January 11th
- Canada Revenue Agency – Preliminary GST Audit Meeting – January 11th
- Business Hub – Economic Development Collaboration – January 17th & February 6th
- Ag Centre Meeting – Reimagine Architecture – January 17th
- LUB Review – Council and MPC – PRMS – January 17th
- MPE – Engineering Project Updates – January 18th 31st & February 14th
- Special Areas Board – Intermunicipal Collaboration Framework – January 19th
- Live Barn – January 20th
- Council Info – January 25th
- CSB Meeting – January 30th
- Municipal Addressing Review – February 1st
- Town of Wake – Dagashi Make the World Smile Program – February 2nd
- Business Hub Temporary Transition Plan – February 3rd
- Lynks – 2023 VIC Operation – February 8th

Upcoming Events:

- Rural Health Professional Action Plan – Housing Webinar – February 16th
- Library Chair Meeting – February 16th
- Business Hub – Economic Development Collaboration – February 21st & March 7th
- Council Info – January 25th
- 2023 Hazard Season Outlook – February 23rd
- LUB Open House – February 23rd
- MPE – Engineering Project Updates – February 28th & March 14th

FEBRUARY COUNCIL REPORT

KEVIN OLSEN – COMMUNITY SERVICES FOREMAN

Arena

- Floor scrubber was ordered and received; this item was approved in the 2023 budget.
- The electric motor that runs compressor #1 in the ice plant shorted out. Compressor #2 carried the load for the week, and no scheduled activity at the curling rink helped make that possible.
 - o The ice temps increased by 3-4 degrees but no change for the users
 - o Dan Frey came and changed out the motor the following week.
- The arena was busy throughout January weekends.
 - o First weekend in February is Mites tourney
 - o Second weekend is Cowboys Tourney
 - o Third weekend is last weekend of regular season, then playoffs start.
- Maintaining outdoor rink, crokicurl and the HKH park pathway.

Parks / Cemetery

- Ordered a Toro gas mower from Checker'd Flag Sports, this was approved in the 2023 budget and is expected to be delivered by the end of April.

Centennial Place

- The bounce house at Centennial Place was inspected and permitted on February 1st.

Park Shop

- The lights have been upgraded in the park shop

Lions Hall

- Ordered the flooring for the Lions Hall, the staff will do the install at the end of March

Other

- The fleet is being serviced by Hanna Chrysler and All Season Motorsports this year as HMP was too busy to accommodate us.

Youth Club

Upcoming Youth Club Events:

March 3rd – Movie Night – showing Strange World

March 17th – Youth Dance

April 5th – AGM

Babysitter's Safety Course – dates TBD

FCSS Regional Meeting

Attended our East Central regional meeting. Meetings provide training and updates around requirements for our annual reports and outcome measurements. They also give us the opportunity to identify trends across the regions and give feedback for our regional representatives to take back to the FCSSAA Provincial Board to inform their advocacy work with the provincial government. Key issues being seen in communities across the region include rural homelessness, food insecurity, access to addiction and mental health supports, and transportation.

2023 Alberta Provincial Housing and Service Needs Estimation Survey

Lynks was successful in their application for Hanna to participate in a housing survey being run by the Rural Development Network. Currently they are recruiting partner agencies in the community who are willing to offer the surveys. The Town of Hanna will be an active partner. During the month of March both an online and paper survey will be available for local area residents to share about their housing status. The goal is to collect data on local experience with housing needs to have a better understanding of the scope of issues.

DAGASHI to Exchange Smiles

Our sister town Wake, Japan reached out to us for a partnership opportunity. A local company produces DAGASHI, which are small Japanese candies. They have a special day in March where they exchange these candies with family and friends to spread joy. They have a desire to spread this happiness as far as they can and are looking for international partners. Because of our existing relationship they wanted to partner with us as their first Canadian location. They will be sending us their DAGASHI candies along with a video explaining the meaning behind sharing them and want us to create an opportunity for children to select some Japanese candy to try and to share. We are in the beginning stages of working on partnering with the school and possibly other organizations

in the community to set up an event for our local children. We look forward to continuing to partner with Wake in sharing our cultures in unique ways.

Spring Registration Fair

The Spring Registration Fair is scheduled to take place on Tuesday, March 7th at the Community Centre from 5:30-7:00pm. We encourage groups to consider signing up to have a table. This popular event is a great opportunity to promote your organization, take registrations or enlist new members! Even if your group doesn't require formal registration, it is a great place to share what you are all about! You can promote upcoming events, recruit volunteers, and share donation opportunities. Sign up by calling the Town Office.

Drive Happiness

Drive Happiness statistics for January 2023:

New Drivers – 0

New Riders – 3

Total Rides Completed – 7

 Delivery – 4

 Medical – 2

 Personal – 1

Rides Cancelled by Rider – 0

Rides Cancelled by Driver – 2

No Driver Available for Request - 3

Report to Council

Date: Feb 14, 2023

Submitted by: Laurie Armstrong, Director of Business & Communication

- Telus VOIP transition project has finally moved forward. Phones were installed in all locations without incident or downtime. Now we are working our way through the process of call routing, voicemail, after hours emergency and more.
- Updated snow removal information as requested.
- I have received the information I need in order to add table and chair rental information to the website. This is now on my radar.
- Have been doing the training on FinnlySport facility booking software to support Raelene. I've been setting up the financial aspects and web versions.
- Completed the Jan 2023 edition of the Newsletter.
- Collected swag items and Nickelback t-shirts as giveaways for the Alberta Firefighters Curling Championship.
- Worked with Mr. Al Coates to prepare some concept images of our entrance signs.
- Public Wi-Fi has been installed in the Lions Hall. It has been requested by people looking to book the facility for training. Also added an additional access point in the arena to provide connectivity for the referee room.
- A date has been confirmed for LiveBarn installation. Preliminary training has been conducted.
- With the announcement that the Hanna Herald will no longer be producing a print publication, I've been talking with print media providers who serve the area or who have expressed interest in our business. I'm working on options that I will bring forward to Council at a later date.
- **Please remember that Council photo retakes will be held Mar 14 starting at 5:00pm. Individual portraits will be taken of every member of council with the group photo at 5:45 pm, here in the office.**

COUNCIL REPORT

DATE: February 14, 2023

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the January 10, 2023 Council meeting, the public works department has been busy with the following items:
 - Water & Sewer
 - Door knockers were hung on properties with delinquent water accounts.
 - The crew had to repair a leaking curbstop on 1st Ave west.
 - Repaired a cracked water main on 5th Street West on February 5th.
 - Repaired a collapsed sewer service on 5th Ave West February 6th.
 - We had to replace two frozen meters with broken burst plates.
 - Working on annual water reports as they need to be filed by the end of February.
 - Road Maintenance
 - We continue to do snow removal this month trying to keep up with the weather.
 - With the crazy weather this month we have gone from hauling snow to opening catch basins as the sun is melting the snow, to sanding because of the freezing rain.
 - 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.
 - We plow and maintain the tarmac and walkways of snow to make sure that the air ambulance can land as needed.
 - Cemetery
 - There were two columbarium burials this month.
 - General
 - The new boiler controls were installed at the public works complex, they are controlling the boilers correctly so hopefully we see a difference in the bill.

Date: February 14, 2023

Agenda Item No: 9.01

Hanna Farmers Market Committee – Subsidized Rental Request

Recommended Motion

That Council authorize Administration to enter into a rental agreement with the Hanna Farmers' Market Committee for the use of the Hanna Curling Rink and concession to host a weekly Farmers' Market at a subsidized rate of \$344.25/day plus GST when using the concession and \$246.50/day plus GST without the concession.

Background

For the years 2019 - 2022 the Hanna Farmers Market Committee have held their weekly markets in the Curling Rink receiving a subsidized rental rate from the beginning of June to the end of September.

The current 2023 (will be under review by the Community Service Board) approved facility rates for the Curling Rink are listed below:

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

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

Curling Rink – Including Concession:

2019	\$271.35 plus GST/day (33% discount)
2020	\$303.75 plus GST/day (25% discount)
2021	\$324.00 plus GST/Day (20% discount)
2022	\$324.00 plus GST/Day (20% discount)

Curling Rink – No Concession:

\$194.30 plus GST/day (33% discount)
\$217.50 plus GST/day (25% discount)
\$232.00 plus GST/Day (20% discount)
\$232.00 plus GST/Day (20% discount)



The Hanna Farmers' Market Committee is requesting that Council provide a subsidy in the same amount or less for the rental of the Curling Rink and concession for their weekly markets for the 2023 season.

Since the Farmers Market began renting the Curling Rink in 2019 and requesting a subsidized rate the goal of Administration has been to decrease the subsidy annually with the goal of eventually having the Farmers Market pay the approved facility rate. This was occurring until the 2022 season where Council supported the same level of subsidization (20%) as was approved in 2021.

Administration is recommending that the plan to reduce the subsidy be reinstated and is recommending that the subsidy for 2023 be reduced to 15% which would mean the rental rate for the Farmers Markets would increase to \$344.25/day plus GST (an increase of \$20.25/day) when using the concession and \$246.50/day plus GST (an increase of \$14.50/day) without the concession.

To be clear this recommendation does not meet the request from the Farmers' Market Committee but continues to bring the subsidy down with the goal to having the facility rented at the approved rates with no subsidy. The Town does provide subsidized rates to other non-profit organizations who are using Town facilities on a regular basis or providing a large one-time event that brings visitors to our community. Examples of this include the lease agreement with the Hanna Curling Club (33% subsidy) and the Hanna Indoor Pro Rodeo Committee (25% subsidy) for their rental of the arena for their annual rodeo.

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

- The facility is available for those days. Based on previous years use of the facility the curling rink floor surface is underutilized and it is anticipated would not see any or minimal bookings during that time.
- The rates approved in the Community Services Rental Policy for the curling rink were approved with the focus more towards one-day rental basis, not a one day/week rental for a period of 17 weeks.
- By accepting Administration's recommendation, the Town would see total revenue from this user group for the 17 weeks of \$4,190.50 versus the \$3,944.00 (assuming no concession use) received if the rates are left increased as per the recommendation. The recommended increase brings the rental rate closer to the approved rental rates for the facility with a goal of reaching the regular rate in three more years.



- If the Town is not prepared to subsidize the rate for the facility it is anticipated that the Committee may look elsewhere, and this revenue stream may be lost to the Town. Administration is also concerned that the Committee may not be able to find an alternative facility and in this case the market may choose to terminate.

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A

Attachments

1. Letter from Roberta Rehill, Hanna Farmers Market Committee, dated February 6, 2023
2. Hanna Farmers Market – Profit – Loss Statement October 2021 to September 2022

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



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

February 6, 2023

Town of Hanna
Box 430
Hanna, AB
T0J 1P0

Att: Kim Niell

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

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

Over the last three years we have paid you 4 to 5 thousand dollars a year – this building is not used through the summer so it is a great benefit to you that we rent it. We cut back last year to see if we could make a profit and got complains that we were too short of a season. All we have asked in form of maintenance is that you empty the garbage once a week – other than that we have looked after the housekeeping. So the cost to you is not high. We hope to run the full season this year.

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

Thank you

Roberta Rehill
Hanna Agricultural Society Liaison to the Farmers Market.
Melissa Ray / Market Manager

**Hanna Farmers Market
Profit and Loss
Oct 2021 to Sept 2022**

Income

Table Rent	\$ 5,065.00	
		<u>\$ 5,065.00</u>

Expense

Memberships & Permits	\$ 250.00	
Advertising	\$ 65.48	
Office Expense	\$ 115.00	
Supplies	\$ 295.90	
Bank Charges	\$ 104.45	
Bldg Rental	\$ 3,398.00	
Manager Fees	\$ 1,900.00	
		<u>\$ 6,128.83</u>

Profit or Loss

-\$ 1,063.83

Date: February 14, 2023

Agenda Item No: 9.02

2023 Fall Rummage Sale Date

Recommended Motion

Council has the following options as a recommended motion:

1. Table a decision to a later date to allow Council additional time to debate the best decision and have Administration gather any additional information Council requires prior to making a decision.
2. Confirm the traditional date (September 30 in 2023) for the Rummage Sale in the arena and inform Hanna Minor Hockey Association that the anticipated ice availability will be October 7th.
3. Inform the Hospital Auxiliary that the arena will not be available the date of September 30th and request that they choose an alternative date or stay with the original date of September 30th with access only to the Curling Rink.

Background

Administration discussed with Council at the January 25, 2023, Council Information Meeting the opportunity to install the ice for the 2023/24 ice season one week earlier than normal which has been something that Hanna Minor Hockey has been requesting for several years. The Hanna Indoor Pro Rodeo Association has confirmed the 2023 date of their rodeo for the September 15th – 16th weekend which is the same weekend as 2022 but earlier than previous years when they were scheduled annually for the last weekend in September. As a result, Administration saw this change of date as an opportunity to investigate the possibility of moving the fall rummage sale date up a week thus allowing the ice season to begin 1 week earlier than usual.

With the start of minor hockey in the province occurring earlier in the fall (mid September) Hanna Minor Hockey has had to start training for their season in Drumheller and other communities where they were able to access ice time since the ice had not been installed in Hanna due to the timing of the Hanna Indoor Pro Rodeo and the annual fall rummage sale.

The Association has requested earlier start times in Hanna for several years to reduce the cost and time of driving to other communities for try-outs and practices. In addition to the inconvenience for the parents when these trips are being made to Drumheller it often sees



the parents shopping in Drumheller whereas they may have spent those same funds at our local Hanna businesses.

In the past, previous Councils have determined that even though it was not ideal for the ice users the Hanna Indoor Pro Rodeo and the fall Rummage Sale were important community events and were not prepared to request that those associations change their dates. This year with the Rodeo moving up to mid September Administration reached out to the Hospital Auxiliary Chair in November of 2022 to see if they would be willing to move their fall rummage sale date up to September 23rd versus September 30th. The Hospital Auxiliary Chair has indicated that they do not want to move their date up as a significant number of their patrons receive support payments at the end of the month and if the date is moved up a week these patrons may not have funds to spend at the rummage sale. Recently the Rummage Sale Chair has requested a signed rental agreement which includes the date of September 30th as the fall date for the rummage sale. If this date is agreed to it means that the ice for the season will not be ready until October 7th whereas if the fall rummage sale moved to September 23rd the ice season could begin on September 30th.

Administration realizes that we are only talking about gaining 1 extra week for the minor hockey association start in Hanna by moving the fall rummage sale date to September 23rd from the preferred date of September 30th but both organizations are important to the Town of Hanna and to the community and Administration wants to reduce or eliminate hard feelings from either organization who have differing opinions on this issue.

Following the discussion at the January 25th Council Information Meeting Administration has invited representatives from both organizations to speak with Council about the importance of their dates and answer any questions Council may have.

Options:

1. Table a decision to a later date to allow Council additional time to debate the best decision and have Administration gather any additional information Council requires prior to making a decision.
2. Confirm the traditional date (September 30 in 2023) for the Rummage Sale in the arena and inform Hanna Minor Hockey Association that the anticipated ice availability will be October 7th.
3. Inform the Hospital Auxiliary that arena will not be available the date of September 30th and request that they choose an alternative date or stay with the original date of September 30th with access only to the Curling Rink.

Date: February 14, 2023

Agenda Item No: 9.03

Town of Hanna Entrance Sign Donation

Recommended Motion

That Council approve the donation of one Town of Hanna Entrance sign to the Calgary Flames Alumni as a 70th Birthday gift for Lanny McDonald.

Background

Administration was approached by Calgary Flames Former General Manager Al Coates on the possibility of the Town of Hanna providing a photo of the Town of Hanna Entrance sign photoshopped with the Home of Lanny McDonald on it. Administration has informed Mr. Coates that the Town is in the process of replacing the Town of Hanna Entrance Signage and inquired if they would have interest in receiving an actual sign. Mr. Coates thought that would be an excellent gift the Flames Alumni could provide to Lanny for his 70th Birthday and felt that he would love it and that it would probably reside at Lanny's restaurant in Montana.

Administration discussed with Council at the January 25, 2023, Council Information Meeting this request and consensus was that the donation of a Town of Hanna Entrance Sign to Lanny McDonald would be a great opportunity to recognize Lanny for his great career and for being the excellent ambassador he is for the game of hockey. It was also felt that if placed at his Restaurant it would be excellent exposure for the Town of Hanna.

As Council is aware the Town of Hanna has three entrance signs which are scheduled to be replaced the week of March 20th. As part of the installation the existing signs will be removed. There has been no discussion or decision on what will happen with the existing signs once they are removed but Administration believes one sign should be donated to the Museum thus leaving two signs available of which one could be donated as requested.

The Calgary Flames Alumni would be responsible for any freight costs.

Kim Neill

From: Al Coates
Sent: January 23, 2023 3:46 PM
To: Kim Neill
Cc: Colin Patterson
Subject: Town sign

Kim, thank you so much for taking my call and to Bonnie as well ! By way of introduction my name is Al Coates I was fortunate enough to be part of the '89 Stanley Cup group here in Calgary; there are still a number of players and management people like myself who still live here and recount the memories.

In any case as mentioned it is Lanny's Big 70 coming up in a few weeks and we as a group have been looking for something special to give to him as a combined gift. One thought was a sign of Hanna and adding his name underneath "Home of Lanny McDonald" and presenting it to him.

As luck might have it you mentioned that these three signs in Hanna will be changed out in the next couple of months, we know as a group that he would be thrilled to have one ! If you would kindly let me know how to make this happen if possible, we would all appreciate it.

I will wait for Laurie Armstrong to call me re: some possible graphics, something that we could present.

Thanks in advance for your assistance -

Sincerely,

Al

Date: February 14, 2023

Agenda Item No: 9.04

2023 Operating Budget Amendment – Preliminary - Detailed Design – Palliser and Pioneer Trail Road Rehabilitation Project

Recommended Motion

That Council amends the 2023 Operating Budget to include the amount of \$142,300 to complete the preliminary and detailed design engineering work required for the Palliser and Pioneer Trail Road Rehabilitation Project with the funds derived from accumulated surplus.

Background

With both Palliser Trail and Pioneer Trail roadways deteriorating as a result of age and the increased volume of heavy truck traffic Administration has been working with MPE on options of potential upgrades for these roadways including estimated costs and timelines. Administration would like to take the first step towards the road rehabilitation of both roadways by having MPE complete a preliminary and detail design for these roads which will provide more accurate cost estimates and have the project ready for tender when Council approves a funding source.

From their initial visual inspection MPE representatives have indicated that in all cases, the existing condition of the pavement to be rehabilitated is considered very poor, and programming constraints that delay rehabilitation should be avoided. The pavement surfaces are at a tipping point such that additional delay may serve to push the need from rehabilitation into complete reconstruction. The extent of failures implies subgrade weakness as a primary contributor to the pavement condition. This may be exacerbated by poor drainage and under-designed pavement structures, but ultimately it is clear that the Town's access roads are underperforming in consideration of the traffic volumes and distribution.

Upon cursory review, MPE has developed the following potential options for the roadways on Pioneer Trail from South Municipal Road to CN Reservoir Bridge and Palliser Trail from the west entrance to Fox Lake Trail.

- Simple overlay - \$1.4 Million



- Mill, crack fill and overlay - \$2.0 Million
- Pavement design, milling, crack filling and overly - \$2.7 Million
- Complete reconstruction - \$4.0 Million

Budget is requested at this time only includes the Design phases. This work will complete a shovel ready project and an additional budget will be sought once the Town moves into tendering and construction phases. Based on the current condition of Pallier Trail and Pioneer Trail, it is not recommended to delay rehabilitation work beyond 2024 – the anticipated rate of pavement deterioration would suggest considerable risk of requiring more extensive reconstruction work as a result of increased delays. Administration would like approval of Council for funding in the amount of \$142,300 to complete both Preliminary and Detailed Design work for this project.

Preliminary Work Includes:

- Obtain and review previous documents and reports (existing pavement details, bridge records, traffic volume reports, previous design drawings, etc.).
- Identify stakeholders and develop an appropriate communication protocol.
- Develop a Traffic Accommodation Strategy for use during design activity.
- Identify Land, permitting, and utility issues.
- Obtain legal base and high-definition LiDAR information.
- Contact outside stakeholders (Utilities, Alberta Transportation, Alberta Environment) and download their information into the project base as applicable.
- Complete a site investigation with Town Representatives and MPE's Project Manager (Cory Taylor) and Resident Inspector (Darrell Berlando). The following will be assessed:
 - Overview of road failures to establish solution options.
 - Cursory overview of surrounding drainage.
- Complete and submit a Preliminary Design Basis Memorandum (DBM) with all the information required by the Town to select an option, or options, for further investigation.
- Budget is requested at this time to the end of the Preliminary Design phase. This work will set the scope for the remaining Engineering work and Construction and an additional budget will be sought once the Town has chosen their preferred option. Based on this limited scope of work, we propose the following:

Assuming Option 3, the following provides a cursory scope of work for the remaining phases. Note that this may change upon completion of the Preliminary Design.



Detailed Design Work Includes:

- Pavement Design once ground conditions permit testing (~mid-June). Note this is out of sequence work to expedite final completion of the design:
 - FWD testing, road coring, and traffic count to determine/confirm design inputs,
 - Structural Pavement design in accordance with Alberta Transportation Guidelines,
 - Modification of any affected, previously produced plans.
- Complete the detailed design including IFC drawings, cross sections, and subsequent details and specifications. Final design requirements will depend on the findings and recommendations from the investigations completed during Preliminary Design, but it is assumed that 3 pages of Separate Drawings will be required for the roadway only, and no additional drawings (such as bridge modifications) are required.
- Complete a desktop environmental evaluation as required by project particulars.
- Complete a detailed cost estimate.
- Complete a draft set of Tender Documents including drawings and specifications.
- Obtain utility crossing and/or proximity agreements on behalf of the Contractor, if required.
- Obtain regulatory permits, such as Navigable Waters/DFO, Environmental/Historical Resources approvals (as required).
- Complete a coordination meeting with the Town and any other stakeholders to present the scope of work and schedule.
- Submit tender drawings and specifications for review.
- Prepare stamped and sealed IFT and IFC drawings and specifications for the project.

Engineering Fees – Option 3 (Preliminary and Detailed Design only) COST

- Project Coordination and Management \$ 19,500
- Preliminary Design \$ 10,000
- Detailed Design \$ 112,800
- Sub-TOTAL (excl. GST) \$142,300

Based on recent discussions (January 2023) with Administration the anticipated schedule of the work involves winter 2023 tendering with construction in summer 2024. This schedule, with construction moved into 2024, aligns Option 2 and Option 3 from earlier in the development process.



Project Award and Startup	March 1, 2023
Detailed Design, including Pavement Design	March – September 2023
Tender	January/February 2024
Construction	June – October 2024

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. MPE Engineering Pioneer and Palliser Trail Road Rehabilitation Proposal dated, February 9, 2023.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Town of Hanna
302 – 2 Avenue West
Hanna, Alberta
T0J 1P0

February 9, 2023
submission via email: kneill@hanna.ca

Attention: Mr. Kim Neill
Chief Administrative Officer

Dear Mr. Neill:

Re: Request for Proposal
Highway 9 – Palliser Trail and Pioneer Trail Road Upgrades

We are pleased to submit the following revised proposal for professional engineering services for the Town of Hanna (Town) *Highway 9 – Palliser Trail and Pioneer Trail Road Upgrades*. We understand the Town does not have defined budget, and **we will work hard to allocate the Town's funds efficiently and towards a viable and sustainable solution.**

MPE conducted a field investigation in November 2022 to better understand the scope of work required to best improve the access points to the Town from Highway 9. The Town has indicated that severe pavement deterioration has occurred at both the west access (Palliser Trail) and the east access (Pioneer Trail). The following additional information was collected from our site visit.

Palliser Trail

- The intersection with Highway 9 occurs midway through a large radius curve. The intersection is a modified Type IV intersection.
- The intersection is very close to the adjacent intersection with South Municipal Road (~40 m), which could result in conflicts between the two intersections during peak traffic events.
- The width of Palliser Trail is ~13.3 m (minimum) up to South Municipal Road.
- Palliser Trail has extensive cracking in all four-wheel paths between the highway and the intersection with Railway Avenue (~460 m). Road width through this section is sufficient for an overlay without resulting in width issues, as measurements indicate an average of more than 11 m (north of South Municipal Road).
- Palliser Trail transitions to an urban cross section with curb and gutter at the old railway right-of-way (ROW) (~380 m north of the highway). There is a pavement transition at this location, with improved, but still deficient conditions continuing to north.
- Pavement conditions improve again at the intersection with Railway Avenue, with only moderate evidence of crack and failure repairs further to the north (~460 m north of the highway).
- Isolated cracking continues north to Fox Trail. Rehabilitation of this pavement should include a full mill rather than just edge milling that may have otherwise been considered. Evaluation of the cracks prior to inlay may suggest minor pre-treatment repairs.

Pioneer Trail

- The southmost section of Pioneer Trail was rehabilitated in 2020 and is in better shape than the adjacent connection to Highway 9.
- The intersection with Highway 9 includes right turn acceleration/deceleration tapers, and left turn acceleration/deceleration lanes, and is assumed to be a modified Type IV intersection.

- Pioneer Trail intersects South Municipal Road approximately 400 m to the north. The recent overlay ends at the south ROW boundary of South Municipal Road. The width of Pioneer Trail along this stretch is 8.8 m.
- Pavement condition of the recently overlaid section is good.
- South Municipal Road ends at the intersection with Pioneer Trail with a simple access to the adjacent field aligned with the Road on the east side.
- Pioneer Trail north of South Municipal Road is heavily degraded, showing significant failures in the form of alligator cracking, wheel path rutting and wheel path cracking, surface degradation, and considerable evidence of previous crack and surface repairs.
- Pioneer Trail crosses a permanent water body 1.2 km north of Highway 9, which includes short segments of approach W-beam guardrail in all 4 quadrants, and a wood rail on steel post barrier serving as protection over the bridge surface itself. The bridge surface is assumed to be concrete with asphalt surfacing; however, it is not weathering well and shows significant deterioration.
- Road width between South Municipal Road and the bridge is 8.8 m. Road width north of the bridge is 8.9 m. Maximum road width on the bridge, from concrete to concrete, is 9.3 m. As such, the bridge itself is not causing a bottleneck for travelers.
- Pavement condition is improved at the south boundary of the old rail crossing south of Railway Avenue, 1.3 km north of Highway 9, and the road transitions to an urban cross section with curb and gutter at the north boundary of the old railway ROW.
- Surface conditions from Railway Avenue to the north are suitable for preserving through regular maintenance for the short term. Evidence of isolated failures and cracking are present, but not in need of imminent repair unless the Town wishes to include this section as a means of achieving better economies of scale.

Preliminary Approach

It is understood that the Town does not yet have budget allocated to complete this project; the intent of this analysis is to assist the Town in determining the level of restoration required. MPE provides herein a range of options for the Town's consideration for rehabilitation scope. Once the Town budget is assigned, a specific plan catering to this budget will be fully developed.

In all cases, the existing condition of the pavement to be rehabilitated is considered very poor, and programming constraints that delay rehabilitation should be avoided. The pavement surfaces are at a tipping point such that additional delay may serve to push the need from rehabilitation into complete reconstruction. The extent of failures implies subgrade weakness as a primary contributor to the pavement condition. This may be exacerbated by poor drainage and under-designed pavement structures, but ultimately it is clear that the Town's access roads are underperforming in consideration of the traffic volumes and distribution.

Upon cursory review, MPE has developed following potential options. The costs provided are Class D (order-of-magnitude for the purposes of comparing options) and will need to be refined during preliminary and detailed designs.

Option 1 – Overlay Only

- Option 1 involves overlaying the existing road without repairs to achieve a 2-3 year performance improvement. After this, a full reconstruction program would likely be required as this option does not address any underlying pavement strength issues.
- Either with or without a preliminary milling, a thick asphalt lift is placed on the critical locations to provide minimum travel standard for a short period. MPE does not recommend this option, and it is included only for budgetary reference. However, the Town may consider it a viable interim option, suitable to start a longer-term rehabilitation strategy.
- Construction of an 80 mm asphalt overlay with little to no other work associated should take 3-4 days and is estimated to cost **\$0.8M including engineering**.
- Extension of Palliser Trail to 2 Avenue requires **\$0.9M**, and extension to Fox Trail requires **\$1.4M**, both including engineering. Additional time for construction on Palliser Trail would also be required.

Option 2 – Milling, Crack Repairs, Overlay

- Scope would include milling 50-60 mm along 480 m of Palliser Trail and 980 m of Pioneer Trail, completing crack and failure repairs, then overlaying with 100 mm of new Asphalt.
- Advantages of Option 2 are:
 - Expedience, as this option can be implemented quickly, providing the Town with better costing with early season construction,
 - Provide some protection on the remaining infrastructure value immediately.
- A disadvantage of Option 2 is the reduced confidence in the rehabilitation treatment that may increase life cycle costs. Should Option 2 proceed, we suggest that the Town should follow this project up with a more detailed pavement review for planning purposes with the intent of another overlay in the medium term (5-10 years).
- Due to the lack of design confidence, MPE would not recommend this as a preferred option. However, we acknowledge that this option would be relatively quick to implement, which could provide the Town with some time to explore optimal permanent options.
- Construction cost of this option is relatively easy to forecast as few design components would affect the project cost, and is estimated at **\$1.1M including engineering**. Duration of the construction work is estimated at five days strictly for milling and asphalt overlay work. This would likely be scheduled by the Contractor anytime between July and early October.
- Pending budgetary allowance, this treatment can be scaled up or down to maximize the benefit of a surplus or shortfall in funding.
- Extension of Palliser Trail to 2 Avenue requires **\$1.3M**, and extension to Fox Trail requires **\$2.0M**, both including engineering. Additional time for construction on Palliser Trail would also be required.

Option 3 – Pavement Design, Milling, Crack Repairs, Overlay

- Scope is equivalent to Option 2, with an added step during engineering to perform a detailed pavement assessment and design. Pavement testing and evaluation would be completed for the Town commencing mid-late June 2023, followed by a full pavement design utilizing a DARWin-ME type software, detailing the desired structure and resulting rehabilitation. This design may have to occur after or concurrent with the tendering period.

- An advantage of Option 3 over Option 2 is confidence in the recommended design. The additional design phase work will ensure that the Town receives a suitable finished product, which is optimized to reduce the total life cycle cost.
- Disadvantages of Option 3 are planning, budgeting and schedule uncertainty. This could extend the schedule into 2024 allowing an extra year of deterioration on the current infrastructure. There is also additional uncertainty in the final design adding challenges to remain within a planned budget.
- MPE would recommend this as a preferred option.
- This option assumes there is a sufficient residual pavement value allowing for rehabilitation as the preferred option, as opposed to a full reconstruction. This would be confirmed through the pavement design process.
- Both construction and engineering costs are much more volatile due to the increased uncertainty in scope. A reasonable program budget to carry for this option is **\$1.5M including engineering.**
- If budget shortfall or surplus suggest alternative project limits, additional planning should be included in the engineering design phase to allow for the change later in the project cycle. This may result in minor throwaway engineering costs however is not a risk factor for scheduling.
- Due to the late season pavement design, and the tendering and mobilization schedule requirements, there is some risk that a 2023 construction completion may not be obtainable. This can be mitigated through Contract Provisions; however, there are often schedule conflicts for the construction industry as the season draws to a close. It should be anticipated that construction would take approximately seven days, and likely not commence until September.
- Extension of Palliser Trail to 2 Avenue requires **\$1.7M**, and extension to Fox Trail requires **\$2.7M**, both including engineering. Additional time for construction on Palliser Trail would also be required.

None of the preceding options include an opportunity for evaluation of drainage features or other peripheral improvements. This work could be added if required by the Town at a generally favorable cost compared to performing them outside of a larger contact. If it is determined during design that the roadway requires full reconstruction, the associated costs would be included in the design work prior to paving.

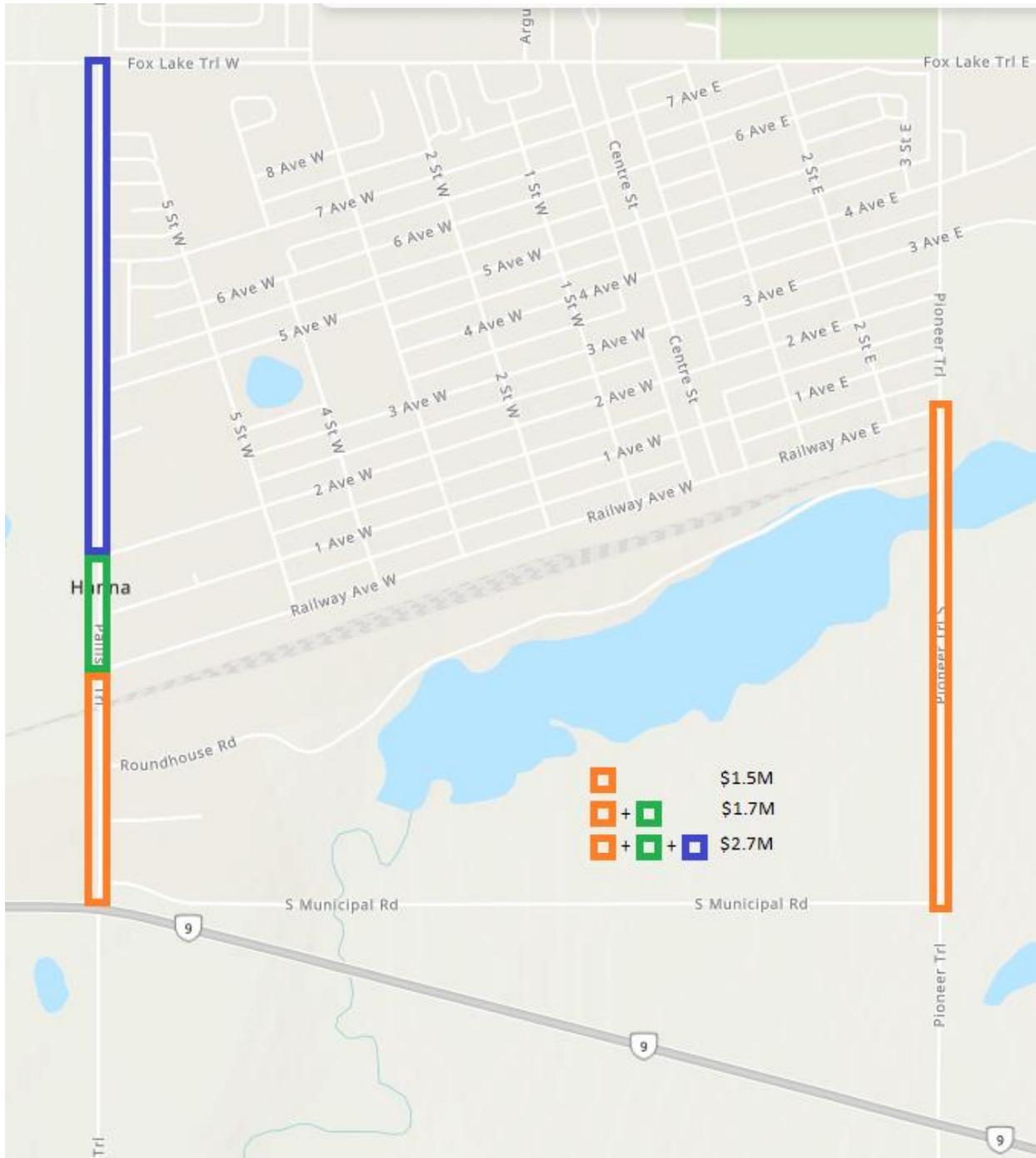
Option 4 – Complete Reconstruction

- Option 4 involves complete reconstruction of Palliser Trail and Pioneer Trail, over the same project limits as the other options. Reconstruction would include excavation of the old road surfaces for reclamation or disposal, shaping and preparing the road grade and adjacent connections, and construction of a new pavement structure including aggregate and asphalt surface, to accommodate traffic volumes anticipated over a 20 year expected project life.
- Increasing the project footprint would not necessarily mean adding additional reconstruction area - additional project areas could be added as overlay only for example, allowing great freedom for the Town in budget utilization.
- Advantages of Option 4 are:
 - Increased opportunity for grading work, improving both geometry and drainage function of the roadways,
 - Optimized pavement costs leading to minimum life cycle costs for the Town moving forward,

- Sufficient opportunity to complete additional related work minimizing long-term disruption and inconvenience to Town's residents.
- Disadvantages of Option 4 include:
 - Increased schedule risk,
 - The largest cost of the presented options,
 - The longest construction duration with most impact and inconvenience to the public.
 - There are also project risks introduced associated with land acquisition and utility conflicts compared to the other options.
- Coordination with Alberta Transportation would be required if the project footprint extends into the Highway 9 ROW. This could be considered an advantage and disadvantage. The AT process can slow things down considerably for the Town while also potentially serving as a source of additional funding for the work.
- Construction cost of this option is affected by the actual project scope, schedule requirements, and peripheral constraints such as impacts on lighting and overhead power, underground utilities, and wetland considerations. With a general understanding of the project requirements, a baseline project cost of **\$2.5M including engineering** is reasonable. Duration of the construction work is estimated at four to five weeks, which is not likely to occur consecutively. Given that the intent of this option is reconstruction, a carryover of work into 2024 is not detrimental except from Town budgeting and user nuisance perspectives.
- With the best chance for lasting performance, MPE suggests this is also a viable option.
- Extension of Palliser Trail to 2 Avenue requires **\$2.58M**, and extension to Fox Trail requires **\$4.0M**, both including engineering. Additional time for construction on Palliser Trail would also be required.

Full restoration versus resurfacing along with the associated risks, as well as cross section improvements must be considered and estimated during preliminary design. It is important that detailed design and tendering reflects the appropriate level of effort given the Town's budget.

The proposed project extents of the options are presented in the image below. The extents are the same for options one through four; the pricing indicated refers to the budget cost estimate for option three (3).



Key Challenges

- **Traffic Accommodation:** With the only other serviceable access to the Town coming in along Township Road 312 from Highway 36, it is assumed that virtually all of the daily traffic to and from Hanna utilizes one of the two project access locations. Notification to stakeholders is an important step in attaining long-term buy-in for a project, which may affect their short-term commercial opportunities. MPE would investigate contractual conditions to limit the contractor to one of the two accesses at a time. This would lengthen the project duration, while allowing the Town to retain functional during construction activities.
- **Bridge Rail Adjustments/Improvements:** Bridge File 7672-1 on Pioneer Trail will be impacted by the project. It is understood that the Town is already in the process of assessing this bridge under a separate project and funding program. Incorporating any improvements to the bridge could be added to the scope of work of the overall Pioneer Trail improvement.
- **Environmental Considerations:** Overlay-only projects are straightforward in terms of accommodating environmental constraints; however, expanding the scope to include grading or reconstruction will introduce the need for additional permits, environmental evaluations, wetland applications, Code of Practice notifications, etc. Coordination of these additional requirements will add schedule constraints. The schedule to obtain various environmental approvals is uncertain and could take in excess of four to six months. Close coordination with the government agency performing the review is required to mitigate this risk as much as practical.
- **Proper Drainage:** There is some evidence that inadequate drainage is accelerating subgrade weakness leading to the observed failures. Land throughout the project footprint is fully developed, so opportunities for drainage improvements are limited. However, a review of conditions and constraints would highlight any opportunities that may still exist.
- **Budget Constraints:** Projected budget will be considered in determination of the final scope and extent of the project. High construction cost volatility in the market now makes flexibly scoped projects key in attaining best value. As the project develops, the Town will be appraised of anticipated costs and risks/opportunities to enable good long-term decision making. MPE will retain flexibility in the design to adjust targets as constraints arise.

Overall Project Methodology

MPE's project approach will be to first complete the preliminary design tasks. This will develop the scope for the rest of the project, based on available budget, and the costs and risks associated with each option. The detailed design and construction will then proceed based on which option the Town chooses, noting that the scope of detailed design and construction oversight are highly varied depending on the chosen option.

Project Coordination

Overall project coordination will ensure that all aspects of the design are addressed in a comprehensive and coordinated effort. The following tasks will be completed through every phase of the project:

- Coordinate with the Town to confirm scope of work, project parameters, project risks, communication requirements, and schedule.
- Track costs and schedule to measure project expenditures against progress.
- Coordinate efforts with any required sub-consultants. The Town will only have to negotiate with MPE, providing quick access to top level project awareness within MPE.

- Chair review and progress meetings as context dictates. Anticipation is that three (3) meetings through design and two (2) meetings during the construction period are required.

Preliminary Design

- Obtain and review previous documents and reports (existing pavement details, bridge records, traffic volume reports, previous design drawings, etc.).
- Identify stakeholders and develop an appropriate communication protocol.
- Develop a Traffic Accommodation Strategy for use during design activity.
- Identify Land, permitting, and utility issues.
- Obtain legal base and high definition LiDAR information.
- Contact outside stakeholders (Utilities, Alberta Transportation, Alberta Environment) and download their information into the project base as applicable.
- Complete a site investigation with Town Representatives and MPE's Project Manager (Cory Taylor) and Resident Inspector (Darrell Berlando). The following will be assessed:
 - Overview of road failures to establish solution options.
 - Cursory overview of surrounding drainage.
- Complete and submit a Preliminary Design Basis Memorandum (DBM) with all the information required by the Town to select an option, or options, for further investigation.

Detailed Design (2023)

- Pavement Design once ground conditions permit testing (~mid-June). Note this is out of sequence work to expedite final completion of the design:
 - FWD testing, road coring, and traffic count to determine/confirm design inputs,
 - Structural Pavement design in accordance with Alberta Transportation Guidelines,
 - Modification of any affected, previously produced plans.
- Complete the detailed design including IFC drawings, cross sections, and subsequent details and specifications. Final design requirements will depend on the findings and recommendations from the investigations completed during Preliminary Design, but it is assumed that three (3) pages of Separate Drawings will be required for the roadway only, and no additional drawings (such as bridge modifications) are required.
- Complete a desktop environmental evaluation as required by project particulars.
- Complete a detailed cost estimate.
- Complete a draft set of Tender Documents including drawings and specifications.
- Obtain utility crossing and/or proximity agreements on behalf of the Contractor, if required.
- Obtain regulatory permits, such as Navigable Waters/DFO, Environmental/Historical Resources approvals (as required).
- Complete a coordination meeting with the Town and any other stakeholders to present the scope of work and schedule.
- Submit tender drawings and specifications for review.
- Prepare stamped and sealed IFT and IFC drawings and specifications for the project.

Budget is requested at this time only includes the Design phases. This work will complete a shelf ready project and an additional budget will be sought once the Town moves into tendering and construction phases. Based on the current condition of Pallier Trail and Pioneer Trail, it is not recommended to delay

rehabilitation work beyond 2024 – the anticipated rate of pavement deterioration would suggest considerable risk of requiring more extensive reconstruction work as a result of increased delays.

Table 1: Engineering Fees – Option 3 (Design Phases only)

MILESTONE	COST
Project Coordination and Management	\$ 19,500
Preliminary Design (2023)	\$ 10,000
Detailed Design (2023)	\$ 112,800
Sub-TOTAL (excl. GST)	\$ 142,300

Based on recent discussions (January 2023) with the Town, anticipated schedule of the work involves winter 2023 tendering with construction in summer 2024. This schedule, with construction moved into 2024, aligns Option 2 and Option 3 from earlier in the development process; costing below is based on an overlay type rehabilitation for 1.6 km of Palliser Trail (Hwy 9 – Fox Trail) and 1.0 km of Pioneer Trail (South Municipal Road - Railway Avenue), including a pavement design based on existing pavement strength data collection and analysis.

The following provides a cursory scope of work for the remaining phases. Note that this may change through Preliminary Design or modification of project limits or execution as the Town budget is defined in greater detail.

Tendering Services (2023/2024)

- Assist the Town with notification and posting of the tender package.
- Respond to technical inquiries from bidders.
- Assist the Town with preparation and distribution of Addenda.
- Prepare and provide an evaluation of bids along with a recommendation for award to the Town.

Contract Administration and Construction Inspection (2024)

- Prepare Contracts for execution and facilitate with the Town and the Contractor.
- Organize a kickoff meeting with the Contractor and prepare minutes. Establish a public communications protocol and outline expectations and roles for the Town, MPE and the Contractor. Assist the Town with public notifications.
- Review Contractor’s schedule for the required milestones, submittals and shop drawings.
- Review Contractor submittals.
- Chair construction progress meetings with the Contractor and prepare meeting minutes detailing progress schedule update, construction activities, shop drawings and submittals, change orders, results of materials testing, safety issues and environmental plan status.
- Prepare monthly progress payment certificates based on measured work, materials delivered and Site Occupancy tracking.
- Identify deficiencies on an ongoing basis.

Resident Site Services (2024)

- Provide construction control surveys.
- Provide resident services to review work against the Contract Documents.

- Review materials testing services completed by the Contractor.
- Direct and review Quality Assurance materials testing.
- During construction operations, full-time on-site resident engineering is assumed, with Quality Assurance materials testing in accordance with Alberta Transportation guidelines.
- Review completed quantities and Contractor Progress Claims.
- Coordinate and attend a construction completion inspection and document all deficiencies.

Post Construction Services (CCC/FAC) (2024/2025)

- Provide Record Drawings.
- Provide close out report for Material Testing results.
- Facility warranty inspections if required during the maintenance period.
- Coordinate and attend a warranty completion inspection and document all deficiencies.
- Finalize FAC submissions.

A *conceptual cost estimate* for additional phases is below, assuming design, budget, and schedule limitations do not prohibit a general rehabilitation overlay treatment.

Table 2: Engineering Fees – Option 3 (Remaining Phases)

MILESTONE	COST
Tendering (February 2024)	\$ 7,000
Contract Administration and Resident Inspection	\$ 106,000
Post Construction	\$ 7,700
TOTAL FEES (incl \$142,300 design, excl. GST)	\$ 263,000

Project Team

Cory Taylor will provide project management and engineering guidance through the project as required to meet the project objectives. Darrell Berlando will provide on-site inspection services and ongoing project support as required. Darrell has worked on numerous projects in the Hanna area over the last 30 years. Additional resources required to accommodate the project schedule will be used as required and appropriate to the task. MPE anticipates utilization of a specialized sub-consultant for completion of the environmental components of the project. Detailed resumes for Cory and Darrell are attached.

Project Schedule

MPE is prepared to commence the work immediately upon approval. It is understood that the Town would prefer an execution strategy that results in construction entirely within 2024. To meet this overall schedule, the following milestones are proposed in **Table 3**.

Table 3: Project Schedule – revised February 2023

MILESTONE	MILESTONE COMPLETION DATE
Project Award and Startup	March 1, 2023
Detailed Design, including Pavement Design	March – September 2023
Tender	January/February 2024
Construction	June – October 2024

Closure

MPE would like to thank you for the opportunity to work with the Town to complete this project.

Should you have any inquiries with regards to this submission, please do not hesitate to contact the undersigned at 403-809-6892 or by email at ctaylor@mpe.ca.

Yours truly,

MPE ENGINEERING LTD.

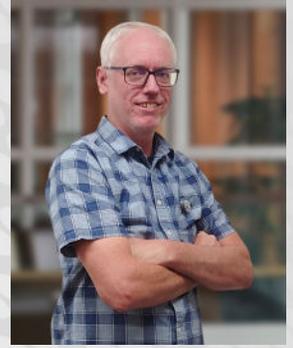


Cory Taylor, P.Eng.
Project Manager

CT/vv
Encl.

CORY TAYLOR, P.ENG. **PROJECT MANAGER**

Mr. Taylor has more than 21 years' experience on infrastructure and transportation projects including transit, roads, water resources, parks, grading, paving, rehabilitation, and utilities. His recent experience focused on project management of infrastructure projects for a wide variety of clients.



HIGHLIGHTS OF EXPERIENCE

- Mr. Taylor's Project Management experience includes various types and classifications of roadways and Highways, but also cross discipline projects providing complex coordination amongst different groups and stakeholders. He has delivered projects for National, Provincial, County, City, and Private/Corporate Clients.
- Cory's experience covers all phases of a typical Transportation/Infrastructure project including assessment, preliminary and detailed design, tendering, contract administration, inspection, and closeout. In particular, his expertise in stakeholder management on projects with competing stakeholders provides the best opportunity for win-win resolutions.
- Cory communicates well with all stakeholders, managing schedule effects, costs, and discovered constraints efficiently, and takes an active approach to mentoring junior project staff ensuring continuity with the MPE team and that of the Client.
- In resolution of project issues, Cory engages the proper team members at the proper time, resulting in optimized time effectiveness, saving costs for Owners, Engineers, and Contractors alike.
- Cory's completed projects include: pavement design and rehabilitation, traffic analysis, geometric design, traffic control design including signage and pavement markings, storm system upgrades, utility installation or modification, and parking lot layout and design.

EDUCATION

B.Sc., Civil Engineering
University of Alberta, 2000

PROFESSIONAL AFFILIATIONS

Professional Member
Association of Professional Engineers and Geoscientists of Alberta (APEGA)

PROFESSIONAL HISTORY

2022-Present, Project Manager
MPE Engineering Ltd., Calgary, AB

2018-2022, Project Manager
Wood PLC, Calgary, AB

2016-2018, Project Engineer & Construction Inspector
Wood PLC, Calgary, AB

2012-2014, Project Engineer
Fluor Canada Ltd., Calgary, AB

2007-2011, Project Manager
Stewart Weir & Co., Grande Prairie, AB

2002-2007, Designer & Project Engineer
Stewart Weir & Co., Edmonton, AB

2001-2002, Project Engineer
Al-Terra Engineering, Red Deer, AB

2000-2001, Estimator
Southbend Construction Ltd., Nisku, AB





PROFESSIONAL EXPERIENCE

ALBERTA TRANSPORTATION

- **Highway 61:06:** Project Manager. Highway 61 was completely reconstructed from east of Etzikom to west of Orion, with construction activities carrying over from fall 2021 through to fall 2022, involving multiple distinct phases of work accommodating local traffic at all times. The project accommodated major environmental and wildlife constraints required by Alberta Environment throughout the project's construction phase.
- **Bridge File 70839 (2021):** Project Manager. A large diameter bridge file culvert was replaced by grouting the original pipe and boring a new pipe under Highway 15:08 near Chipman. The installation of the new culvert was highly skewed to the highway alignment, resulting in a considerable increase to the pipe length at construction. This skew was the result of the highway ROW paralleling a nearby active rail line that could not be impacted.
- **Highway 855:02 (2020):** Project Manager. 10 km of failed surface was rehabilitated with Granular Base Course and a Double Seal Coat surface. This simple project was designed, tendered, and constructed within six months, putting schedule pressure on every phase of the delivery. Ultimately, the project was delivered to the client in accordance with all project requirements, on time, and within budget.
- **Southern Region HTCB installation (2019):** Project Manager. Over 100 km of new High Tension Cable Barrier (HTCB) was installed along twinned highways and other select critical locations throughout Southern Alberta including Highways 1, 2, 3 and 201 (Stoney Trail). To accommodate anticipated traffic constraints, this project was intended for night-time construction with multiple inspectors, however, keen scheduling and proactive partnering allowed the work to be completed almost entirely within daylight, reducing safety exposure without additional adverse traffic impacts.
- **Highway 766:02 (2019):** Project Manager. 11 km of Highway 766 was rehabilitated and overlaid from Highway 1a to Highway 567, just west of the Calgary city limits. The project scope was expanded after award of the tender to accommodate the rapid deterioration of the existing pavement due to funding delays, and challenged by weather interruptions and productivity delays, with the increased scope delaying completion of the project considerably.
- **Highway 61:04&06 (2018):** Project Manager. 20 km of Highway 61 was reconstructed alongside newly constructed wetlands areas near Etzikom, Alberta. The project provided opportunities for reuse of project materials contained within both the removed components of Highway 61 as well as the abandoned rail line adjacent to the project, providing an opportunity for saving a vast quantity of granular materials in the area.
- **Highway 9:06 & 56:08 (2016):** Resident Inspector. 20 km of Highway 9 and 3 km of Highway 56 was rehabilitated and overlaid to extend the pavement life of these busy highways. The terrain was challenging and the project included one of the first deployments of High Tension Cable Barrier within the region.

CITY OF CALGARY

- **Heritage Drive Flood Mitigation, (2020 construction, 2023 monitoring):** Project Manager. Major flood mitigation project involving instream work of the Bow River, construction of 1 km of flood resistant berm, 400 m of sheet pile retaining wall, several km of pathways, and numerous drainage improvements adjacent to the Heritage Drive underpass for Glenmore Trail/Deerfoot Trail. The project was a high visibility critical infrastructure project managed by Transportation Infrastructure (TI), with additional primary stakeholders within the City's Recreation group.
- **North and South Crosstown Bus Rapid Transit (NCBRT & SCBRT) (2019 construction):** Utility Coordinator and Construction Support. The BRT projects (now Max Teal and Max Orange) were multi-year, complex projects designed to promote increased transit ridership through the busy corridors within Calgary and were part of a larger initiative which included two more BRT lines within a relatively short period. This project was provided using "Construction Management At Risk", a relatively uncommon execution method within Alberta, which has the Owner, Contractor, and Engineer working as a team throughout the project delivery.
- **Willow Park/Maple Ridge Golf Course Water Line Replacement (2019 construction):** Project Manager. The aging water supply line from Maple Ridge to Willow Park was abandoned and replaced using plastic pipe installed by Horizontal Directional Drill. This 2 km line was installed in multiple drilling setups, requiring tight control and monitoring throughout the design and delivery of the project.



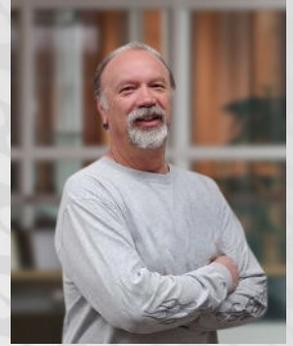
- **16 Avenue Beautification (2017 construction):** Site Inspection, Contract Administrator. 400 m of 16 Avenue by Home Road was improved with custom landscape and improved features, including Gateway Lighting to enhance the aesthetics of the City for visitors entering from the west. The project included highly customized protections for the very old, critical water supply line running under 16 Avenue, requiring involvement from an international drilling contractor. The City's stringent restrictions on traffic delays posed great challenges for the team which were mitigated through effective partnering and schedule optimization. CoC Project Manager: Mario da Silva.

OTHER TRANSPORTATION/INFRASTRUCTURE

- **Condor Sanitary Collection System Upgrade 2022, Clearwater County.** Administered the Construction Contract improving the Sanitary Sewer system and roadway network within the Hamlet of Condor.
- **2022 Long Patching Program, Mountain View County.** Site Inspection, Project Coordination, and Project Management for the County's annual patching program, rehabilitating 16 separate areas within the county including a 3 km paving project on Township Road 322.
- **Bridge File 00357 Design (proposed 2023 construction), Mountain View County.** Project Manager. Coordination of design efforts to prepare for upcoming bridge file replacement by auguring.
- **Dickson Dam Improvements (proposed 2023 construction), Red Deer County.** Project Engineer. Transportation input and Drawings/Specifications review for major Dam revamp increasing storage space with the Glenniffer Reservoir.
- **Cargill Intersection Assessment (2022), Foothills County.** Project Engineer. Reviewed and provided recommendations related to a Traffic Impact Assessment prepared by others on behalf of the County.
- **Grading Design Review (2020-2022), Special Areas Board.** Project Engineer. Reviewed and authenticated 6-8 grading projects per year for in-house construction by Special Areas forces.
- **Highway 7 & Big Rock Trail Signalization (2021), Foothills County.** Project Manager and Construction Inspector. Geometric Improvements, Lighting, and Signalization of a major intersection on Highway 7 west of Okotoks for Foothills County (ultimately will be passed over to Alberta Transportation).
- **Township Road 250 Final Paving (2021), CN Rail.** Project Manager and Construction Inspector. Final paving of 7 lane kilometers of roadway twinned in 2014, immediately east of the City of Calgary on McKnight Blvd/Township Road 250. Project was required to satisfy development agreement conditions and will be turned over to Rocky View County in 2022.
- **Airdrie Road Rehabilitation (2017-2020) City of Airdrie.** Project Manager. Provided design, administration, and management support for the yearly asphalt rehabilitation program within the City of Airdrie. In total, roughly 30 separate projects were delivered improving more than 10 km of paved roads, 10 km of non-paved roads, and thousands of metres of above ground and below ground infrastructure components.
- **Mountain Avenue Improvements (2019) and Peyto Lake Viewpoint Rehabilitation (2020), Parks Canada Agency.** On-site project support. Aesthetic and functional improvements to two busy Parks Canada attractions, improving access and safety.
- **Expansion Feasibility Study (2018) Teck Mines.** Project Manager. Provided preliminary engineering and costing for haul road construction related to proposed mine expansion.
- **Highway 22 & Highway 758 Roundabout Feasibility Study (2018).** Project Manager. Provided feedback on preliminary design by others of a proposed customized peanut-shaped roundabout within Bragg Creek. Project included reviews of geometrics, drainage, land acquisition, safety, operational issues, utility impacts, landscaping, and costs.
- **Highway 22 and 402 Avenue TIA (2017), Burnco Rock Products.** Project Engineer. Support for private developer to allow expansion of an existing aggregate source pit into adjacent lands, focusing on traffic considerations of the affected intersections.
- **Road Move Coordinator (2007-2011), Telus Communications.** Project Manager. Coordinated relocations of buried Telus infrastructure required by third party development projects.
- **Home Road Improvements (2009), Town of Rainbow Lake.** Project Manager. Grade and surface improvements to 2 km of local road within the Town.
- **Peace Region Pavement Preservation Strategies (2003-2007).** Project Engineer. Completed designs for new projects, reconstructed projects, and pavement rehabilitations within Alberta Transportation's Peace Region, roughly 1/5 of the provincial highway network.

DARRELL BERLANDO

CONSTRUCTION MANAGER



Mr. Berlando has more than 43 years of experience in the transportation sector. His recent experience focused on the project management of varied projects and included managing people and resources, providing timely communication to the project team and ensuring projects were delivered on time and within budget.

HIGHLIGHTS OF EXPERIENCE

- Mr. Berlando has more than four decades of experience and has developed in-depth knowledge and understanding of the transportation engineering sector.
- In his previous role, Darrell was the Direct Liaison with Special Areas and was responsible for Special Areas road construction engineering. While in this role, he coordinated all aspects of their construction from preliminary engineering, detailed design, tender preparation, construction survey and construction management.
- Mr. Berlando worked as a material inspector and a surveyor for 12 years with Alberta Transportation. During this time, he gained valuable experience working on grading projects, base course projects and paving projects.
- Experienced with organizing and providing direction to crew members in all stages of construction. Demonstrates excellent communication skills and ensures projects are delivered on time and within budget.

EDUCATION

Land Agent Training
Olds College, 2006

Alberta Class B Bridge Inspectors
Alberta Transportation, 2003

Technical and Safety Courses
Alberta Transportation, 1993

Alberta Transportation Instrument Survey
Alberta Transportation, 1992

PROFESSIONAL HISTORY

2022-Present, Construction Manager
MPE Engineering Ltd., Calgary, AB

2014-2022, Project/Area Manager, Drumheller
Wood, Drumheller, AB

2000-2014, Owner
Berlando's Gravel Testing, Drumheller

2005-2013, Field Operator
Encana Resources, Drumheller

2005, Field Operator
CNRL Don Backhoe Services, Drumheller

2000-2005, Public Works Supervisor
Starland County, Morrin

1993-1999, Project Manager
Torchinsky Engineering, Drumheller

1981-1993, Materials Inspector
Alberta Transportation, Drumheller

1979-1981, Floor Hand
Argus Drilling, Calgary





PROFESSIONAL EXPERIENCE

TRANSPORTATION

- Alberta Transportation Hwy 855:02 G.B.C. & D.B.C.
- M.D. of Ranchland BF 76113 & BF 71572 Rehabilitation.
- Special Areas 2022 Grading projects.
- Special Areas 2022 G.B.C. projects.
- Special Areas 2021 Grading projects.
- Special Areas 2021 G.B.C. projects.
- Special Areas 2019 Kirriemuir Road G.B.C. project.
- Special Areas 2021 Gravel Crushing program.
- Special Areas 2020 G.B.C. projects.
- Special Areas Board, Hwy 876:06 A.C.P. Paving project, 2017.
- Special Areas Board, Hwy 586 Grading project, 2017.
- Alberta Transportation Bridge File #74518, Bridge Culvert Replacement, 2017.
- Special Areas Board, Hwy 876 Subgrade Preparation, Granular Base Course, and Double Graded Aggregate Seal Coat, 2015-2016.
- Special Areas Board, Gravel Crushing, 2014-2016.
- Special Areas Board, Hwy 855 Subgrade Preparation, Granular Base Course, and Double Graded Aggregate Seal Coat, 2014.
- County of Kneehill, Rural Road Network Study, 2014.
- Federated Co-operatives Limited, Rumsey Bulk Fuel Plant, Site Grading Construction, 2014.
- Special Areas Board, Gravel Crushing, 2014.
- County of Kneehill, Gravel Testing, 2011, 2010 and 2009.
- Starland County, Gravel Testing, 2010.
- Paintearth County, Gravel Testing, 2011, 2010 and 2009.
- Central City Asphalt, High River Pit, Granular Base Course & Asphalt Concrete
- Central City Asphalt, Fenn Road Crawford Pit, Granular Base Course & Asphalt Concrete Pavement, Quality Control, 2010.
- Central City Asphalt, Bauer Pit, Asphalt Concrete Pavement, Quality Control, 2010.
- Central City Asphalt, Westlock Sand & Gravel, Asphalt Concrete Pavement, Quality Control, 2010.
- Lahrman, Hwy 541, Asphalt Concrete Pavement, Quality Control Testing, 2011.
- Lahrman, Anderson Pit, Asphalt Concrete Pavement, Quality Control Testing, 2011.
- Central City Asphalt, Provost Hayden Road, Asphalt Concrete Pavement, Quality Control, 2009.
- Central City Asphalt, Czar, Asphalt Concrete Pavement, Quality Control, 2009.
- Lahrman, Green Acres Pit, Granular Base Course & Asphalt Concrete Pavement, Quality Control, 2009.

Date: February 14, 2023

Agenda Item No: 10.01

Public Hearing - Bylaw 1029-2023 Land Use Amendment

Background

At the January 10th Council Meeting, Council authorized that a Public Hearing for Bylaw 1029-2023 be held on February 14, 2023 at 7:00 p.m. to allow any person who claims that he/she will be affected prejudicially by Bylaw No. 1029-2023, an opportunity to be heard by Council. The notice of the public hearing was advertised, and the required notices were sent to owners of the affected properties as well as adjacent landowners.

The agenda and explanation of the Rules of Procedure for the Public Hearing are provided.

AGENDA

1. Mayor - Open Public Hearing – 7:00 p.m.
2. Explanation of The Rules of Procedure - Mayor
3. Explanation of the Purpose of the Public Hearing - Administrator
 - a. Bylaw 1029-2023 – Plan 2261JK, Block 1, Lot 2 Land Use Amendment Bylaw
4. Palliser Regional Municipal Services
5. Development Officer for the Town of Hanna
6. Applicant
7. Those in Support
8. Those Opposed
9. Letters to be Read into the Record (if any)
10. Applicant - Closing Remarks
11. Mayor – Close Public Hearing



THE RULES OF PROCEDURE

There will be an explanation of the purpose this Public Hearing given by Administration and Palliser Regional Municipal Services.

The applicant for the proposed Land Use designation change will be given opportunity to explain their reasons for having made the proposal. Before the hearing concludes the applicant will be given an opportunity to make some closing remarks.

Any person present who wishes to address the Public Hearing either in opposition or support may do so. We will ask all of those present who wish to make a presentation to give us your name, who you represent and whether you support or oppose the proposed Land Use change. A list will be prepared so that we can call you forward to make your presentation. All presentations made to Council will be restricted to 5 minutes. Your cooperation in affording everyone an opportunity to make their views known is sincerely appreciated.

No discussions will be permitted between those making presentations. Only the Councillors will be permitted to ask questions of the presenter for points of clarification.

The purpose of the Public Hearing is for the Council of the Town of Hanna to gather information regarding the proposed Land Use designation change and to be able to consider all opinions when deciding whether the proposed amendments should be put in place.

Policy and/or Legislative Implications

1. Municipal Government Act – Sections 230, 640.
2. Council Procedural Bylaw 1015-2021 – Section 3.42 – 3.48.

Attachments

N/A

Reviewed by and Approved for Submission to Council

Chief Administrative Officer

Date: February 14, 2023

Agenda Item No: 10.02

Bylaw 1029-2023 Land Use Amendment

Recommended Motion

That Council give second reading to Bylaw 1029-2023, Land Use Amendment.

That Council give third reading to Bylaw 1029-2023, Land Use Amendment.

Background

An application to amend the Town of Hanna Land Use Bylaw 967-2012 has been received by Palliser Regional Municipal Services. The application has been submitted by Deryl Karg as the landowner of the landowner of the property.

Bylaw 1029-2023 Land Use Amendment received first reading at the January 10, 2023 Council Meeting. Following this meeting letters were sent to adjacent property owners advising of the application to rezone this property, advising of the date and time of the Public Hearing and informing that if they have any objections and concerns of the opportunity to present those concerns to Council at the Public Hearing. In addition to the letters the Public Hearing was advertised in the January 25th & February 1st Issues of the Hanna Herald.

The application is to rezone a 577.5 m² portion of Lot 2, Block 1, Plan 2261JK (501 5th Street W) from R-3 Multiple Unit Residential District to R-1 Single Detached Residential District. The subject lands are located at the south west corner of the intersection of 5th St W and 5th Ave W (Attachment 1 – Context Map). The aerial photograph shows the lot as vacant. However, there is currently a three-plex and a duplex constructed on the site which are more recent than the aerial photograph. The site is currently undergoing a concurrent process of subdivision to create individual lots for each dwelling unit. Attachment 2 shows the current and proposed site layout and conceptual subdivision layout. The lot noted on the plan as #609 shows the proposed area for the construction of a single detached dwelling.

The current zoning of the entire site (R-3) would not allow for the construction of a single detached dwelling as it is not listed as a permitted or discretionary use. The landowner wishes to rezone this portion, as the remaining lot size is insufficient for another duplex dwelling.



The application to rezone this portion of the parcel to R-1 is generally consistent with the current use of the lands and the surrounding lands, which is a mixture of R-3, MH and R-1. The current zoning of the lands and the surrounding lands is shown in Attachment 3.

Communications

The public hearing was advertised and held on February 14, 2023 as required by the *Municipal Government Act*. The hearing provided any affected persons an opportunity to express their concerns to Council.

Financial Implications

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

There are no significant financial implications of the proposal.

Policy and/or Legislative Implications

1. Municipal Government Act – Sections 230, 639, 640.
2. The proposed bylaw is consistent with the Town of Hanna Municipal Development Plan (MDP). Part 2 Section 3.3 encourages the development of vacant lots where services are available prior to expansion onto unserviced lands. Part 2 section 3.5 encourages the development of a mixture of housing types through the Land Use Bylaw.

Attachments

1. Context Map
2. Conceptual Site Plan
3. Current Zoning Map
4. Proposed Bylaw 1029-2023



Reviewed by and Approved for Submission to Council

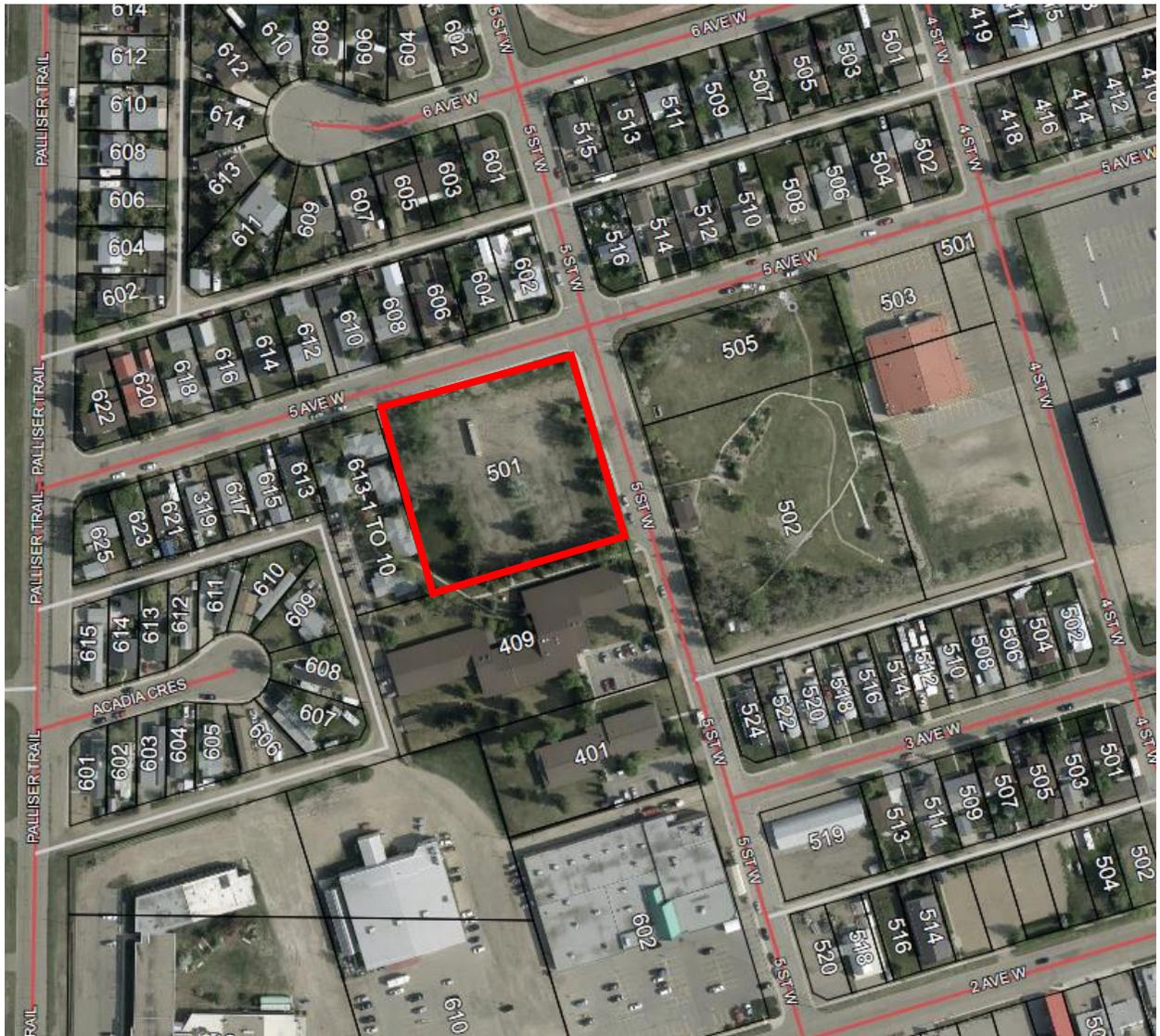
Submitted by: Tracy Woitenko, Senior Planner, PRMS

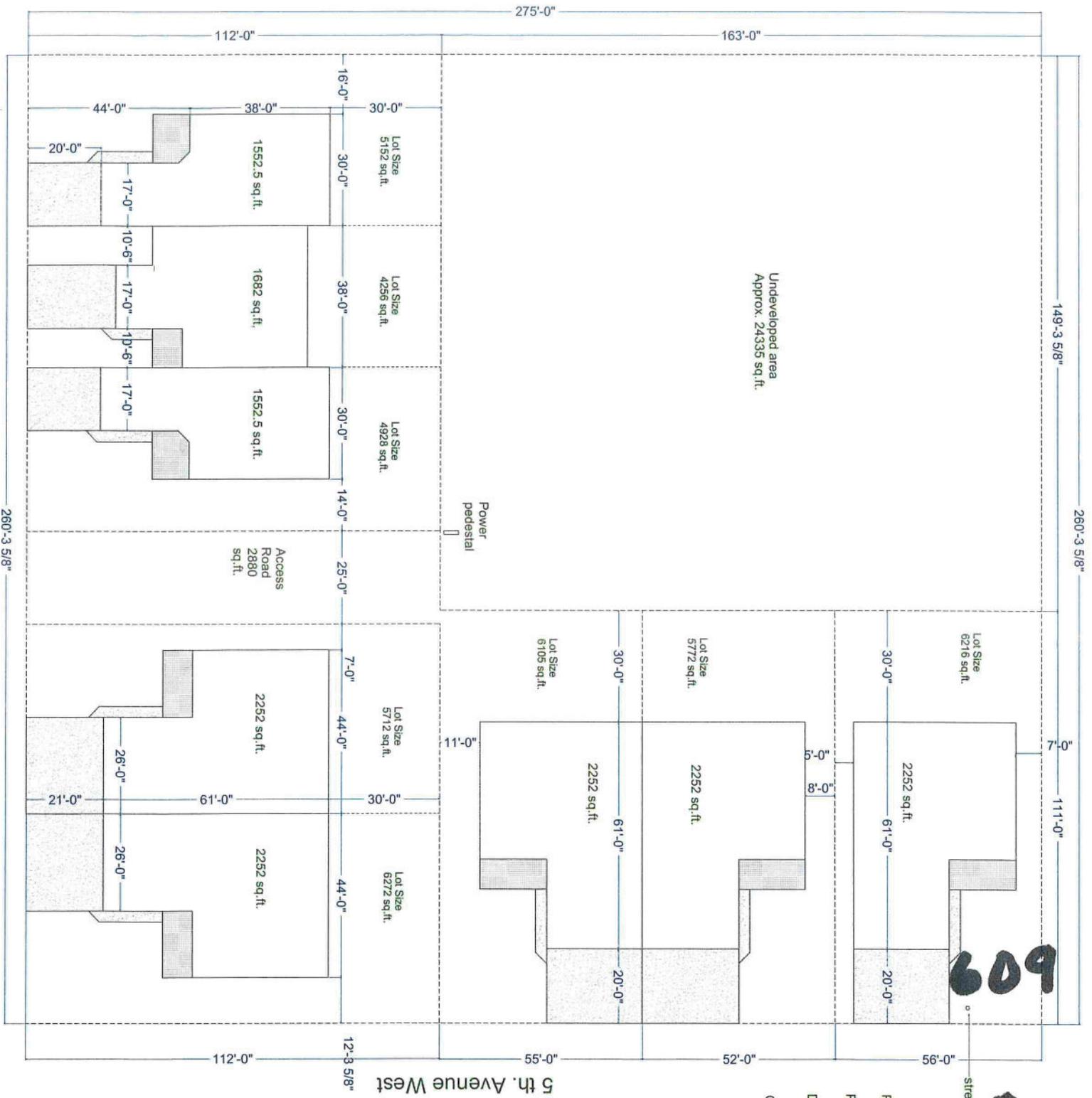
Financial Review by: _____

Chief Administrative Officer



Attachment 1 – Context Map





609



- Property lines -----
- Proposed Structures _____
- Driveways & Sidewalks [shaded box]
- Covered Verandas [unshaded box]

Attachment 3 – Current Zoning Map



- Land Use (Hanna)
- C-1 - Retail Commer
 - C-2 - Commercial Inc
 - MHR - Manufactured
 - CS - Community Serv
 - R-1 - Single Detach
 - R-2 - General Resic
 - R-3 - Multiple Unit
 - RA - Residential Ac
 - UR - Urban Resident
 - Others
 - CT - Commercial Trar
 - HWY-C - Highway Con
 - DC-1 - Direct Contr
 - I - Industrial Dist

**TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1029-2023**

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO AMEND LAND USE BYLAW 967-2012.

WHEREAS pursuant to the provision of Section 640(1) of the *Municipal Government Act*, RSA 2000, Chapter M-26, the Council of the Town of Hanna (hereinafter called the Council), has adopted Land Use Bylaw No. 967-2012;

AND WHEREAS the Council deems it desirable to amend Land Use Bylaw No. 967-2012.

NOW THEREFORE THE COUNCIL OF THE TOWN OF HANNA ENACTS AS FOLLOWS:

PART I BYLAW TITLE

1.1 This bylaw shall be known as the “Plan 2261JK, Block 1, Lot 2 Re-designation Bylaw”.

PART II GENERAL PROVISIONS

2.1 Council hereby amends Land Use Bylaw No. 967-2012 as follows:

Amend Part VIII, Land Use District Map, by re-designating a 577.5 m² portion of Plan 2261JK, Block 1, Lot 2 (Civic Address: 501 – 5 Street West) in the Town of Hanna from R-3 Multiple Unit Residential District to R-1 Single Detached Residential District as shown in Schedule A:

PART III REVIEW AND ENACTMENT

3.1 This bylaw shall come into effect as of the date of final reading.

READ A FIRST TIME THIS 10th DAY OF JANUARY 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

PUBLIC HEARING HELD THIS 14TH DAY OF FEBRUARY 2023.

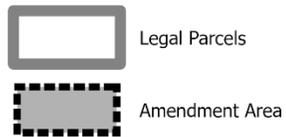
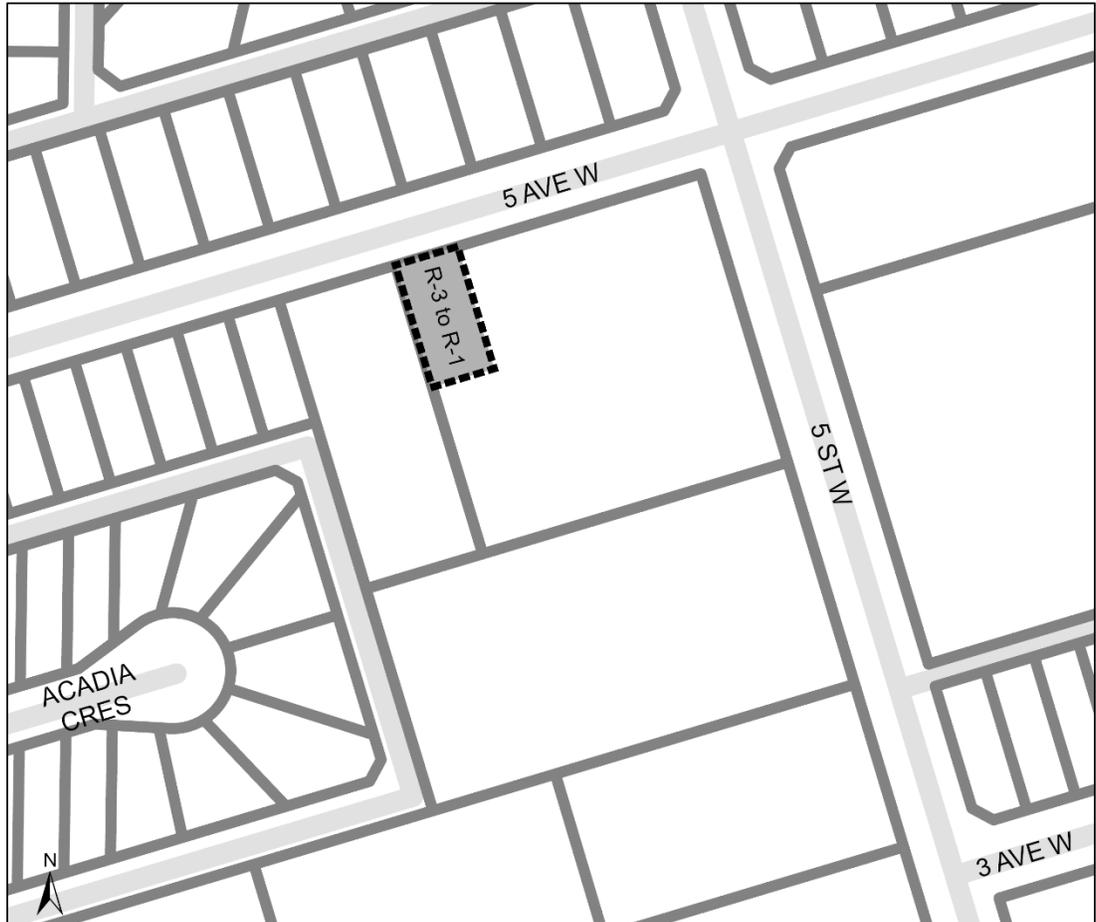
READ A SECOND TIME THIS 14TH DAY OF FEBRUARY 2023.

READ A THIRD TIME AND FINALLY PASSED THIS 14th DAY OF FEBRUARY 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Bylaw 1029-2023
Schedule A



Legal: Plan 2261JK; Block 1; Lot 2
From: Multiple Unit Residential (R-3)
To: Single Detached Residential (R-1)

Date: February 14, 2023

Agenda Item No: 10.03

Bylaw 1030-2023 Advertising Bylaw

Recommended Motion

That Council give first reading to Bylaw 1030-2023, Advertising Bylaw.

That Council authorize a Public Hearing for Bylaw 1030-2023 to be held on March 14, 2023 at 7:00 PM in the Council Chambers at the Town Office to allow any person who claims that he/she will be affected prejudicially by Bylaw 1030-2023, an opportunity to be heard by Council; and further that the notice of the public hearing be advertised.

Background

With the announcement that the Hanna Herald will be discontinuing their print copy as of February 22, 2023 Administration has investigated the advertising options available to the Town to legally meet the Advertising requirements for Statutory Notices.

Under Section 606 of the Municipal Government Council must give notice of certain bylaws, resolutions, meetings, elections, notice of nomination day, notice of advance votes, public hearings, or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under Section 606.1 of the Municipal Government Act.

Section 606.1 was added as an option to Municipalities several years ago in an attempt to reduce the print cost of advertising to municipalities and to recognize the more modern methods that people were choosing to find out their municipal information. Section 606.1 states that Council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606. Although this has been an option for several years Administration has not brought forward a request to create an Advertising Bylaw under this Section as the Town has wanted to provide support to the local Hanna Herald Business.

With the move to a digital presence and no print presence through the Hanna Herald after February 22, 2023, Administration is recommending having Council approve an Advertising Bylaw. This bylaw basically outlines various alternative methods of advertising that Council is satisfied that will reach the attention of substantially all resident in the area to which the



bylaw, resolution or other thing relates or in which the meeting or hearing is to be held. The alternative methods Administration has presented in this bylaw include the following:

1. Electronically by posting the complete notice of the proposed bylaw, resolution or other thing for which the meeting or hearing is to be held predominantly on the Town of Hanna official website (www.hanna.ca) for at least 14 days prior to that events: and/or
2. Electronically by posting the notice prominently on any of the Town of Hanna's official social media sites; and/or
3. Published in a local weekly newspaper; and/or
4. Having hardcopies available at the Town Office for viewing by the public; and/or
5. Posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities; Town Administration Office; and/or
6. By referring interested parties to the Town's website for more comprehensive details of the bylaw, resolution, meeting, or public hearing as required in the Act; and/or
7. By post mail; and/or
8. By insert into the Town's Utility Bills; and/or
9. By the Town of Hanna email Newsletter Subscription.

Administration is working on a full advertising plan which is anticipated to be presented and discussed with Council at their February 22, 2023, Council Information Meeting. This plan will include advertising of all statutory notices as well as events, programs and activities being hosted by the Town of Hanna or in partnership with local community groups/organizations.

Communications

The public hearing will be advertised and held on March 14, 2023, as required by the *Municipal Government Act*. The hearing provided any affected persons an opportunity to express their concerns to Council.



Financial Implications

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

There are no significant financial implications of the proposal.

Policy and/or Legislative Implications

1. Municipal Government Act – Section 606.

Attachments

1. Municipal Government Act – Section 606.
2. Bylaw 1030-2023 Advertising Bylaw

Reviewed by and Approved for Submission to Council

Reviewed by:

Financial Review by: _____

Chief Administrative Officer

(3.1) For the purposes of the following regulations, subsection (3)(c) shall be read as June 30, 2018:

- (a) *Alberta Central East Water Corporation Regulation* (AR 137/2013);
- (b) *Aquatera Utilities Inc. Regulation* (AR 205/2013);
- (c) *Aqueduct Utilities Corporation Regulation* (AR 92/2012);
- (d) *Chestermere Utilities Incorporated Regulation* (AR 163/2013);
- (e) *Extension of Linear Property Regulation* (AR 207/2012);
- (f) *NEW water Ltd. Regulation* (AR 159/2012);
- (g) *Newell Regional Services Corporation Regulation* (AR 153/2012);
- (h) *Peace Regional Waste Management Company Regulation* (AR 41/2011).

(4) Subsection (3) does not apply to the following regulations:

- (a) *Proceedings Before the Board Clarification Regulation* (AR 176/2011);
- (b) *Equalized Assessment Variance Regulation, 2012* (AR 195/2011);
- (c) *Capital Region Board Regulation* (AR 38/2012);
- (d) *Municipal Emergency Exemption Regulation* (AR 142/2013).

2013 c17 s4;2017 c13 s1(54)

Ministerial regulations

604 The Minister may make regulations

- (a) defining population for the purposes of this Act;
- (b) respecting the determination of the population of a municipality or other geographic area and establishing requirements for a municipality to conduct a census and provide information concerning population to the Minister;
- (c) respecting the administration, operation and management of specialized municipalities;
- (d) prescribing forms for the purposes of this Act;

- (e) respecting the content or form of anything required to be done by a municipality under this Act.

1994 cM-26.1 s604

Altering dates and time periods

605(1) When this Act, the regulations or a bylaw specifies a certain number of days or a day on or by which

- (a) something is to be done, or
- (b) certain proceedings are to be taken,

and the day that the thing is to be done or proceedings are to be taken is a holiday, the thing or proceedings must be done or taken on or by the next day that is not a holiday.

(2) When this Act or the regulations specify a certain number of days or a day on or by which

- (a) something is to be done, or
- (b) proceedings are to be taken,

the Minister may by order specify another number of days or another day for doing it or taking proceedings.

(3) An order under subsection (2) may be made at any time before or after the day that the thing is to be done or proceedings are to be taken and the time for doing any other thing that is determined in relation to that day is subject to a like delay.

(4) Anything done or proceedings taken within the number of days or by the day specified in an order under subsection (2) is as valid as if it had been done or taken within the number of days or by the day specified in this Act or the regulations.

1994 cM-26.1 s605

Requirements for advertising

606(1) The requirements of this section apply when this or another enactment requires a bylaw, resolution, meeting, public hearing or something else to be advertised by a municipality, unless this or another enactment specifies otherwise.

(2) Notice of the bylaw, resolution, meeting, public hearing or other thing must be

- (a) published at least once a week for 2 consecutive weeks in at least one newspaper or other publication circulating in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held,

- (b) mailed or delivered to every residence in the area to which the proposed bylaw, resolution or other thing relates, or in which the meeting or hearing is to be held, or
 - (c) given by a method provided for in a bylaw under section 606.1.
- (3) A notice of a proposed bylaw must be advertised under subsection (2) before second reading.
- (4) A notice of a proposed resolution must be advertised under subsection (2) before it is voted on by council.
- (5) A notice of a meeting, public hearing or other thing must be advertised under subsection (2) at least 5 days before the meeting, public hearing or thing occurs.
- (6) A notice must contain
- (a) a statement of the general purpose of the proposed bylaw, resolution, meeting, public hearing or other thing,
 - (b) the address where a copy of the proposed bylaw, resolution or other thing, and any document relating to it or to the meeting or public hearing may be inspected,
 - (c) in the case of a bylaw or resolution, an outline of the procedure to be followed by anyone wishing to file a petition in respect of it, and
 - (d) in the case of a meeting or public hearing, the date, time and place where it will be held.
- (7) A certificate of a designated officer certifying that something has been advertised in accordance with this section is proof, in the absence of evidence to the contrary, of the matters set out in the certificate.
- (8) The certificate is admissible in evidence without proof of the appointment or signature of the person who signed the certificate.

RSA 2000 cM-26 s606;2015 c8 s56;2017 c13 s3

Advertisement bylaw

606.1(1) A council may by bylaw provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in section 606.

(2) Before making a bylaw under subsection (1), council must be satisfied that the method the bylaw would provide for is likely to

bring proposed bylaws, resolutions, meetings, public hearings and other things advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

(3) Council must conduct a public hearing before making a bylaw under subsection (1).

(4) A notice of a bylaw proposed to be made under subsection (1) must be advertised in a manner described in section 606(2)(a) or (b) or by a method provided for in a bylaw made under this section.

(5) A notice of a bylaw proposed to be made under subsection (1) must contain

- (a) a statement of the general purpose of the proposed bylaw,
- (b) the address or website where a copy of the proposed bylaw may be examined, and
- (c) an outline of the procedure to be followed by anyone wishing to file a petition in respect of the proposed bylaw.

(6) A bylaw passed under this section must be made available for public inspection.

2015 c8 s57;2017 c13 s3

Service of documents

607 The service of a document on a municipality is sufficient if

- (a) the document is served personally on the chief administrative officer or a person working for the municipality in the office of the chief administrative officer,
- (b) the document is sent by certified or registered mail to the chief administrative officer at the municipality's office and the document is delivered to the municipality's office, or
- (c) the document is sent to the municipality by electronic means in accordance with a bylaw made by the municipality.

RSA 2000 cM-26 s607;2015 c8 s58

Sending documents

608(1) Where this Act or a regulation or bylaw made under this Act requires a document to be sent to a person, the document may be sent by electronic means if

- (a) the recipient has consented to receive documents from the sender by those electronic means and has provided an e-mail

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1030-2023

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO ESTABLISH ALTERNATE METHODS FOR ADVERTISING STATUTORY NOTICES.

WHEREAS pursuant to Section 606 of the *Municipal Government Act*, council must give notice of certain bylaws, resolutions, meetings, elections, notice of nomination day, notice of advance votes, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under the *Municipal Government Act* Section 606.1;

AND WHEREAS pursuant to Section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearings and other things referred to in Section 606;

AND WHEREAS Council is satisfied that the advertising method for public notification set out in this Bylaw is likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held.

AND WHEREAS notice of a public hearing for this bylaw held on March 14, 2023 has been given in accordance with Section 606(2) of the *Municipal Government Act*;

NOW THEREFORE THE COUNCIL OF THE TOWN OF HANNA ENACTS AS FOLLOWS:

PART I BYLAW TITLE

1. This bylaw shall be known as the "Advertising Bylaw".

PART II DEFINITIONS

- 2.1 In this Bylaw, words shall have the same meanings as in the *Municipal Government Act* except as otherwise defined below:
 - (a) "Council" means the municipal council of the Town of Hanna; and;
 - (b) "Town" means Town of Hanna;
 - (c) "Municipality" means the municipal corporation of the Town of Hanna;

PART III ADVERTISING METHODS

Any public notice required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606,

- 3.1 Electronically by posting the complete notice of the proposed bylaw, resolution or other thing for which the meeting or hearing is to be held prominently on the Town of Hanna official website www.hanna.ca for at least fourteen days prior to that event; and/or
- 3.2 Electronically by posting the notice prominently on any of the Town of Hanna's official social media sites; and/or
- 3.3 Published in a local weekly newspaper; and/or
- 3.4 By having hardcopies available at the Town Hall for viewing by the public; and/or.
- 3.5 By posting the notice prominently on the bulletin board provided for that purpose in the following municipal facilities; Town Hall Administration Office; and/or
- 3.6 By referring interested parties to the Town's website for more comprehensive details of the bylaw, resolution, meeting or public hearing as required in the Act; and/or
- 3.7 By post mail; and/or
- 3.8 By insert in the Town's utility bills; and/or
- 3.9 By the Town of Hanna email Newsletter Subscription.

PART IV SEVERABILITY

If any section or parts of the bylaw are found in any court of law to be illegal or beyond the power of Council to enact such Section or parts shall be deemed to be severable and all other Sections or parts of the bylaw shall be deemed to be separate and independent from and to be enacted as such.

PART V REVIEW AND ENACTMENT

- 5.1 This bylaw shall come into effect as of the date of final reading.

READ A FIRST TIME THIS 14th DAY OF FEBRUARY 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

PUBLIC HEARING HELD THIS 14TH DAY OF MARCH 2023.

READ A SECOND TIME THIS 14TH DAY OF MARCH 2023.

READ A THIRD TIME AND FINALLY PASSED THIS 14th DAY OF MARCH 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: February 14, 2023

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 Thuroo
7. Councillor Warwick

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

COUNCIL REPORT
Council Date: Feb 14, 2023 @ 6 pm
Prepared by Sandra Beaudoin

MEETINGS ATTENDED:

Meeting: Council Meeting
Location: Council Chambers
Date & Time: Jan 10, 2023 6 pm

Fire Dept calls have increased with an increased number of medical assists. Harvest Real Estate to handle Town Property sales. Speed Bump appears to have led to a decline in speeds in alley. Tracy Raypold appointed Bylaw Enforcement. Change in Land Use for lot west of duplexes being constructed on the old Lodge site.

Meeting: Land Use Bylaw Review
Location: Palliser Regional
Date & Time: Jan 17, 2023 5-9 pm

Good review & presentation by Tracy Woitenko, Senior Planner, PRMS & Devin Diano CEO. Lots of discussion.

Meeting: Council Info Session
Location: Council Chambers
Date & Time: Jan 25, 2023 8:30 am

Good presentation by Claude Mindorff of PACE Canada LP re: the Hanna Solar Farm, LYNKS update by Doray & Harvest Sky Economic update by Mark. Good information & discussions. If the Solar Farm moves forward, it is exciting to hear there may be some energy benefits for another project looking at the adjacent land, & potential for increased tax base for Hanna. Local pilots had some concerns & questions they wanted answered from the Solar presenter. Glint & Glare study to be done yet & to ensure our local pilots are satisfied before project moves forward.

Meeting: Women in Biz Event sponsored by Community Futures, LYNKS & the HUB
Location: Hanna Legion
Date & Time: Jan 26, 2023 5 pm

Speakers Jill Baron (Keith & Darlene MacDonald's daughter) & Melanie Stoppler (Archie & Deb Corry's daughter). After a meal, the speakers shared their experiences in their businesses & answered questions from the attendants. Fun environment & opportunity to meet ladies from Kindersley, Marengo & others in attendance.

Meeting: Harvest Sky AgCenter
Location: LYNKS Conference room
Date & Time: Jan 31, 2023 6:30 pm

Doray Veno shared the initial site development resulting from the brainstorming from their group workshop. This group met with Julie Fielding who held a workshop for them to help develop their board & timelines.

UPCOMING MEETINGS:

Meeting:	Council Meeting	Location:	Council Chamber	Date & Time:	Feb 14, 2023	6 pm
Meeting:	Elected Officials Ed	Location:	Zoom	Date & Time:	Feb 16, 2023	6-8 pm
Meeting:	Elected Officials Emergency Course	Location:	?	Date & Time:	Feb 22, 2023	?
Meeting:	EOEP Finance Course	Location:	Zoom	Date & Time:	Feb 23, 2023	6-8 pm
Meeting:	Land Use Open House	Location:	Community Center	Date & Time:	Feb 23, 2023	
Meeting:	EOEP Finance Course	Location:	Zoom	Date & Time:	Mar 2, 2023	6-8 pm
Meeting:	EOEP Finance Course	Location:	Zoom	Date & Time:	Mar 9, 2023	6-8 pm
Meeting:	Council & Retakes	Location:	Council Chamber	Date & Time:	Mar 14, 2023	4:30pm

COUNCIL REPORTS & ROUNDTABLE

Council Date: **February 14, 2023**

Prepared by: **Fred Crowle**

Upcoming Meetings:

Meeting: Regular Council Meeting
Location: Town Council Chambers
Date & Time: February 14, 2023 6:00 p.m.

Meeting: Hanna Food Bank
Location: Hanna Provincial Building
Date & Time: February 15, 2023 1:00 p.m.

Meeting: Notice of Public Open House
Location: Hanna Community Centre
Date & Time: February 23, 2023 5:00 p.m.

Meeting: Hanna Medical Centre Board
Location: Hanna Medical Centre Board Room
Date & Time: TBD –

The meeting date will be set when Eileen Clow returns, as she is away for a month.

Accounting books have been given to Ascend LLP.

Meeting: Big Country Waste Management Commission
Location: Special Areas Youngstown Office
Date & Time: March 22, 2023 7:00 p.m.

Mr. Olmstead reported that he is very busy.

Meeting: Veterans Memorial Highway Association
Location: Castor Legion Hall
Date & Time: March 3, 2023 11:00 a.m.

The February 24th meeting was cancelled.

COUNCIL REPORTS & ROUNDTABLE

Council Date: February 14, 2023
Prepared by: Councilor Kyle Olsen

Meeting: Draft Land Use Bylaw Review
Location: Palliser
Date & Time: January 17, 5:00 PM

Meeting: Council Info Session
Location: Council Chambers
Date & Time: January 25, 8:30 AM

Discussion with PACE Solar about their proposal and concerns. Updates from Lynks and Harvest Sky.

Meeting: Lynks Board Meeting
Location: Lynks Office
Date & Time: February 2, 5:00 PM

Updates on staffing changes, future fundraiser, and the ongoing issues with CRA/AGLC due to amalgamation.

Meeting: Golf Course Board Meeting
Location: Clubhouse
Date & Time: February 9, 6:00 PM

Update on financials and how the clubhouse operated over winter so far. Projects and plans for the upcoming season.

Town of Hanna Council Reports & Roundtable 2023

Council Meeting Date: February 14th, 2023

Prepared by: Councillor, Angie Warwick

Meeting: Meridian Futures-Operations Board & Staff Module 2 (Kindersley Sask.-TEAMS)

Date: Wednesday January 11, 2023

Time: 5:30-8:00 PM *Notes Attached

Meeting: Meridian Futures-The Mindshift Method (ZOOM)

Date: Thursday, January 12, 2023

Time: 8:00-9:30 AM *Notes Attached

Meeting: Town of Hanna Land Use Bylaws (Hanna)

Date: Tuesday January 17th, 2023

Time: 5:00-9:00 PM

Meeting: Meridian Futures-Financial Management of a Non-Profit (ZOOM)

Date: Wednesday, January 18th, 2023

Time: 5:30-8:00 PM *Notes Attached

Meeting: C.F. Meridian Investment Review Board Meeting

Date: Thursday, January 19th, 2023

Time: 7:30-8:30 AM

Meeting: Council Information Meeting

Date: Wednesday, January 25th, 2023

Time: 8:30-11:30 AM

Meeting: Meridian Futures-How To Start Up A Business

Date: Wednesday, January 25th, 2023

Time: 1:00-2:00 PM *Notes Attached

Meeting: PEP Meeting

Date: Friday, January 27th, 2023

Time: 10:00-12:00 AM

Meeting: C.F. Meridian Investment Review Board Meeting

Date: Monday, January 30th, 2023

Time: 7:30-8:30 AM

Meeting: AJTMA Board Meeting

Date: Tuesday, January 31st, 2023

Time: 6:00-8:00 PM *Notes Attached

Meeting: Meridian Futures-Financially Fierce

Date: Monday February 6th, 2023

Time: 5:30-8:00 PM *Notes Attached

Future Meetings/Events:

Meeting: Council Meeting

Date: February 14th, 2023

Time: 6:00 PM

Meeting: C.F. Meridian Investment Review Board Meeting

Date: Thursday February 16th, 2023

Time: 7:30-10:30 AM

Meeting: Council Information Meeting

Date: Wednesday February 22nd, 2023

Time: 8:00 AM

Meeting: Town of Hanna Open House-By Law Use

Date: Thursday February 23rd, 2023

Time: 5:00 PM

Meeting: C.F. Meridian Volunteer Attraction, Retention & Succession Planning

Date: Wednesday March 1st, 2023

Time: 5:00 PM

Meeting: AJTMA Board Meeting

Date: Tuesday, March 7th, 2023

Time: 6:00-8:00 PM

Meeting: Council Meeting

Date: Tuesday March 14th, 2023

Time: 6:00 PM

Alberta/Japan Twinned Municipalities Association Agenda

January 31, 2023

1. Call to order: 7:00 PM
2. Greet and welcome attendees:
3. Review and adopt proposed agenda:
4. Review and adopt previous meeting minutes for Dec. 6, 2022
5. Business arising from minutes
 - a. Website
 - b. AJTMA AGM and Conference hosts

- 6.2023 Jasper Conference-May 12 & 13, 2023
**NOTE: Hanna needs to provide a new
Town of Hanna flag**
7. 2024 Conference-Rocky Mountain House
8. 2025 Conference-Wetaskiwin, Alberta
9. Consul General Watabe Birthday Invitation:
 - Invitation has been extended to Roy Kariatsumari-who encouraged every Municipality to participate
 - Will be in February at the Petroleum Club in Calgary

- 10.Japan Photo contest
 - Photos are available on Counsellor Generals website

11. Gov't funding contacts-to support the AJTMA
-Individuals were asked to reach out to MLA's

12. New business:
BOOK: Forgiveness by Mark Sakamoto(please read)
13. Treasurer's report: \$3771.42
14. Next meeting date: March 7th, 2023
15. Adjournment: 8:30

Financial Management of a Non Profit

17 Participants

- ✓ Reviewed Objectives

Financial planning and accountability are important to a non-profit organization. It is the boards fiduciary duty.

- Be Honest
- Act in good faith

Financial planning:

- It's important to establish and review long-term **financial goals**.
- Financial planning starts with a **Strategic Plan** and continues to **Action Plan** (Vision & Mission plan)
- Accountability requires monitoring.
 - Board members aren't expected to approve every financial transaction.
 - Watch/Monitor/Evaluate
 - Proper practices are being followed through frequent reporting.
 - Good financial statements analysis takes place-receiving at least a week ahead!
 - Appropriate questions are being asked to ensure executive director accountability.
 - An independent audit is conducted annually-Consider having an auditor come and present.
 - ❖ *Dash Board Reports*-snap shot of financials/delinquency/debt to equity/cash on hand/ etc.

Financial Management of a Non-Profit Organization:

- Balanced budget
- To further the causes of the organization
- Meeting Mission/goals statements
- Well, being of our business community
- Reporting requirements are laid out in the terms of the contract.

Financial Policies

1. Determine board financial governance structure.
2. Establish operational parameters.
3. Account for volunteer and staff disbursement
4. Ensure no double dipping.
5. Reviews status of spending against income

6. Develop conflict of interest policies
7. Know contractual obligations to funders.
8. Use proper not for profit accounting practices.

Implementing Financial Policies

1. Communicate the Board's vision and goals.
2. Jointly establish budget parameters
3. Communicate with staff through executive director.
4. Clear policy on authorizations to make financial transactions.
5. Establish parameter around the general managers spending.
6. Identify decision making authorities for various budget line items.

Financial Monitoring and Accountability

- Receive regular, up to date reports.
- Profit & Loss
- Balance Sheet

Financial Obligations

- Authority
- Responsibility
- Accountability

Financial Reports

Assets=Liability & Equity

(Own) (owe+equity value)

Liabilities

-Current

-Long Term

Assets

-Current/Fixed

Cash Flow

Cash In---Cash Out

Do you have enough money in the bank?

Double Dipping

- Charging more than once to different funders for the same expenditure
- Usually inadvertent error that accompanies complex budgets.
- Commonly occurs in wages, office space, and office equipment rental budget lines.
- Can avoid with a 'big picture" budget that identifies all allocations.

Financial Reporting

- Management Reports-written or verbal
- Expands on numbers and explains variances.
- Verifies unusual expenditures.
- Detail recommendations for corrective action
- Provides an opportunity for feedback and input on decisions.

Frequency of Reporting

The frequency of reporting should be aligned to fit board meeting cycles.

Financial Performance Evaluation

1. Equity (Net worth) Retained Earnings
2. Liquidity-low liquidity indicates present or looming cash flow crunch/can address through negotiation of contract advances.
3. Risk Exposure-
Operating Risk: Revenue is less than Expenses (Human error, insufficient procedures, fraud)
Special Considerations for lending No-Profits:
 - Credit Risk-poor loans repayment
 - Interest Risk

Audit Process

- Audited statements must be signed and submitted by date specified by funding agencies.
- Essential objectively conform non-profit organizations transparency.

SUMMARY

Board Members must:

- Ensure that good financial management policies and practice are in place.
- Receive frequent reporting on the organizations financial results takes place.
- Monitor and evaluate the non-profit organizations progress towards meeting its financial goals.

NOTE: Look at the manual re: Dash Board Reports

Module 2 - Operations – Board and Staff

Basic Functions of the Board

- The overall objective of an organization's board is "to ensure sound management that is compatible with the socio-economic interest of present and potential stakeholders."
- Prime Decision Centre Function
 - ❖ Board is primarily concerned with decisions on the broad course of action or direction & have them accurately recorded.
- Advisory Function
 - ❖ board acts in an advisory capacity for both the executive director and the stakeholders and can be a source of information, advice, or counsel and can serve as a sounding board for new ideas and thoughts.
- Trustee Function
 - ❖ Fiduciary Relationship to the Community Futures
- Perpetuating Function
 - ❖ Keeping your organization alive for years to come
- Leadership Function
 - ❖ Keep up to date on CF activities
 - ❖ Provide guidance to the GM, and the operations
 - ❖ Refer inquiries to the CF office for service delivery
 - ❖ Set goals

Board Functions:

- ✓ Policy's need to be active-it empowers your management
- ✓ Board members frequently visit your policies: Conflict of Interest and Confidentiality

Board Qualities for Success:

- Be committed
- Contribute
- Be informed
- Prepare for meetings
- Participate
- Ask questions
- Develop skills
- Be supportive
- Monitor financials
- Monitor compliance
- Avoid conflict of interest
- Maintain confidentiality
- Uphold board decisions

The Nature of Boards:

- Aligned goals
- Policy making
- Diversity of individuals
- Collective board authority
- Relationships with stakeholders
- Delegation of authority

An effective board of directors is as important to the success of the organization, as effective management. Board effectiveness depends upon how well board members understand and discharge legal and other responsibilities. Board effectiveness is also determined by such factors as board composition and organization, board leadership, and the way directors communicate with and co-operate with executive directors.

The Board's Authority, Responsibility and Accountability

Authority

- Right to decide what should be done
- Right to do it or to require someone else to do it

Responsibility

- Obligations of an individual to perform assigned functions

Accountability

- Requirement of answering one's performance

*It's the Boards job to recruit new members!

Board and Management Areas of Responsibility and Accountability

- The Board has only one employee-The executive Director
- Boards do not manage staff-Executive Director does
- Board Oversight in human Resources
- Personnel, policies, and employee's manual
- Salary scale, benefits, and compliance
- Hiring
- Grievances

Organization and Structure

The board leads, directs and mentors' management. The executive director respects the mandate of the board. Communication flows both ways, with authority being delegated from the board and accountability flowing up to stakeholders through the board.

Financially Fierce

- Start by getting through resistant or discomfort!
- “Eating The Frog” by Steven Covey
- Sometimes ‘Rock Bottom’ is what we need to rise-up!
- More top line sales do not mean more (bottom line) profit!

How do you feel as business owners:

- Independent/solo
 - I’m worthy
 - Isolated
 - Imposter
-
- How business owners are feeling is what you are in the process of creating! (Get it down on paper)
 - If you 'label' yourself as **small**: you will have a small amount of clients, charge a small price, pay yourself a small salary.....small bottom line etc.
 - 98% of Business Owners (Corporate/sole proprietorships) fail in the first 5 years, primarily because of finances and how to deal with them.

Business Owners are not processing what their beliefs are:

Seeing: the mechanics of money

Knowing: The mindset: what’s keeping you blocked/know the numbers and why your paying them the wages you do-bonuses etc./certainty/clarity

Doing: The plan: show up to do the work!

To be Financially Fierce You Have To See Differently!

- Get a role model and start seeing and living that person today!

Mechanics of Money:

What causes a business to fold:

- Lack of a financial plan:
 - Every dollar that comes in-where are those dollars going including net profit!
 - Know your emergency buffer: your NET profit should be priority number one!

- 89% of founders are generating less than a 2% (bottom line) net profit!!!! If you put your money in a savings account, you would be further ahead with zero time.

Net Profit/Bottom Line:

1. Return on your investment-
2. Impacts the Value of your business.
3. Retained earnings.
4. Your impact: you can become philanthropic.

Build backwards; its your point of focus-its your North Star!

Budget:

1. The plan to get you to the North Star: know the times when its not going to work and work with a budget or loan
2. Why is doing it from the bottom up important? You must mentally work this out-quick books will not do this! More time is put in than our return-own your value! CEO=optimize value!

The building blocks to becoming fierce.

1. Bottom Line: 11%
2. Indirect Costs (operating Expenses): Necessary Costs-Too many businesses boot strap/budget for efficiency/know if your spending money or saving money.
3. Revenue Streams: 3-5 products/sales make 80% of your revenue.
4. Direct Costs: Separate and know what products and services are most profitable/calculate your costs for your revenue stream.
5. Pricing: Do not price based on competitors! Know your price based on your costs and your value!
6. Top Line [Sales]: how much money you need to bring in to cover your indirect and direct costs/know dollar value/seasonality-assumptions=when will they buy and when will they pay
7. Reverse Engineer:
 - Indirect/Direct Cost & Pricing is where you lose the most amount of money.

🚧 Budget for the tasks to be performed and then Budget for those positions.

🚧 Do they need to be an employee, contractor, or a consultant? Consider the position needed!

Team & Personal Costs

- making sure you the owner/shareholder are accounted for!

Direct Costs

- MATERIALS=Consumables/packaging/landed/shipping/duties/exchange\$

- INPUTS=Merchant Fees/Transaction fees/ Commission/Equipment
- SUBCONTRACTORS=Company 1/2/3

Direct Labour

- The task-list everything that person will be doing to make sure you know the cost of the person doing that task
- Total Materials/Input Costs/Subcontractor Costs
- Total Labour
- Total Direct Costs

COMPETITORS

- Strengths/Weaknesses/Prices

Decisions Making Criteria

- WEIGHTED SCORE (1=VERY WEAK, 5=VERY STRONG)

WEIGHTED PRICING SCALE

- 1-5

How To Start Up a Business

- Planning is the place to start.
- Gather your ideas!
- Self employment and lifestyle
- Persistent/creativity/goals/vision

Why a Business Plan

- From mind to paper
- Connect the numbers.
- Is your business viable?

It's All About You!

- Steer towards your business vision and align your business plan.
- Reach out to the experts!

A Business Plan

- Business Structure
- Product/Service
- Your market and industry
- Competitors
- Marketing Plan
- Business Type and Location
- Management & Staff
- Financials
 - Start up Costs
 - Financing needs
 - Cash flow

*Consider using the Business Plan Workbook (Community Futures)

Start-Up Steps

- ✓ Business plan questions
- ✓ You will do research to answer these questions.

- ✓ Business Licenses, Registration & Requirements by:
 - Municipal Government
 - Provincial Government
 - Federal Government

Alberta Go To Resource:

- Initial Planning Tool
- Test your ideas.
- Common start ups
- Business Plan
- Business Structures
- Taxes
- Get permits and licenses.
- Insurance

Check this out:

[BIZPAL.ca](#)

[Meridian Region.ca](#)

[The Business Link](#)- 75% off QuickBooks for first 3 months

[Business Benefits Finder](#)-great for grants etc.

Decide on a business structure:

- Sole Proprietorship
 - Partnerships
 - Corporations
1. Choose a business name!
 2. Download your Declaration of Trade Name or Partnership or Corporation Package
 3. Take this info to a Corporative Registry service provider.
 - a. Business
 - b. Valid I.D.

❖ Workers Compensation Plan (WCB) Alberta

Business Loans:

Loans up to \$150,000

Micro-Loans up to \$25,000

Entrepreneurs with Disabilities-

Small Business Supports: up to \$750K

- ✓ Enhanced online marketing.
- ✓ Receive support from a business mentor.

Next Steps Towards Success

- ✓ Write down your great ideas.
- ✓ Research-use the Resource List
- ✓ Complete the season EVALUATION.
- ✓ Contact CF Meridian Region with questions and for support.
- ✓ Attend upcoming business sessions.

January 12, 2023

Nail The Numbers

Tanya Woods Richardson

THE MINDSHIFT.

- Fear is always future based
- You can set up a Pension Plan in your business(Line item)
- 95% of our decisions are driven by our subconscious (unconscious bias). Were on auto pilot and don't even know it.
- Life is a gift and it's meant to be enjoyed!
- Our Pain Becomes Our Purpose
- Tears show what's in your subconscious.....they are the therapy!

Money Mastery Methodology

Money Management-How much money needs to be made

Money Mindset-How much you need first in your personal lives? What have you been doing with your money and decisions?

Money Motive-

- SEE
- KNOW
- DO

- Clarity
- Control
- Communicative

Five Financial Pillars

PERSONEL

Savings-for emergencies

Share-Taxes/Tithing/Giving/charity

Investing-Cash/Property/Investments/Retirements

Spending-Needs/wants/experiences/debts/payments

Earning-Salary

BUSINESS:

Savings Business-Retained Earnings

Share-Taxes/Tithing/Giving/charity

Investing-Cash/Assets/Retained Earnings

Spending-Direct costs/Indirect costs

Earning-Sales

The Three Brains:

Using your prefrontal cortex (Brain):

1. NEOCORTEX: motivational, rational, Logic
2. MIDBRAIN: Feelings, Memories, Experiences
3. PRIMITIVE: Hardwired, Reactive, Survival

Three Sources:

1. Developed-Ages 0-12/languages we heard/the experiences/the events/behavior's
2. Inherited-epigenetics(study)/emotional (unresolved emotional problems goes back three generations-developed at 5 months in utero)/physical experiences
3. In Utero-Emotional programming that your mother was feeling at the time she was carrying you plays a role in development/the fetus develops differently/limbs develop differently/tears show what's in your subconscious and then it becomes conscious.

Money Motive: Emotions are what reprograms the subconscious

- What-get crystal clear on what you need to create.
- Why-Define: security/neuroplasticity/train your subconscious on how to feel/see it and acknowledge it! Do differently. Anchor routine every morning. Hit reset (use music/exercise/magazine/vision board). Walk through to the other side.
- Where-knowing the triggers/identify

Book to Read: It Didn't Start with You-Mark Wolynn

Date: February 14, 2023

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.08 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. Town of Bon Accord – Letter to Minister Cropping – EMS Concerns
2. Oyen Hospital – ED Temporary Closure
3. SAEWA EFW – Project Heats Up – Media Release 2023.01.30
4. RhPAP Info Session – Feb 2023 – Accommodations
5. AHS – EMS-811 Shared Response
6. Town of Fox Creek – Ambulance Service Concerns
7. Marigold Library System – January 2023 Notes to Council
8. PLRD – Board Highlights – January 24, 2023

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

January 12th, 2023

The Honourable Jason Copping
Minister of Health
204, 10800 – 97 Avenue
Edmonton, AB T5K 2B6

VIA EMAIL health.minister@gov.ab.ca

Re: Ambulance Crisis

Dear Minister Copping:

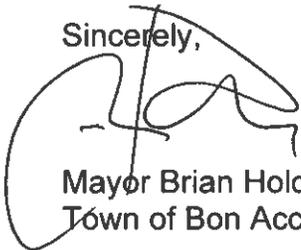
At the Regular Bon Accord Council Meeting on December 6, 2022, Council received a copy of correspondence from the Town of Ponoka to the Ministry of Health requesting support for their local fire department as first responders for emergency ambulance calls. Bon Accord Town Council fully stand with Ponoka in support of their request for better delivery of ambulance services across the province.

The incidents described in the letter show that ambulance service for rural Albertans is in severe crisis. What steps are being taken to remedy this detrimental situation for our communities? As Canadians, our section 7 Charter right to life, liberty, and security of person should be top priority. The current state of our ambulance service, or lack thereof, affirms instead that these rights hang in the balance.

These incidents, and others across the province, also show the value local fire departments bring to our communities. The lack of adequate ambulance service is placing unfair stress and expectations on volunteer firefighters and further putting the health and safety of Albertans in jeopardy.

These community volunteers and our communities deserve better. We hope your Ministry will make positive changes moving forward to uplift our communities during these difficult times.

Sincerely,



Mayor Brian Holden
Town of Bon Accord

cc: Premier Danielle Smith
Rachel Notley, Leader of the Opposition
Alberta Municipalities
Dale Nally, MLA – Morinville-St. Albert
Pat Mahoney, Fire Chief – Town of Bon Accord

From Facebook posted Tuesday 2023: The Oyen Echo

LOCAL EMERGENCY DEPARTMENT TO TEMPORARILY CLOSE OVERNIGHT

OYEN: The Oyen Big Country emergency department (ED) will be temporarily closed daily from 7 pm to 7 am, beginning Jan. 16, due to a lack of nursing staff.

The ED will be open from 7 am to 7 pm with nursing staff on site and a physician on call.

The lack of nursing staff will also result in the temporary closure of the 10 acute care beds at the facility. Current inpatients will be either discharged or transferred to another facility.

This is a temporary measure and Alberta Health Services (AHS) is working to ensure local residents continue to have access to the care they need during this time. Nursing staff will remain on-site overnight providing care for long-term care residents.

Patients are asked to call 911 if they have a medical emergency. EMS calls will be re-routed to another ED to ensure residents have access to the emergency services they need.

Patients seeking care during the closure in Oyen can access emergency services anytime at:

- Hanna Health Care – 113 km away*
- Coronation Hospital – 135 km away*
- Provost Health Center -140 km away*
- Brooks Health Center – Brooks 187 km away*
- Medicine Hat Regional Hospital – 196 km away*

Residents can also call Health Link at 811, which is available 24/7 for non-emergency, health-related questions. Individuals requiring non-emergency medical care are also encouraged to call their family physician.

Residents are invited to an in-person community engagement session on Thursday, Jan 12, from 5:30 – 6:30 pm for an opportunity to speak with AHS representatives and learn more about these changes. This session will take place at the (Oyen Legion).

AHS is thankful for the support of surrounding healthcare centers and medical staff, and would like to thank the community for its patience and understanding during this time.

Alberta Health Services is the provincial health authority responsible for planning and delivering health supports and services for more than four million adults and children living in Alberta. Its mission is to provide a patient-focused, quality health system that is accessible and sustainable for all Albertans."



Southern Alberta Energy from Waste Association

MEDIA RELEASE

Energy from Waste Project Heats Up

January 30, 2023

The Southern Alberta Energy from Waste Association – SAEWA is pleased to announce publicly that after a long and rigorous Expression-of-Interest and Evaluation Process – that the SAEWA Board on January 27, 2023 did approve the Steering Committee’s recommendation of an Energy-from-Waste Partner, identified as HITACHI ZOSEN INOVA - HZI with a view to establishing a formal project development agreement for implementation of SAEWA’s vision for an energy from waste facility in Southern Alberta.

Statement from the SAEWA Chair, Tom Grant -

“As Chair of SAEWA, I am extremely proud of the progress made and to have received the Boards Motion in approval to establish a formal partnership agreement with HZI. “The process has been long but rewarding to the Board and our members to finally get here”.

Statement from the SAEWA Vice Chair/Project Lead, Paul Ryan –

“It has taken a long time to get to where we are today, and we could not have done it without the full support of the SAEWA Board of Directors and the Steering Committee. I look forward to leading the Project with the Steering Committee to the next level and establishing a formal partnership agreement with HZI.”

Statement from HITACHI ZOSEN INOVA – HZI

“HZI is delighted to have been selected by SAEWA to deliver a cost effective world-class Energy from Waste facility for the communities, businesses and municipalities of Southern Alberta” said Stuart Mander, Director of Project Development at HZI.

“When operational the new plant will be equipped with HZI technologies such as HZI’s own reciprocating grate and our state-of-the art boiler whilst ultimately being designed to fully comply with the most stringent emission limit requirements to satisfy the high demands placed on modern Energy from Waste facilities”

SAEWA’s primary goals for development of an energy from waste facility are:

- To reduce southern Alberta’s long-term reliance on landfill disposal;
- To process non-recyclable solid waste from SAEWA communities and potentially private sector customers;
- To reduce greenhouse gas emissions from solid waste management; and,
- produce electricity, heat energy and potentially additional by-products for commercial sale.

For additional information contact:

Vice Chair & Project Lead, Paul Ryan

403-609-7465

Administration - Sherry Poole:

403-563-5759

HDR Project Manager – Michelle Blake (michelle.blake@hdrinc.com)

604.365.5037



Rural Information Series



Learn about RhPAP's
Accommodations program!



Featuring **Eric Nashman**
Manager, RhPAP Housing Program

Feb. 16, 2023
11 a.m.

RhPAP's Housing program offers medical students, resident physicians, and some nursing and allied health students the opportunity to experience living and training in rural Alberta without the stress of trying to find a place to stay.



What is RhPAP's Rural Information Series?

These **one-hour learning sessions** will be offered virtually on an ongoing basis and address issues related to rural Alberta communities and health care.

Questions?
Have a session idea?
Contact Holly:
holly.handfield@rhpap.ca

**Registration is
required for this
free event.**

**[Register at
rhpap.ca/events](https://rhpap.ca/events)**



Did you know?

RhPAP provides accommodations for future health professionals in 40 rural Alberta communities.

Want to learn more?
[Check out our website](#)
to learn more about our
Programs and Services

Kim Neill

From: Hanna Town Office
Sent: February 2, 2023 2:14 PM
To: Kim Neill
Subject: FW: EMS/811 Shared Response

Hanna Town Office

Administration

T: 403.854.4433



302 2nd Ave West, Box 430
Hanna, AB Canada T0J 1P0

hanna.ca



Live the Lifestyle

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From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: 2 February, 2023 1:54 PM
To: Community Engagement <Community.Engagement@albertahealthservices.ca>
Subject: EMS/811 Shared Response



EMS/811 Shared Response

Dear Stakeholders

Alberta Health and Alberta Health Services [announced today](#) a new EMS/811 Shared Response that is already helping patients get the care they need and reducing unnecessary ambulance responses.

This new collaboration between EMS and Health Link 811 allows for the transfer of EMS callers who EMS assesses as low-acuity – or, not experiencing a medical emergency that requires an ambulance - to Health Link 811 nurses for further triage, assessment and care. If at any point it is determined an ambulance is required, one will be dispatched.

Many EMS callers are seeking help, advice or guidance and don't know where to turn so they call 911 even though they do not need an EMS response. Evidence to-date also demonstrates that some callers looking for ambulance transport have needs that are better met outside the emergency department. Some callers, for example, call 911 when they are experiencing sleeplessness, constipation or earaches.

Allowing these callers to be connected with Health Link 811's Registered Nurses will provide better support for patients while allowing ambulances to remain in the community to respond to life-threatening emergencies. This results in faster emergency response times and better flow through the health system: two of AHS' four key priorities.

In the first two weeks of Shared Response, approximately 6 per cent of EMS calls have been transferred to 811. In consultation with other jurisdictions in Canada that have also implemented similar call triaging, up to 20 per cent of EMS calls are transferred to a nursing line, over time. If AHS realizes a 20 per cent call transfer rate as the work continues between EMS and 811, EMS could be freed up from responding to approximately 40,000 low acuity calls each year.

Both EMS Emergency Communications Officers and Health Link's RNs use industry best practice protocol and advice models to assess patients and their care needs. This ensures consistency and safe, patient-focused clinical options.

In addition to Shared Response, AHS is also issuing a Request for Expressions of Interest and Qualification (RFEIQ) for transporting patients who do not require emergency care, between care facilities.

By contracting third party partners to transport patients requiring care, between care facilities, patients receive the supports they need, while EMS ambulances are freed up to respond to emergencies.

These actions are all a part of AHS' four priorities:

- Improving EMS response times.
- Decreasing emergency department wait times.
- Reducing wait times for surgeries.
- Improving patient flow throughout the healthcare system.

AHS is taking action on all four priorities. Specific to AHS EMS, we are also adding new resources and aggressively working to recruit and retain EMS staff. We have stopped the automatic dispatch of ambulances to non-injury collisions and are fast-tracking ambulance transfers at emergency departments by moving less urgent

patients to hospital waiting areas. In addition, paramedics are now able to assess, treat and refer patients if they do not require transport to hospital, and new guidelines are getting patients who do end up in the hospital, home faster after discharge.

Visit ahs.ca/ems to learn more about the work that AHS is doing to ensure sustainable high-quality emergency medical services are available for all Albertans.

We are making fast, effective improvements that are focused on improving patient flow – from the moment a call is made to EMS, to the arrival of an ambulance and the subsequent care of a patient in the emergency department and broader health care environment.

These extraordinary efforts are all part of a collective, organization-wide effort to build a high-quality health care system. And we could not do that without the help of our valuable community partners.

Thank you for your contribution to building healthy Albertans, healthy communities, together.

Sincerely,

Mauro Chies
Interim AHS President and CEO



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January 27, 2023

The Honourable Jason Copping
Minister of Health
432 Legislature Building
10800 – 97 Avenue
Edmonton, Alberta T5K 2B6
health.minister@gov.ab.ca

Re: Town of Fox Creek Ambulance Service

Dear Minister Copping,

In November 2022, the Town of Fox Creek was copied on correspondence from the Town of Ponoka expressing concerns on behalf of their Volunteer Fire Department as first responders to emergency calls. The letter received from the Town of Ponoka summed up some of the major issues in our province perfectly, and the Town of Fox Creek would like to reiterate the concerns with the state of our ambulance service in rural Alberta.

We share in our main concern being the ambulance services that we are receiving from Alberta Health Services. Recently, our community has gone without an ambulance for 14 hours because of patient transfers and staffing issues. The most troubling part of this lapse is the number of times that it seems to be happening. Because of our location, when an ambulance leaves our community, our closest backup unit is a minimum 45 minutes away. Those 45 minutes can quickly turn into over an hour if the roads are bad or if there is not a crew available immediately. Those 45 minutes could very well be the difference between life and death, or could change the course of someone's future.

Much like Ponoka, our Fire Department has been the first responders to many calls that would not necessarily fall under their mandate, however, because they love our community and the people that live here, they go without hesitation. They have seen things they should not have to see and have held the hands of individuals through extremely tough situations.

Fox Creek has also stepped up and is running our Medical First Responder Program out of our volunteer department, however, with a lack of funding for the program, many of the costs to run the program are being covered by the community. It is time the province finds a way to deal with the ambulance situation in rural Alberta that does not fall on the back of volunteer fire departments or municipalities.

It is only a matter of time before the gamble to move Fox Creek's ambulance to a busier location when AHS is short-staffed does not pay off and a life is lost because of the lack of service provided. Unfortunately for Fox Creek, when that happens, it is going to be someone in our community. We are urgently requesting that these issues be addressed with a solution that does not forget about the unique situations of many rural Alberta communities.

Sincerely,



Sheila Gilmour, Mayor
Sheila@foxcreek.ca

cc: The Honourable Danielle Smith, Premier of Alberta
The Honourable Todd Loewen – MLA – Central Peace Notley
The Honourable Rachel Notley – Leader of the Official Opposition NDP
Arnold Viersen, MP, Peace River – Westlock
Alberta Municipalities Members
Town of Ponoka

Notes to Council



January 28, 2023, Board Meeting Highlights

Financial Statements

Marigold unaudited Financial Statements to December 31, 2022 were accepted for information. Many costs going into 2022 were unknown, such as the costs for running the new facility and whether or not the old headquarters would be sold.

Marigold was able to repay the \$500,000 loan from Wheatland County in October. Marigold used this loan in part to ensure a viable cashflow position could be sustained during the construction of the new facility.

97% of budgeted expenditures were spent. Items over or under spent were a result of universal trends everyone is seeing with supply chain price increases, such as fuel, utilities, shipping and office supplies.

HQ Building Sale

Marigold has a conditional buyer for our old headquarters property at 710 2 Street in Strathmore.

The real estate listing can be found here: <https://www.realtor.ca/real-estate/25017701/710-2-street-strathmore>

Budget 2023

Marigold's Operating Budget and Capital and Projects Budget were approved. The Operating Budget for 2023 is \$5,838,340.

There have been no updates yet from the province of Alberta about whether there will be any changes to operational grant funding. Marigold and member libraries still receive funding based on 2016 Municipal Affairs population.

This year, Marigold is more clearly able to anticipate utility costs for our headquarters and condominium costs for the facility and property, which we co-own with the Western Irrigation District. Budget lines that have increased include travel, Board activities, and training for member libraries.

Delivery costs will rise with the opening of the new Langdon Community Library and the possible addition of a second weekly delivery to Bragg Creek.

Upcoming Board Meetings



Saturday, April 22, 2023: 9:30 AM in Strathmore at the Marigold Library System & Western Irrigation District Community Room

Trustee Orientation: February 11, 2023
Virtual TEAMS Meeting, 9:30 AM

Questions?

Contact CEO Lynne Price, lynne@marigold.ab.ca

Notes to Council - January 28, 2023

Policy Approval & Decision

The following policies were reviewed and approved by the Marigold Board:

- Marigold Library System Constitution
- Marigold Library System Procedural Bylaws
- Appointment Plan for Marigold Board Members
- Orientation for Marigold Board Members
- Code of Conduct
- Contingency Plan for Finance
- Collection Management Policy
- Transfer Payments Policy
- IT Capacity Fund Policy

Staff Updates

Indigenous Outreach Specialist Rose Reid reported on activities from the past year that included programming, literacy, school visits and holiday events at various locations on Stoney Nakoda Nations. In 2023, the Indigenous Advisory Group, led by staff at PLSB, will be meeting in person to share information.

CEO Lynne Price reported on the work of the Regional Systems Advocacy Committee and presented a set of advocacy documents. A How-To Guide and Handout provide some strategies to advocate for increased funding for public libraries that addresses growing populations and inflation. Marigold's Director of Service Delivery, Kristine den Boon attended

a Public Library Services Branch meeting in Edmonton on January 25. The Honourable Rebecca Schulz, Minister of Municipal Affairs, was in attendance.

Nora Ott, Executive Support and HR Specialist, introduced the online Boardable platform that will be used to streamline future Board and Committee meetings and improve document management.

Lynne Price provided further updates regarding the Marigold Agreement, the 2023 Marigold Conference, the Making a Difference Awards, and the Canadian Urban Libraries Council Safety and Security Working Group.



Marigold Library System

B 1000 Pine Street
Strathmore, Alberta T1P 1C1 | 1-855-934-5334
marigold.ab.ca

BOARD HIGHLIGHTS

Board of Trustees Meeting

January 24, 2023

2023-2024 Prairie Land Division Calendar

At the January 24 Board meeting, the Board of Trustees approved the 2023-2024 Prairie Land Public School Division Calendar. The calendar provides school breaks during the weeks of November 13-17 and February 19-24, in addition to the traditional winter and spring breaks. This approved calendar includes 183 instructional days and 193 teacher days, with six Professional Development days. The Board appreciates the feedback and the support that it received for this calendar from our school communities.

Alberta Rural Education Symposium (ARES) 2023

The Alberta Rural Education Symposium will be held on March 5-7, 2023 at the Fantasyland Hotel. This year's theme, "Three R's of Rural Education: Resilience, Reconciliation, and Rejoicing" will focus on the power of appreciate inquiry in an effort to create flourishing school communities in Alberta. This gathering is aimed at stakeholders of the education system, which includes our parent partners; further information regarding the Symposium can be found at <https://www.albertaruraleducation.ca/>.

Educational Assistant Course

Prairie Land is currently offering further education by way of a locally developed year-long course for any of our Educational Assistants currently employed within the division. The outcome of this ongoing professional development is to build capacity in EA's current practice of supports for students, as well as to keep everyone abreast of the evolution of educational trends and their role in supporting students and the system.

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

Date: February 14, 2023

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 Property Matter as per FOIP Sections 16 & 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

