

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

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

4 PUBLIC PRESENTATION

4.01 April Reeves

4.02 Deb Clark

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – February 14, 2023

5.02 Minutes of the Information Meeting of Council – February 22, 2023

6 FINANCE REPORTS

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses –February 2023

6.03 Budget Overview – February 2023

7 COMMITTEE REPORTS

7.1 Municipal Planning Commission – February 22, 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 Alberta Smart Cities Alliance Termination
- 9.02 2023 Fall Rummage Sale Date
- 9.03 Palliser Intermunicipal Subdivision & Development Appeal Board Appointment - Warwick

10 BYLAWS

- 10.01 Bylaw 1030-2023 – Public Hearing
- 10.02 Bylaw 1030-2023 – 2nd & 3rd Reading

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.1 Federal Electoral Boundaries Commission Revisions – East Central Alberta
- 12.2 Town of Tofield – Camrose Casino Relocation
- 12.3 Municipal Affairs – Budget 2023
- 12.4 AM South Zone Update – January 2023
- 12.5 Municipal Affairs – 2023 MSI-CCBF Allocation
- 12.6 New Blood A Story of Recognition Hanna April 5, 2023
- 12.7 Alberta Office of the Auditor General – Covid 19 in Continuing Care Centre – Report
- 12.8 AHS Official Administrator – 90 Day Report
- 12.9 Prairie Land Pride Newsletter – Volume 8 Issue 3 February 2023

13 CLOSED SESSION

14 ADJOURNMENT

- 3.62 The agenda of each Regular Council Meeting shall contain a Public Presentation Session after the adoption of the agenda. The Public Presentation Session shall be no longer than 15 minutes in length allowing for no more than 5 minutes per speaker. The public will be encouraged to register for this session but walk in presenters will be allowed to speak if the allotted time period has not been exhausted by registered presenters. Public presenters will not be allowed to discuss issues that are before the Subdivision and Development Appeal Board or the Assessment Review Board or any issue currently being dealt with in a Statutory Public Hearing.

Debate of Motions

- 3.63 No member shall speak more than once on the same item without the leave of the Chair, except that a member may speak:
- 3.63.1 in explanation of a material part of their speech which may have been misunderstood; or
 - 3.63.2 in reply after everyone else wishing to speak has spoken, if they presented the motion to Council, but a reply shall not be allowed to a member who has moved:
 - 3.63.2a to extend the time of the Meeting;
 - 3.63.2b to refer;
 - 3.63.2c to amend;
 - 3.63.2d to postpone; or
 - 3.63.2e to adjourn.
- 3.64 A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.
- 3.65 A member may ask questions of the Chief Administrative Officer or a municipal official to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.
- 3.66 A member's question shall not be ironic, rhetorical, offensive, or contain epithet, innuendo, satire or ridicule, be trivial, vague or meaningless.
- 3.67 Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.
- 3.68 When the motion has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.
- 3.69 The Chair shall determine when a motion is to be put to a vote.

R
KN

Date: March 14, 2023

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held February 14, 2023, be adopted as presented.

That the Minutes of the Information Meeting of Council held February 22, 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 – February 14, 2023.
- 2. Minutes of the Information Meeting of Council – February 22, 2023.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

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

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, February 14, 2023 at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Fred Crowle
Kyle Olsen
Vernon Thuroo
Angie Warwick

Council Members Absent

Sandra Murphy

Administration Present:

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

1.0 CALL TO ORDER

Mayor Povaschuk called the meeting to order at 6:00 p.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Warwick that the agenda for the February 14, 2023, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

3.01 Harvest Sky Animal Rescue Society – 2023 Operating Grant - Update

Town of Hanna
Regular Council Meeting
February 14, 2023
Page 010:

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

024-2023
Harvest Sky Animal
Rescue Society
Update

Moved by Councillor Olsen 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.

Motion Carried.

3.02 Hanna Hospital Auxiliary – 2023 Fall Rummage Sale Date

Gloria Hutton, President of the Hanna Hospital Auxiliary was in attendance this evening to provide Council with information on why the Fall Rummage Sale date should remain set for September 30th, 2023. Gloria Hutton also answered questions from Council.

025-2023
Hanna Hospital
Auxiliary

Moved by Councillor Crowle 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.

Motion Carried.

3.03 Hanna Minor Hockey Association – 2023 Fall Rummage Sale Date

Kendall King, President of the Hanna Minor Hockey Association was in attendance this evening to provide Council with information on why arena ice should be installed and available for Minor Hockey September 30th, 2023. Kendall King also answered questions from Council.

026-2023
Hanna Minor Hockey
Association

Moved by Councillor Thuroo 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.

Motion Carried.

3.04 Hanna RCMP Detachment 2022/2023 Third Quarter Report

027-2023
Hanna RCMP
Detachment 3rd
Quarter Report

Moved by Councillor Beaudoin 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.

Motion Carried.

4.0 PUBLIC PRESENTATION

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – January 10, 2023

028-2023
Regular Meeting
Minutes

Moved by Councillor Warwick that the Minutes of the Regular Meeting of Council held January 10, 2023 be adopted as presented.

Motion Carried.

5.02 Minutes of the Information Meeting of Council – January 25, 2023

029-2023
Information Meeting
Minutes

Moved by Councillor Olsen that the Minutes of the Information Meeting of Council held January 25, 2023 be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

030-2023
Accounts Payable

Moved by Councillor Olsen that Council accepts the accounts payable listings for general account cheques 42511 – 42537 and direct deposit payments 001745 – 001823 for information.

Motion Carried.

031-2023
Statement of
Revenues &
Expenses

6.02 Statement of Revenue & Expense – January 2023

Moved by Councillor Thuroo that Council accepts the Statement of Revenue & Expense Report for January 2023 for information.

Motion Carried.

032-2023
Budget Overview

6.03 Budget Overview – January 2023

Moved by Councillor Warwick that Council accepts the Budget Overview for January 2023 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

033-2023
CSB Meeting Minutes

Moved by Councillor Thuroo that Council accepts the Community Services Board Meeting Minutes of January 20, 2023 for information.

Motion Carried.

8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

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

034-2023
SAO Reports

Moved by Councillor Crowle 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 Farmers Market Committee – Subsidized Rental Request

035-2023
Hanna Farmers
Market Rent

Moved by Councillor Olsen 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 \$324.00/day plus GST when using the concession and \$232.00/day plus GST without concession.

Councillor Thuroo abstained from voting as he is a member of the Hanna Agricultural Society who is a sponsor of the Hanna Farmers Market Committee.

Motion Carried.

9.02 2023 Fall Rummage Sale Date

036-2023
2023 Fall Rummage
Sale Date

Moved by Councillor Beaudoin that Council table the decision to the March 14, 2023 Regular Council Meeting to allow Council additional time to debate the best decision and have Administration gather any additional information Council requires prior to making a decision for setting the fall rummage sale date.

Motion Carried.

9.03 Town of Hanna Entrance Sign Donation

037-2023
Town of Hanna sign
donation

Moved by Councillor Thuroo 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.

Motion Carried.

9.04 2023 Operating Budget Amendment – Preliminary – Detailed Design Palliser and Pioneer Trail Road Rehabilitation Project

038-2023
2023 Operating
Budget Amendment

Moved by Councillor Olsen 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.

Motion Carried.

10.0 BYLAWS

10.01 Bylaw 1029-2023 Land Use Amendment

The Public Hearing is regarding Bylaw 1029-2023 to amend Land Use Bylaw No 967-2012.

Mayor Povaschuk opened the Public Hearing at 7:02 p.m.

Mayor Povaschuk explained the rules of procedure for the Public Hearing.

Chief Administrative Officer Kim Neill provided an explanation of the purpose of the Public Hearing. Bylaw 1029-2023 is to amend Land Use Bylaw 967-2012 by re-designating Plan 2261JK Block 1, Lot 2 from R-3 Multiple Unit Residential District to R-1 Single Detached Residential District.

Tracey Woitenko Senior Planner from Palliser Regional Municipal Services presented Council with a slide presentation, explaining which property is to be re-designated to R-1 and the purpose for the request for re-designation. The policy and procedures were followed, letters were sent out to adjacent property owners and no written comments were received.

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

Mayor Povaschuk closed the Public Hearing for Bylaw 1029-2023 at 7:12 p.m.

Mayor Povaschuk called a recess at 8:37 p.m.

Mayor Povaschuk called the meeting to order at 8:41 p.m.

10.02 Bylaw 1029-2023 Land Use Amendment

Moved by Councillor Crowle that Council approve second reading of Bylaw 1029-2023, Land Use Amendment – Plan 2261 JK, Block 1, Lot 2 Redesignation.

Motion Carried.

039-2023
2nd Reading
Bylaw 1029-2023

Moved by Councillor Beaudoin that Council approve third reading of Bylaw 1029-2023, Land Use Amendment – Plan 2261 JK, Block 1, Lot 2 Redesignation.

Motion Carried.

040-2023
3rd Reading
Bylaw 1029-2023

10.03 Bylaw 1030-2023 Advertising Bylaw

041-2023
1st Reading
Bylaw 1030-2023

Moved by Councillor Olsen that Council give first reading to Bylaw 1030-2023 Advertising Bylaw.

Motion Carried.

042-2023
Public Hearing -
Bylaw 1030-2023

Moved by Councillor Warwick 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.

Motion Carried.

11.0 COUNCIL REPORTS AND ROUNDTABLE

043-2023
Council Reports

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

Motion Carried.

12.0 CORRESPONDENCE

- 12.01 Town of Bon Accord – Letter to Minister Cropping – EMS Concerns
- 12.02 Oyen Hospital – ED Temporary Closure
- 12.03 SAEWA EFW – Project Heats Up – Median Release 2023.01.30
- 12.04 PhPAP 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 – January 2023 Notes to Council
- 12.08 PLRD – Board Highlights – January 24, 2023

044-2023
Correspondence

Moved by Councillor Warwick that Council accepts Correspondence items 12.01 to 12.08 for information.

Motion Carried.

13.0 CLOSED SESSION

045-2023
Closed Session

Moved by Councillor Thuroo that Council move into Closed Session at 9:03 p.m. to discuss item 13.1 Property Matter as per FOIP Section 16 & 17

Motion Carried.

046-2023
Regular Session

Moved by Councillor Beaudoin that Council move into Regular Session at 9:27 p.m.

Motion Carried.

13.01 Land Matter – Offer to Purchase

047-2023
Accept offer to
purchase Lots7-8,
Block 56, Plan
6170HW

Moved by Councillor Beaudoin that Council authorizes the Chief Administrative Officer to accept the offer to purchase from Bartlomiej Gutwinski and Joanna Dabrowska for Lot 7-8, Block 56, Plan 6170HW (Civic Address 516 – 1st Avenue West; Tax Roll 109600) in the amount of \$35,000.00 including GST, acknowledging that the property is being purchased in “as is” condition.

Motion Carried.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 9:28 p.m.

These minutes approved this 14th day of March 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
INFORMATION COUNCIL MEETING
FEBRUARY 22, 2023**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, February 22, 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

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 8:34 a.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Warwick that the agenda for the February 22, 2023 Information Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

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 Advertising Plan

Moved by Councillor Crowle that Council accepts the Advertising Plan Report for information.

Motion Carried.

Councillor Olsen left the Council Chambers at 9:23 a.m.

Councillor Olsen entered the Council Chambers at 9:24 a.m.

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the February 14, 2023, Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 10:02 a.m.

These minutes approved this 14th day of March 2023.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: March 14, 2023

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42538 – 42563 and direct deposit payments 001824 – 001894 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 42538 – 42563 totaling \$118,453.83.
2. Accounts Payable Listing – Direct Deposits 001824 – 001894 totaling \$251,002.15.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: March 14, 2023

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for February 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 February 28, 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 - February 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 28/02/2023

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	0.00	919,499.00-	919,499.00-
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	60,148.94-	536,000.00-	475,851.06-
RETURN ON INVESTMENTS	1-01-0000-550	19,807.50-	137,000.00-	117,192.50-
	TOTAL GENERAL MUNICIPAL 01:	83,900.86-	4,298,119.00-	4,214,218.14-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	330.00-	3,300.00-	2,970.00-
ADMIN SOUVENIR	1-12-0000-419	299.85-	2,100.00-	1,800.15-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	3,725.00-	16,800.00-	13,075.00-
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:	4,354.85-	567,500.00-	563,145.15-
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	2,128.00-	7,300.00-	5,172.00-
	TOTAL POLICE:	2,128.00-	7,300.00-	5,172.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	2,365.00-	94,400.00-	92,035.00-
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:	2,365.00-	826,861.00-	824,496.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	530.00-	3,000.00-	2,470.00-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	90.00-	500.00-	410.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	20,775.00-	18,200.00-	2,575.00-
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	0.00	200.00-	200.00-
BY-LAW FINES	1-26-0000-530	450.00-	1,000.00-	550.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
	TOTAL BY-LAW ENFORCEMENT:	21,845.00-	23,400.00-	1,555.00-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	3,265.00-	4,500.00-	1,235.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	3,265.00-	4,600.00-	1,335.00-
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 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	2,100.00-	8,600.00-	6,500.00-
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:	2,100.00-	466,970.00-	464,870.00-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	292.66-	1,136,200.00-	1,135,907.34-
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:	292.66-	1,246,400.00-	1,246,107.34-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	264.02-	0.00	264.02
	TOTAL WATER LINES & DISTRIBUTION:	264.02-	0.00	264.02
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	124.05-	260,100.00-	259,975.95-
SEWER DRAWN FROM SURPLUS (OPERATING)	1-42-0000-920	0.00	47,500.00-	47,500.00-
	TOTAL SANITARY SEWERS:	124.05-	307,600.00-	307,475.95-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	45.49-	74,300.00-	74,254.51-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	45.49-	74,300.00-	74,254.51-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	181.96-	353,800.00-	353,618.04-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	181.96-	353,900.00-	353,718.04-
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	64.20-	900.00-	835.80-
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.:	26,313.70-	96,398.00-	70,084.30-
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	3,100.00-	16,700.00-	13,600.00-
CEMETERY OTHER	1-56-0000-590	30.12-	100.00-	69.88-
	TOTAL CEMETERY:	3,130.12-	16,800.00-	13,669.88-
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	1.91-	25,800.00-	25,798.09-
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:	3,544.72-	253,820.00-	250,275.28-
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-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
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-
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	14,675.59-	63,200.00-	48,524.41-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	485.00-	3,300.00-	2,815.00-
	TOTAL ARENA:	20,173.09-	75,200.00-	55,026.91-
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	100.00-	0.00	100.00
	TOTAL HKH PARK REVENUE:	100.00-	0.00	100.00
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	0.00	2,100.00-	2,100.00-
	TOTAL SOCCER FIELDS REVENUE:	0.00	2,100.00-	2,100.00-
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATIN	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	2,070.98-	11,000.00-	8,929.02-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	10.01-	0.00	10.01
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	19,050.00-	19,050.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	9,644.76-	29,158.00-	19,513.24-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	11,725.75-	79,208.00-	67,482.25-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	2,560.00-	37,672.00-	35,112.00-
	TOTAL COMMUNITY CENTRE:	2,560.00-	37,672.00-	35,112.00-
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:	194,809.27-	12,824,397.00-	12,629,587.73-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	13,213.26	96,400.00	83,186.74

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
COUNCIL BENEFITS	2-11-0000-130	592.22	4,200.00	3,607.78
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	200.00	13,300.00	13,100.00
COUNCIL GOODS	2-11-0000-500	5,755.67	17,400.00	11,644.33
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:	19,856.39	151,150.00	131,293.61
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	56,057.69	332,800.00	276,742.31
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	4,572.67	20,900.00	16,327.33
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	5,958.43	40,900.00	34,941.57
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	567.00	9,900.00	9,333.00
ADMINISTRATION TELEPHONE	2-12-0000-217	1,166.19	7,400.00	6,233.81
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	863.17	6,700.00	5,836.83
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	21,924.74	150,917.00	128,992.26
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	39,000.00	39,000.00	0.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	1,676.00	5,000.00	3,324.00
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	992.04	10,800.00	9,807.96
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	4,400.00	4,400.00
ADMINISTRATION POWER	2-12-0000-541	4,525.91	27,500.00	22,974.09
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	493.25	5,400.00	4,906.75
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	0.00	1,200.00	1,200.00
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:	199,258.54	987,637.00	788,378.46
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	352.00	500.00	148.00
TAX RECOVERY PROPERTY - INSURANCE	2-12-0600-274	0.00	300.00	300.00
TAX RECOVERY PROPERTY - HEAT	2-12-0600-540	265.56	500.00	234.44
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	43.50	500.00	456.50
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	0.00	280.00	280.00
	TOTAL TAX RECOVERY PROPERTY:	661.06	2,080.00	1,418.94
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	159.00	1,950.00	1,791.00
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:	159.00	6,350.00	6,191.00
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	537.30	8,600.00	8,062.70
FIRE NON T4 BENEFITS	2-23-0000-133	0.00	1,400.00	1,400.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	135.00	500.00	365.00
FIRE TELEPHONE	2-23-0000-217	1,078.51	7,300.00	6,221.49
FIRE ADVERTISING	2-23-0000-220	0.00	900.00	900.00
FIRE MEMBERSHIPS	2-23-0000-221	665.00	900.00	235.00
FIRE CONTRACTED SERVICES	2-23-0000-232	8,385.66	28,100.00	19,714.34
FIRE CONTRACTED REPAIRS	2-23-0000-250	2,981.00	14,000.00	11,019.00
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	1,314.61	18,200.00	16,885.39
FIRE PETROLEUM PRODUCTS	2-23-0000-521	129.23	9,300.00	9,170.77
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	200.00	200.00
FIRE HEATING	2-23-0000-540	2,197.28	11,000.00	8,802.72
FIRE POWER	2-23-0000-541	1,417.77	15,900.00	14,482.23
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	0.00	16,500.00	16,500.00
	TOTAL FIRE:	18,841.36	285,840.00	266,998.64
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVI	2-24-0000-232	1,733.34	10,400.00	8,666.66
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	900.00	900.00
EMERGENCY SERVICES OTHER	2-24-0000-990	0.00	100.00	100.00
	TOTAL EMERGENCY SERVICES:	1,733.34	13,400.00	11,666.66
BY-LAW ENFORCEMENT				
BYLAW STAFF TRAINING	2-26-0000-212	9,400.00	0.00	9,400.00
BYLAW FREIGHT	2-26-0000-215	540.00	700.00	160.00
BYLAW TELEPHONE	2-26-0000-217	47.10	0.00	47.10
BYLAW ADVERTISING	2-26-0000-220	0.00	1,000.00	1,000.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	8,614.93	53,900.00	45,285.07
BYLAW GOODS	2-26-0000-500	175.00	800.00	625.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	530.00	3,000.00	2,470.00
	TOTAL BY-LAW ENFORCEMENT:	19,307.03	59,400.00	40,092.97
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	607.80	700.00	92.20
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	7,400.00	7,400.00	0.00
	TOTAL DOG CONTROL:	9,423.80	12,900.00	3,476.20
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	25,591.20	244,200.00	218,608.80
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	0.00	3,600.00	3,600.00
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	1,752.64	18,500.00	16,747.36
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	0.00	300.00	300.00
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	6,100.57	44,400.00	38,299.43
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	1,435.55	900.00	535.55
COMMON SERVICES TELEPHONE	2-31-0000-217	659.40	4,400.00	3,740.60
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	1,000.00	1,000.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	317.80	2,100.00	1,782.20
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	13,663.36	20,000.00	6,336.64
COMMON SERV CONTRACTED EQUIPMENT SERP	2-31-0000-253	4,399.87	10,000.00	5,600.13
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	752.38	4,500.00	3,747.62
COMMON SERVICES EQUIPMENT RENTAL OR	2-31-0000-263	2,386.81	21,880.00	19,493.19
COMMON SERVICES INSURANCE	2-31-0000-274	0.00	27,280.00	27,280.00
COMMON SERVICES GOODS	2-31-0000-500	5,014.37	19,300.00	14,285.63
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	7,092.40	50,000.00	42,907.60
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	220.00	12,800.00	12,580.00
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	318.94	12,100.00	11,781.06
COMMON SERVICES HEATING	2-31-0000-540	4,134.94	23,000.00	18,865.06
COMMON SERVICES POWER	2-31-0000-541	2,359.14	16,300.00	13,940.86
COMMON SERVICES INTEREST ON CAPITAL	2-31-0000-831	1,053.37	10,035.00	8,981.63
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	0.00	3,000.00	3,000.00
	TOTAL COMMON SERVICES:	77,252.74	551,595.00	474,342.26

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	27,608.74	84,900.00	57,291.26
S & R SEASONAL SALARIES	2-32-0000-111	0.00	5,400.00	5,400.00
S & R BENEFITS	2-32-0000-130	2,185.37	6,200.00	4,014.63
S & R SEASONAL BENEFITS	2-32-0000-131	0.00	400.00	400.00
S & R NON T4 BENEFITS	2-32-0000-133	3,819.15	14,800.00	10,980.85
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	2,371.75	30,500.00	28,128.25
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	11,864.12	121,100.00	109,235.88
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	430,839.00	430,839.00
	TOTAL STREETS & ROADS:	48,449.13	850,339.00	801,889.87
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	462.75	2,100.00	1,637.25
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,600.00	3,600.00
AIRPORT BENEFITS	2-33-0000-130	22.88	200.00	177.12
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	200.00	200.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	28.83	400.00	371.17
AIRPORT FREIGHT	2-33-0000-215	56.00	100.00	44.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	47.10	50.00	2.90
AIRPORT CONTRACTED SERVICES	2-33-0000-232	166.67	4,600.00	4,433.33
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	1,455.25	1,500.00	44.75
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	375.50	2,800.00	2,424.50
AIRPORT POWER	2-33-0000-541	2,613.39	9,100.00	6,486.61
AIRPORT WATER & SEWER	2-33-0000-542	40.00	500.00	460.00
	TOTAL AIRPORT:	7,946.37	32,740.00	24,793.63
WATER PLANT				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	52,824.00	861,400.00	808,576.00
WATER PLANT POWER	2-41-0100-541	2,571.56	33,600.00	31,028.44
	TOTAL WATER PLANT:	55,395.56	895,000.00	839,604.44
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	15,725.28	138,400.00	122,674.72
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	1,069.10	11,500.00	10,430.90
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	1,125.68	23,500.00	22,374.32
WATER LINES TRAVEL & TRAINING	2-41-0200-211	415.00	4,500.00	4,085.00
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	2,579.48	9,200.00	6,620.52
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	17,110.47	35,000.00	17,889.53
WATER LINES GOODS	2-41-0200-500	309.92	20,000.00	19,690.08
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	42,514.30	304,700.00	262,185.70
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	3,555.34	28,800.00	25,244.66
SEWERS BENEFITS	2-42-0000-130	249.26	2,200.00	1,950.74
SEWERS NON T4 BENEFITS	2-42-0000-133	407.91	5,300.00	4,892.09
SEWERS FREIGHT & POSTAGE	2-42-0000-215	56.38	500.00	443.62
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	145.48	800.00	654.52
SEWERS CONTRACTED REPAIRS	2-42-0000-250	7,720.96	72,500.00	64,779.04
SEWERS INSURANCE	2-42-0000-274	0.00	3,380.00	3,380.00
SEWERS GOODS	2-42-0000-500	12,441.00	32,000.00	19,559.00
SEWERS HEATING	2-42-0000-540	195.48	1,400.00	1,204.52
SEWERS POWER	2-42-0000-541	1,105.17	14,400.00	13,294.83
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
	TOTAL SANITARY SEWERS:	25,876.98	211,280.00	185,403.02
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	11,600.00	75,400.00	63,800.00
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
	TOTAL GARBAGE:	11,600.00	75,700.00	64,100.00
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	83,638.72	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	4,289.18	23,600.00	19,310.82
FCSS BENEFITS	2-51-0100-130	314.53	2,200.00	1,885.47
FCSS NON T4 BENEFITS	2-51-0100-133	772.47	5,300.00	4,527.53
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	270.00	300.00	30.00
FCSS ADVERTISING	2-51-0100-220	0.00	800.00	800.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	0.00	500.00	500.00
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	0.00	600.00	600.00
	TOTAL FCSS:	5,646.18	37,100.00	31,453.82
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	4,773.67	26,100.00	21,326.33
COORDINATOR BENEFITS	2-51-0200-130	351.56	2,400.00	2,048.44
COORDINATOR NON T4 BENEFITS	2-51-0200-133	859.26	5,900.00	5,040.74
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	270.00	300.00	30.00
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	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	11,575.66	83,600.00	72,024.34
COORDINATOR OTHER	2-51-0200-990	0.00	100.00	100.00
	TOTAL COORDINATOR:	17,655.15	124,800.00	107,144.85
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	2,386.63	13,100.00	10,713.37
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	175.77	1,200.00	1,024.23
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	429.64	2,900.00	2,470.36
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:	2,992.04	20,400.00	17,407.96
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	350.00	800.00	450.00
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:	350.00	4,710.00	4,360.00
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	887.76	8,900.00	8,012.24
CEMETERY SEASONAL SALARIES	2-56-0000-111	0.00	5,900.00	5,900.00
CEMETERY BENEFITS	2-56-0000-130	63.49	700.00	636.51
CEMETERY SEASONAL BENEFITS	2-56-0000-131	0.00	400.00	400.00
CEMETERY NON T-4 BENEFITS	2-56-0000-133	74.27	1,700.00	1,625.73
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	517.00	5,000.00	4,483.00
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
	TOTAL CEMETERY:	2,319.32	35,120.00	32,800.68
MUNICIPAL PLANNING COMMISSION				

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Description	Account	YTD Actual	YTD Budget	YTD Variance
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	98.00	15,590.00	15,492.00
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	257.33	2,000.00	1,742.67
COMMERCIAL OFFICE POWER	2-61-0200-541	426.48	4,100.00	3,673.52
COMMERCIAL OFFICE - RECOVERIES TO OP	2-61-0200-963	0.00	3,600.00	3,600.00
	TOTAL COMMERCIAL OFFICE BUILDING:	781.81	26,330.00	25,548.19
TOURISM				
TOURISM SALARIES	2-61-0300-110	4,064.42	22,300.00	18,235.58
TOURISM BENEFITS	2-61-0300-130	296.64	1,800.00	1,503.36
TOURISM NON T4 BENEFITS	2-61-0300-133	631.78	4,000.00	3,368.22
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	0.00	2,600.00	2,600.00
TOURISM GOODS	2-61-0300-500	0.00	3,500.00	3,500.00
	TOTAL TOURISM:	5,262.84	34,800.00	29,537.16
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	16,256.35	89,200.00	72,943.65
B & C BENEFITS	2-61-0400-130	1,186.67	7,100.00	5,913.33
B & C NON T4 BENEFIT	2-61-0400-133	2,526.74	16,000.00	13,473.26
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	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	22,550.00	49,000.00	26,450.00
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	341.07	4,700.00	4,358.93
	TOTAL BUSINESS & COMMUNICATIONS:	43,130.83	177,430.00	134,299.17
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	98.00	1,200.00	1,102.00
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	102.21	2,500.00	2,397.79
VIC HEATING	2-62-0000-540	195.48	1,500.00	1,304.52
VIC POWER	2-62-0000-541	227.38	3,100.00	2,872.62
VIC WATER	2-62-0000-963	0.00	3,000.00	3,000.00
	TOTAL VISITOR INFORMATION CENTRE:	623.07	19,040.00	18,416.93
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	3,377.15	18,200.00	14,822.85
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	249.76	1,700.00	1,450.24
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	604.70	4,100.00	3,495.30
RECREATION TRAVEL	2-72-0000-211	0.00	1,800.00	1,800.00
RECREATION TRAINING	2-72-0000-212	1,198.00	2,500.00	1,302.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00

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 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
RECREATION TELEPHONE	2-72-0000-217	0.00	1,400.00	1,400.00
RECREATION ADVERTISING	2-72-0000-220	2,707.00	2,800.00	93.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	716.00	800.00	84.00
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
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	93.74	2,400.00	2,306.26
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:	15,523.86	176,780.00	161,256.14
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	553.68	14,100.00	13,546.32
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	1,202.25	2,200.00	997.75
POOLS FREIGHT & POSTAGE	2-72-0100-215	270.00	2,100.00	1,830.00
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	88.00	1,300.00	1,212.00
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	58.07	10,500.00	10,441.93
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	816.39	13,400.00	12,583.61
POOLS POWER	2-72-0100-541	1,299.92	23,200.00	21,900.08
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	0.00	4,600.00	4,600.00
	TOTAL SWIMMING POOLS:	5,166.00	241,276.00	236,110.00
ARENA				
ARENA SALARIES	2-72-0200-110	28,134.23	134,400.00	106,265.77
ARENA SEASONAL SALARIES	2-72-0200-111	191.62	11,900.00	11,708.38
ARENA BENEFITS	2-72-0200-130	2,227.22	11,400.00	9,172.78
ARENA SEASONAL BENEFITS	2-72-0200-131	7.77	800.00	792.23
ARENA NON T4 BENEFITS	2-72-0200-133	5,676.12	25,200.00	19,523.88
ARENA TRAVEL	2-72-0200-211	0.00	800.00	800.00
ARENA TRAINING	2-72-0200-212	934.50	900.00	34.50-
ARENA FREIGHT & POSTAGE	2-72-0200-215	270.00	800.00	530.00
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	1,385.36	4,400.00	3,014.64
ARENA CONTRACTED REPAIRS	2-72-0200-250	13,762.59	17,600.00	3,837.41
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	1,746.83	17,900.00	16,153.17
ARENA PETROLEUM PRODUCTS	2-72-0200-521	694.75	4,500.00	3,805.25
ARENA HEATING	2-72-0200-540	4,490.12	26,100.00	21,609.88
ARENA POWER	2-72-0200-541	2,888.70	24,300.00	21,411.30
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	0.00	4,600.00	4,600.00
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	168.44	11,800.00	11,631.56
ARENA ICE PLANT GOODS	2-72-0201-500	11.53	500.00	488.47
ARENA ICE PLANT POWER	2-72-0201-541	4,333.06	17,500.00	13,166.94
	TOTAL ARENA:	66,922.84	335,956.00	269,033.16
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	0.00	336.00	336.00
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	4,355.34	5,300.00	944.66
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	1,359.81	6,300.00	4,940.19
PARKS SHOP POWER	2-72-0300-541	381.69	4,300.00	3,918.31
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	0.00	600.00	600.00
	TOTAL PARKS SHOP:	6,111.23	20,086.00	13,974.77
CURLING RINK				

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Description	Account	YTD Actual	YTD Budget	YTD Variance
CURLING RINK SALARIES	2-72-0400-110	143.20	5,100.00	4,956.80
CURLING RINK SEASONAL SALARIES	2-72-0400-111	34.84	2,400.00	2,365.16
CURLING RINK BENEFITS	2-72-0400-130	13.14	500.00	486.86
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	2.37	200.00	197.63
CURLING RINK NON T4 BENEFITS	2-72-0400-133	30.11	1,000.00	969.89
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	1,127.43	5,600.00	4,472.57
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	2,857.35	15,800.00	12,942.65
CURLING RINK POWER	2-72-0400-541	1,444.35	13,200.00	11,755.65
CURLING RINK - SUBSIDY	2-72-0400-771	0.00	14,500.00	14,500.00
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	0.00	2,000.00	2,000.00
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	168.44	11,800.00	11,631.56
CURLING RINK ICE PLANT GOODS	2-72-0401-500	11.52	500.00	488.48
CURLING RINK ICE PLANT POWER	2-72-0401-541	4,333.06	17,500.00	13,166.94
	TOTAL CURLING RINK:	10,165.81	98,380.00	88,214.19
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	56.75	1,170.00	1,113.25
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	0.00	10,500.00	10,500.00
	TOTAL BALL DIAMONDS:	56.75	30,570.00	30,513.25
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	64.00	30,400.00	30,336.00
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	37.25	700.00	662.75
FOX LAKE POWER	2-72-0700-541	268.59	10,800.00	11,068.59
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:	167.34	103,280.00	103,447.34
PARKS				
PARKS SALARIES	2-72-0800-110	13,732.62	80,000.00	66,267.38
PARKS SEASONAL SALARIES	2-72-0800-111	1,384.90	72,400.00	71,015.10
PARKS BENEFITS	2-72-0800-130	1,039.90	6,800.00	5,760.10
PARKS SEASONAL BENEFITS	2-72-0800-131	63.95	5,100.00	5,036.05
PARKS NON T4 BENEFITS	2-72-0800-133	1,679.63	15,100.00	13,420.37
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	934.50	1,000.00	65.50
PARKS FREIGHT	2-72-0800-215	56.00	800.00	744.00
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	3,660.44	2,600.00	1,060.44
PARKS INSURANCE	2-72-0800-274	0.00	4,900.00	4,900.00
PARKS GOODS	2-72-0800-500	11,040.61	24,100.00	13,059.39
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

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
PARKS POWER	2-72-0800-541	220.21	3,600.00	3,379.79
PARKS RECOVERIES TO OPERATING	2-72-0800-963	0.00	11,400.00	11,400.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	33,812.76	284,900.00	251,087.24
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SALARIES	2-72-1000-110	475.77	2,600.00	2,124.23
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	0.00	22,900.00	22,900.00
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	34.72	200.00	165.28
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	85.72	600.00	514.28
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	135.00	140.00	5.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,200.00	1,200.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	0.00	2,500.00	2,500.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
	TOTAL PLAYGROUND PROGRAM:	731.21	38,960.00	38,228.79
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	144.44	2,800.00	2,655.56
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	0.00	2,200.00	2,200.00
	TOTAL SPRAY PARK:	144.44	11,170.00	11,025.56
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 BENEF	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	98.85	2,100.00	2,001.15
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	0.00	5,700.00	5,700.00
	TOTAL KING HUNTER PARK:	98.85	30,760.00	30,661.15
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	56.75	1,200.00	1,143.25
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	0.00	3,200.00	3,200.00
	TOTAL SOCCER FIELDS:	56.75	10,500.00	10,443.25
MUSEUM				
MUSEUM GAS	2-74-0100-540	840.65	5,400.00	4,559.35
MUSEUM POWER	2-74-0100-541	339.41	3,800.00	3,460.59
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	TOTAL MUSEUM:	1,180.06	16,200.00	15,019.94
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	136.69	300.00	163.31
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	60.00	2,400.00	2,340.00
LIBRARY INSURANCE	2-74-0200-274	0.00	3,570.00	3,570.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

Description	Account	YTD Actual	YTD Budget	YTD Variance
LIBRARY GOODS	2-74-0200-500	8.93	1,100.00	1,091.07
LIBRARY HEATING	2-74-0200-540	805.45	5,200.00	4,394.55
LIBRARY POWER	2-74-0200-541	683.46	6,700.00	6,016.54
LIBRARY GRANTS	2-74-0200-770	16,878.30	21,400.00	4,521.70
LIBRARY PERSONNEL GRANTS	2-74-0200-771	0.00	70,800.00	70,800.00
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	0.00	900.00	900.00
TOTAL LIBRARY:		18,572.83	113,170.00	94,597.17
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	3,602.79	15,400.00	11,797.21
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	12,681.44	66,400.00	53,718.56
RCSC BENEFITS	2-74-0800-130	270.96	1,400.00	1,129.04
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	549.30	4,700.00	4,150.70
RCSC NON T4 BENEFITS	2-74-0800-133	671.28	3,400.00	2,728.72
RCSC STAFF TRAINING	2-74-0800-212	0.00	700.00	700.00
RCSC FREIGHT	2-74-0800-215	301.16	300.00	1.16-
RCSC TELEPHONE	2-74-0800-217	133.41	1,176.00	1,042.59
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	911.14	10,300.00	9,388.86
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	897.72	10,100.00	9,202.28
RCSC HEATING	2-74-0800-540	1,787.21	9,100.00	7,312.79
RCSC POWER	2-74-0800-541	1,900.24	20,100.00	18,199.76
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	0.00	1,100.00	1,100.00
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	6,379.58	17,000.00	10,620.42
TOTAL CENTENNIAL PLACE:		30,086.23	176,566.00	146,479.77
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	424.56	5,100.00	4,675.44
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,200.00	1,200.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	27.85	500.00	472.15
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	54.67	1,000.00	945.33
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	270.00	500.00	230.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	71.35	300.00	228.65
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	4,832.76	32,900.00	28,067.24
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	481.66	5,300.00	4,818.34
COMMUNITY CENTRE INSURANCE	2-74-0900-274	0.00	4,810.00	4,810.00
COMMUNITY CENTRE GOODS	2-74-0900-500	495.23	4,000.00	3,504.77
COMMUNITY CENTRE HEAT	2-74-0900-540	836.49	5,700.00	4,863.51
COMMUNITY CENTRE POWER	2-74-0900-541	1,124.82	10,200.00	9,075.18
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	0.00	900.00	900.00
TOTAL COMMUNITY CENTRE:		8,619.39	72,710.00	64,090.61
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	582.77	2,800.00	2,217.23
LIONS HALL POWER	2-74-1000-541	163.58	1,900.00	1,736.42
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	0.00	600.00	600.00
TOTAL LIONS HALL:		1,266.35	13,540.00	12,273.65
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:		899,023.58	8,096,296.00	7,197,272.42
TOTAL REVENUE & EXPENSES:		704,214.31	4,728,101.00-	5,432,315.31-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2023
 To 28/02/2023

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	11,893.10	3,060,701.00	3,048,807.90
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	208,900.00	208,900.00
	TOTAL STREETS & ROADS:	11,893.10	3,269,601.00	3,257,707.90
AIRPORT				
AIRPORT ENGINEERING STRUCTURES	8-33-0000-610	630.00	540,000.00	539,370.00
	TOTAL AIRPORT:	630.00	540,000.00	539,370.00
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	5,970.00	8,000.00	2,030.00
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:	5,970.00	164,400.00	158,430.00
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:	18,493.10	4,728,101.00	4,709,607.90
	GRAND TOTAL OF ALL ACCOUNTS:	18,493.10	4,728,101.00	4,709,607.90
	REPORT TOTALS:	722,707.41	0.00	722,707.41-

*** End of Report ***

Date: March 14, 2023

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for February 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 February 28, 2023.

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

Communications

N/A

FEBRUARY 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, 2022	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-83,901			-4,298,119			-4,214,218
DRAW FROM RESERVES	0			0	0		
REQUISITIONS	0	0			842,438		842,438
DOUBTFUL ACCTS			0		2,500		2,500
CONTINGENCY			0		0		0
			-83,901			-3,453,181	
COUNCIL	0			0			0
COUNCIL		19,856			151,150		131,294
			19,856			151,150	
GENERAL ADMINISTRATION	-4,355			-567,500			-563,145
ADMINISTRATION		199,259			987,637		788,378
CAPITAL - ELECTRONIC			194,904		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		661			2,080		1,419
			661			0	
POLICE	-2,128			-7,300			-5,172
POLICE		0			96,000		96,000
			-2,128			88,700	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		159			6,350		6,191
			159			6,350	
FIRE	-2,365			-826,861			-824,496
FIRE		18,841			285,840		266,999
CAPITAL - EQUIPMENT		0			17,600		17,600
CAPITAL - RADIO EQUIP		0			79,000		79,000
CAPITAL - RESCUE TRUCK		0			590,000		590,000
			16,476			145,579	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		1,733			13,400		11,667
			1,733			13,400	
BY-LAW ENFORCEMENT	-21,845			-23,400			-1,555
BYLAW		19,307			59,400		40,093
			-2,538			36,000	
DOG CONTROL	-3,265			-4,600			-1,335
ANIMAL CONTROL		9,424			12,900		3,476
			6,159			8,300	

FEBRUARY 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, 2022	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		77,253			551,595		474,342
			77,253			545,895	
STREETS & ROADS	0			-3,700,441			-3,700,441
STREETS & ROADS CAPITAL	0			0			0
STREETS & ROADS		48,449			850,339		801,890
S & R - CAPITAL		0			3,060,701		3,060,701
S & R - CAPITAL GRADER		0			208,900		208,900
			48,449			210,599	
AIRPORT	-2,100			-466,970			-464,870
AIRPORT		7,946			32,740		24,794
AIRPORT CAPITAL		0			540,000		540,000
			5,846			105,770	
WATER							0
TREATMENT	-293			-1,246,400			-1,246,107
TREATMENT		55,396			895,000		839,604
LINES & DISTRIBUTION	-264			0			264
LINES & DISTRIBUTION		42,514			304,700		262,186
CAPITAL - METER EQUIPMENT		0			27,500		27,500
			97,353			-19,200	
SANITARY SEWERS	-124			-307,600			-307,476
SEWERS		25,877			211,280		185,403
			25,753			-96,320	
GARBAGE	-45			-74,300			-74,255
GARBAGE		11,600			75,700		64,100
			11,555			1,400	
REGIONAL WASTE SYSTEM	-182			-353,900			-353,718
ANNUAL CONTRACT		83,639			353,800		270,161
			83,457			-100	
F.C.S.S.	-26,314			-96,398			-70,084
ADMINISTRATION		5,646			37,100		31,454
PROGRAMS		17,655			124,800		107,145
YOUTH CLUB SUPPORT		2,992		-30,334	20,400		17,408
VAN OPERATIONS		350			4,710		4,360
			330			90,612	

FEBRUARY 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, 2022	2023 ACTUAL REVENUES	2023 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2023 BUDGET REVENUES	2023 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-3,130			-16,800			-13,670
CEMETERY		2,319	-811		35,120	18,320	32,801
CEMETERY CAPITAL			0		25,000	0	
MUNICIPAL PLANNING COMM MPC	0	0	0	0	500	500	0 500
COMMERCIAL OFFICE BUILDING OFFICE BUILDING	-6,000	782	-5,218	-26,430	26,330	-100	-20,430 25,548
TOURISM TOURISM	0	5,263	5,263	0	34,800	34,800	0 29,537
BUSINESS & COMMUNICATION	0	43,131	43,131	-5,000	177,430	172,430	-5,000 134,299
VISITOR INFORMATION BOOTH	0	623	623	0	19,040	19,040	0 18,417
SUBDIVISION SUBDIVISION	0	0	0	0	0	0	0 0
RECREATION CS BOARD RECREATION	-3,545	0 15,524	11,979	-253,820	3,500 176,780	-73,540	-250,275 3,500 161,256
SWIMMING POOLS POOLS CAPITAL - JO POOL HEATER	-245	5,166 0	4,921	-93,900	241,276 15,000	162,376	-93,655 236,110 15,000
ARENA ARENA ICE PLANT CAPITAL - FLOOR SCRUB	-20,173	62,410 4,513 0	46,750	-75,200	306,156 29,800 8,000	268,756	-55,027 243,746

FEBRUARY 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, 2022	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		6,111	6,111		20,086	20,086	13,975
CURLING RINK	0			-54,200			-54,200
CURLING RINK		5,653			68,580		62,927
ICE PLANT		4,513			29,800		
CAPITAL - WALL REPAIR		0			10,000		10,000
			10,166			54,180	
BALL DIAMONDS	0			-4,400			-4,400
BALL DIAMONDS		57	57		30,570		30,513
						26,170	
GOLF COURSE	0			0			0
GOLF COURSE		0	0		2,880	2,880	2,880
FOX LAKE PARK	0			-109,764			-109,764
FLP		-167			103,280		103,447
CAPITAL - ELECTRICAL		0			28,400		28,400
			-167			21,916	
PARKS	0			-25,000			-25,000
PARKS		33,813			284,900		251,087
CAPITAL - MOWER		0			28,000		28,000
CAPITAL - SKATEPARK		0			75,000		75,000
			33,813			362,900	
SUMMER YOUTH PROGRAM	0	731	731	-14,600	38,960	24,360	-14,600 38,229
COMMUNITIES IN BLOOM	0			0			0
COMMUNITIES IN BLOOM		0	0		0		0
			0			0	
SPRAY PARK	0			0			0
SPRAY PARK		144	144		11,170	11,170	11,026
KING-HUNTER PIONEER PARK	-100			0			100
KING-HUNTER PIONEER PARK		99	-1		30,760	30,760	30,661
SOCCER FIELDS	0			-2,100			-2,100
SOCCER FIELDS		57	57		10,500	8,400	10,443

FEBRUARY 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, 2022	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		1,180			16,200		15,020
			1,180			16,200	
LIBRARY	0			-10,000			-10,000
LIBRARY		18,573			113,170		94,597
LIBRARY - CAPITAL - WATER DIVERSION		0			10,000		10,000
			18,573			113,170	
CENTENNIAL PLACE	-11,726			-79,208			-67,482
CENTENNIAL PLACE		30,086			176,566		146,480
CENTENNIAL PLACE CAPITAL		0			0		0
			18,360			97,358	
COMMUNITY CENTRE	-2,560			-37,672			-35,112
CENTRE		8,619			72,710		64,091
			6,059			35,038	
LIONS HALL	-150			-2,400			-2,250
LIONS HALL		1,266			13,540		12,274
			1,116			11,140	
RESERVES	0			0			0
		0			95,033		95,033
			0			95,033	
TOTAL REVENUE	-194,809			-12,824,397			-12,629,588
TOTAL EXPENDITURES		899,024			12,824,397		11,925,373
TOTAL SURPLUS (DEFICIT)			704,214			0	

Date: March 14, 2023

Agenda Item No: 07.00

Committee Reports

Recommended Motion

That Council accepts the following Committee Report for information:

1. Municipal Planning Commission Meeting Minutes of February 22, 2023.

Background

Committee Reports are usually in the form of minutes from the Committee meetings and provide Council with highlights and activities of the committee.

The Minutes may not have been approved by the Committee; however, they are presented for Council's review.

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

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

N/A

Attachments

1. Municipal Planning Commission Meeting Minutes of February 22, 2023.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Page 1:

TOWN OF HANNA
MUNICIPAL PLANNING COMMISSION MEETING
FEBRUARY 22, 2023

Minutes of the Municipal Planning Commission Meeting held Wednesday, February 22, 2023 at 12:35 p.m. in the Town of Hanna Council Chambers.

Members Present:

Kyle Olsen
Sandra Beaudoin
Larry Stickel
Richard Preston
Chris Warwick

Members Absent:

Administration Present:

Kim Neill – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
David Mohl – Development Officer

1.0 CALL TO ORDER

Chairperson Kyle Olsen called the Municipal Planning Commission meeting to order at 12:34 p.m.

2.0 REVIEW & ADOPT AGENDA

Moved by Larry Stickel that the Agenda for February 22, 2023, be adopted with the addition of New Business Item 4.2. Member Resignation.

Motion Carried.

3.0 ADOPT MINUTES OF PREVIOUS MEETING

Moved by Chris Warwick that the Minutes of the Municipal Planning Commission Meeting held October 4, 2022, be adopted as presented.

Motion Carried.

01-2023
Agenda

02-2023
Minutes

4.0 NEW BUSINESS

4.1 Development Permit Subdivision Application Palliser Regional Municipal Services File 11-207

03-2023
Dev Permit App
PRMS File 11-207

Moved by Richard Preston that the Municipal Planning Commission accepts for information, the Palliser Regional Municipal Services Subdivision Report on Subdivision File No 11-207 PRMS No. 2022-030 to subdivide a portion of Lot 10, Block 2, Plan 771 1283 all within the NW Sec. 10 - Twp. 31 – Rge.14 W4M to be consolidated with Lot 4, Block 2, Plan 771 0820; and

That Palliser Regional Municipal Services be informed that the Municipal Planning Commission approves the six (6) subdivision approval conditions in the Report, which are as follows in abbreviated form:

1. Registration of the subdivision.
2. All outstanding taxes to be paid to the municipality.
3. Satisfactory arrangements to be made with the municipality for the provision of services, at the cost of the developer.
4. Concurrent registration of utility easements and rights-of-way as required by relevant authorities.
5. Consolidation of the proposed 0.677 ha. (1.67 acres) +/- from existing Lot 10, Block 2, Plan 771 1283 with the existing 0.644 ha. (1.59 acres) +/- of Lot 4, Block 2, Plan 771 0820 all within the NW ¼ Sec 10-31-14 W4M {Section 655 (1) (a) of the Municipal Government Act}.
6. Deferral of reserves by caveat against the balance of the parcel in the amount of 0.068 ha. (0.17 acres), being 10% of the area proposed for subdivision. Based on this value the reserve will be calculated based on the acreage shown on the final survey when it is received {Section 666 and 669 of the Municipal Government Act}.

Motion Carried.

04-2023
Resignation – Chris
Warwick

4.2 Member Resignation

Moved by Kyle Olsen that the Municipal Planning Commission accepts with regret the resignation of Chris Warwick, as he has applied to become a member of the Palliser Intermunicipal Subdivision and Development Appeal Board.

Motion Carried.

5.0 ADJOURNMENT

Chairman Kyle Olsen declared that all business being concluded, the Municipal Planning Commission is adjourned at 12:53 p.m.

Chairman Kyle Olsen

Secretary Kim Neill

Date: March 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: March 14, 2023

To: Mayor & Council

From: Kim Neill
Chief Administrative Officer

Re: CAO Report – March 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: Underway six boreholes completed downtown. Definitely significant contaminated road material which will increase the cost of the project.
 - Environmental Work: Phase 1 and limited Phase II ESA: Report anticipated shortly.
 - Design Basis Memorandum (with 30% drawings) completed with Class C cost estimate.
 - 60% Drawings completion anticipated March 21st.
 - Presentation from MPE scheduled for the March 29th Council Information Meeting to review the drawings and cost estimate.
 - 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
 - Waiting for the frost to come out of the ground and then will begin the pavement testing to determine the design parameters to be used.
- 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 to assess the above buildings in November 2022.
- Awaiting electrical and mechanical final inspections anticipated to be completed by the end of March.
- Goal for building assessments is to produce a long-range capital upgrade/lifecycle plan for the buildings.
- Infrastructure Management Plan Update
 - Work is scheduled to begin in May 2023 to be completed by the end of June 2023.
- Airport Runway Lighting Project
 - Waiting for the draft set of drawings to be completed anticipated prior to the end of March. Once available a meeting will be set up with the Flying Club so they can review and provide feedback.
- 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. Land Use Bylaw Review

Following the Land Use Bylaw Open House where there were a lot of questions and concerns from residents both within Hanna and outside our corporate boundaries Administration has extended the time for residents to provide feedback to March 22nd. Following this Palliser staff will prepare a what we heard report including options for the next steps. This Report will be provided to Council as part of their April 11th Council Meeting.

3. Assessment

Assessment notices are anticipated to be mailed on March 10th.

The key part of understanding assessment is that the Town of Hanna establishes how much tax revenue it requires to operate (2023 tax revenues were budgeted to remain the same as the 2022 tax revenue collected) and then using the assessed values adjusts the tax rate to achieve this revenue. To make a long story short if assessment decreases across all residential properties are similar, the tax rate will require an adjustment and each resident should end up paying a similar amount as their 2022 taxes even though their assessment may have dropped.

Administration is planning to host an Assessment Open House with our assessors scheduled for May 8th from 3 – 6 PM but if property owners are not able to attend the open house as always are encouraged to contact the Town Assessor to ask questions and receive information regarding their assessment. Contact information for the Assessor will be on the Assessment Notice as well as promoted in the Town March Utility Newsletter and through the Town Social Media Program.

Administration will be bringing spring budget adjustments to Council for review at the April 26th Council Information Meeting with approval to follow at the May 9th Council meeting, prior to setting the tax rate at the same meeting.

4. Provincial Budget Review

Included as part of the correspondence in the Agenda Package is a letter from the Minister of Municipal Affairs identifying changes to municipalities in the 2023 Provincial Budget. The significant changes are identified below:

- MSI Capital will remain at 2022 levels (\$277,216) which is a significant decrease from the 2021 funding level of \$684,595. The 2024-year MSI Capital will move to the Local Government Fiscal Framework Program (LGFF) where the allocation pot is scheduled to increase by approximately 50%. The province is yet to establish the parameters for the distribution of the allocation pot under the LGFF program.
- MSI Operating will see a doubling of the funding from the 2022 allocation (\$152,833) to the 2023 allocation of \$305,666 and the projected funding for MSI Operating appears to be stable in future years.
- Library allocation saw an 7% increase but have not seen or heard the impact to the local library.
- FCSS funding was increased by \$15 million with \$10 million of that allocated to Alberta Food Banks. Not sure how this increase will affect our FCSS grant.
- Federal Gas Tax Funding had a slight increase (\$6,975) from 2022 levels for a total of \$160,198 and projected funding remains stable.

5. 2022 Audit

Representatives from Ascend (Endeavor) were in the Office March 8th – 10th to complete the 2022 Financial Audit for the Town of Hanna. These Financial Statements will be presented to Council at the April 11th Council Meeting by Ascend Financial Representatives.

6. Signage Project

The installation of some of the facility signage occurred on March 7th – 8th with the rest of the facility signage to be completed the week of March 13th.

Due to the amount of snow and ice in the locations where the screw piles were to be installed the screw pile installation is going to wait until the snow and ice conditions improve significantly (anticipated to be mid to end April).

7. APEX Utilities – High Pressure Gas Line Relocation

Apex Utilities will be replacing and relocating the portions of high-pressure natural gas lines in the Town of Hanna corporate limits. This means that upon completion of this project there will be no high pressure natural gas lines in the Town of Hanna corporate limits. The station at the community centre will be removed and the line coming from this station and heading west will be replaced with a medium pressure line with this work anticipated the summer of 2023.

Meetings Attended:

- LUB Meeting – PRMS – Review plans for Open House – February 15th
- VIC Operation – Harvest Sky-Lynks – February 15th
- Meeting with Hanna Library Board Chair – February 16th
- Rural Health Professional Action Plan – Housing Webinar – February 16th
- Business Hub – Economic Development Collaboration – February 21st & March 7th
- APEX Utilities – High Pressure Gas Line Replacement Project – February 21st
- Council Info – January 25th
- MPC Meeting – February 22nd
- ATCO Electric – LED Streetlight Conversion Proposal – February 22nd
- 2023 Hazard Season Outlook – February 23rd
- LUB Open House – February 23rd
- MPE – Engineering Project Updates – February 28th & March 14th
- Municipal Affairs – Town Hall – 2023 Provincial Budget – March 1st
- AB Muni's – 2023 Provincial Budget Analysis – March 1st
- LUB Meeting – PRMS – Next Steps – March 2nd
- Fox Lake Park Caretaker – Start Up Meeting – March 8th
- Fulcrum Energy – March 10th

Upcoming Events:

- Vacation – March 15 – 25th
- CSB Meeting – March 27th
- MPE – Engineering Project Updates – March 28th & April 11th
- Council Info – March 29th
- Business Hub – Economic Development Collaboration – April 4th
- Council Meeting – April 11th

MARCH 14, 2023 COUNCIL REPORT

KEVIN OLSEN – COMMUNITY SERVICES FOREMAN

Arena

LiveBarn up and running as of March 1st

Some teams have requested “private” practices, so that has been programmed in

Minor Hockey playoffs continuing, still 3 teams remaining as of March 8th

Figure Skating Carnival March 9th

Will be turning the plant off Mar 24th unless U18 make provincials and require more ice time

Eric and Rhonda attending Ammonia Safety training in Calgary, March 31st

Parks / Cemetery

Planned and ordered trees for West section of the Cemetery

Starting interviews for Parks Seasonal positions in March

Centennial Place

Upgraded some equipment to commercial quality in Fitness Centre

A couple more pieces to be budgeted for in the future to complete our equipment upgrades

Swimming Pool / Spray Park

Eric has successfully completed his Swimming Pool Operator II course in Lethbridge

Ordering and quoting necessary parts and updates to equipment for Pool and Spray Park

Parks Shop

Built 4 large planters to replace the aged and rotten ones in Legion Park and the old Truemans lot

Lions Hall

Flooring is in hand to be replaced when time permits

Other

Youth Club

Upcoming Youth Club Events:

March 17th – Youth Dance

April 5th – AGM

April 21st – Movie Night

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. The goal is to collect data on local experience with housing needs to have a better understanding of the scope of issues. It is beneficial to have as many residents of Hanna and the surrounding area complete the survey as possible before the March 31st deadline. The online version can be found here <https://www.surveymonkey.com/r/JLSCZSR> or there are paper copies available at the Town Office and Lynks.

DAGASHI to Exchange Smiles

We were able to partner with Project REACH, JC Charyk School and Kiddies Korner Playschool to share the Japanese DAGASHI candies with local children, along with the story about using DAGASHI to spread joy and smiles ahead of DAGASHI Day on March 12th. The children enjoyed the opportunity, and teachers are inquiring about possible other ways to connect with classrooms in Wake as a result. I will continue to act as a liaison with their translator to help make connections where possible.

Spring Registration Fair

The Spring Registration Fair took place on Tuesday, March 7th with 10 organizations attending to allow for registration of participants, sign up volunteers, or share what their group has been working on. The fair was well attended, and we received positive feedback from those involved.

Volunteer Appreciation Night

Volunteer Week is April 16-22, 2023. Save the date for our local celebration on April 18th. More details to follow.

Music in the Park

Music in the Park will be returning for the 2023 summer season on Sundays in Hector King-Hunter Park. Watch for details on the full line up coming soon.

FREE Activities at Centennial Place

- Senior's Walk and Talk – 10:00am on Tuesdays. Join friends for a walk on the track and stay for coffee and a visit after.
- Pickleball – 10:00am - 12:00pm – Tuesdays & Thursdays
- Community Choir – 12:30pm - 1:30pm – Tuesdays – Come to socialize and sing! No experience required.
- Workout with Shandi– 6:00pm -7:00pm – Tuesdays, 5:00pm – 6:00pm – Thursdays (March only)
- Family Resource Network Tot & Me – 10:30am - 11:30am – Mondays and Fridays – Activities, crafts and stories for children ages 2-6, with their caretaker

- Family Resource Network Youth Alliance – 4:00pm – 5:00pm Games, socializing and hang out time for youth ages 7-13.

Visit hanna.ca/events “This Week at Centennial Place” for all the latest on activities being offered.

Drive Happiness

Drive Happiness statistics for January 2023:

New Drivers – 0

New Riders – 0

Total Rides Completed – 2

 Delivery – 1

 Medical – 0

 Personal – 1

Rides Cancelled by Rider – 1

Rides Cancelled by Driver – 0

No Driver Available for Request – 3

2023 YTD:

New Drivers – 0

New Riders – 3

Total Rides Completed – 9

 Delivery – 5

 Medical – 2

 Personal – 2

Rides Cancelled by Rider – 1

Rides Cancelled by Driver – 2

No Driver Available for Request – 6

Report to Council

Date: March 14, 2023

Submitted by: Laurie Armstrong, Director of Business & Communication

- Continued with training on FinnySport.
- Prepared Advertising Plan and Guiding Documents for Council's consideration at the Feb Information meeting.
- Completed training to issue emergency alerts through the Alberta Emergency Alerts program and have been approved.
- Submitted and proofed development advertisements to be published in the ECA Review.
- Lots of time spent responding to Facebook posts and verbal questions regarding the Open House for the LUB held Feb 23. Also consulted with both Tracy and Devin from Palliser to issue up to date information regarding the dates. This information has been posted on the website (2 places), sent by enews and has been posted to our facebook page.
- Dealt with a Telus billing glitch which has taken lots of time to sort. It will take a few months to rectify the credits we are owed.
- Became aware of the public consultation meeting hosted by PACE Canada, scheduled for Mar 14 and attempted to communicate this information to ratepayers. Council has seen the email from PACE indicating that they will not be doing advertising, nor do they have a social media presence to engage with the public.
- LiveBarn is setup and working. Arena users are grateful and look forward to signing up and using it next season. Kevin and I have received the training but Kevin will be managing it.
- Facility signs have begun to be installed.
- **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: March 14, 2023

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the February 14, 2023 Council meeting, the public works department has been busy with the following items:
 - Water & Sewer
 - Annual water reports are completed and have been sent to Alberta Environment.
 - Water reads were completed on the 1st of March for the January/February water bills.
 - Road Maintenance
 - We did a complete snow removal on the streets with the warmer weather, which will help remove the water off the streets.
 - We have been working on frozen catch basins when the weather is warm and the snow is melting, we have most of them open but with the cold snap, we will start all over again when the weather warms up.
 - 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
 - We had one columbarium service this month.
 - General
 - Wes and I replaced a cylinder on the Outrigger of the backhoe.
 - Since we have kind of caught up with the snow, Wes has been doing some maintenance on the two loaders changing hydraulic fluid, oil changes, along with air filters and a coolant leak on the new loader.
 - The crew has been doing a general overhaul of the dump trucks, greasing, cleaning, just a general maintenance and fixing of items they might find.
 - I will be in Banff for the Water Wastewater conference March 12th to the 19th.

Date: March 14, 2023

Agenda Item No: 9.01

Alberta Smart Cities Alliance Membership Termination

Recommended Motion

That Council request that the Alberta Smart Cities Alliance terminate the Town of Hanna membership.

Background

Through the Land Use Bylaw Review process, Council and Administration have been questioned on the Town of Hanna membership with the Alberta Smart Cities Alliance. When the Town's membership in this Alliance was first brought to our attention Administration was not aware of the Town having any such membership in the Alliance. Upon investigation on the Alliance website the Town of Hanna was listed as a municipal member. The website was very dated and there was nothing new on the website after 2018. Further investigation did not find any records of this membership nor any motion of Council to join or even any reference to Alberts Smart Cities Alliance on the Town of Hanna server.

Administration reached out to the contact information on the Alliance Website requesting any information they may have on the Town of Hanna joining the Alliance in 2014. No emails or calls were returned. Recently the Alliance webpage has been suspended with a notice on the page that states the following: " The Alliance is no longer active – The Smart City Alliance was an initiative from 2014 – 2017 and is no longer active. The Alliance thanks its members and partners for their contribution to advancing Smart Cities during this period."

Communications

N/A

THE ALLIANCE IS NO LONGER ACTIVE.

The Smart City Alliance was an initiative from 2014 to 2017 and is no longer active. The Alliance thanks its members and partners for their contribution to advancing Smart Cities during this period.

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Date: March 14, 2023

Agenda Item No: 9.02

2023 Fall Rummage Sale Date

Recommended Motion

Council has the following options as a recommended motion:

1. That Council confirm the traditional date (September 30th in 2023) for the Rummage Sale in the arena and inform Hanna Minor Hockey Association that the anticipated ice availability will be October 7th.
2. That Council 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.

At the February 14, 2023, Council Meeting representatives of both organizations had an opportunity to present to Council the importance of their position on this issue and following these presentations Council passed a Resolution to Table a decision to the March 14, 2023 Council Meeting.

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. Presentation notes of February 14, 2023 from the Hospital Auxiliary
2. Follow up notes to February 14, 2023 presentation from the Hospital Auxiliary

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

HANNA HOSPITAL LADIES AUXILIARY

Rational to maintain our Fall Rummage Sale Date of the last weekend of September

Just a brief overview of what our organization does for our Community

Proceeds from our rummage sales are used to provide items for **Acute and Long Term Care Facilities in Hanna.**

When the Covid scare hit we were able to purchase a second **ventilator** for our hospital so one could remain here at all times even if one was sent out of town with a patient.
Approximate cost **\$35000.00**

Palliative Care Room in acute care updated app. Cost **\$8000.00**

75 inch TV for LTC **\$2000.00**

Lucynt Intraction Projection System for LTC app. **\$ 8000.00**

Bursaries to local students entering any medical field annual total **\$6000.00**

Purchases made at Doctors request in last 5 years

Lab Equipment Analyser App. \$ 30000.00

Glidascope used for incubating patients app. **\$6400.00**

Portable Ultra Sound \$ 50,400.00 (Which the Drs say they use a lot)

Oxygen Concreator \$2400.00

Bariatric bed, chair etc \$25000.00 for LTC

Physio Dept. equipment \$ 7500.00

Vein Finder \$ 7300.00

Portable Suction Machine \$ 1900.00

Bed rails, alarm etc for LTC \$ 1000.00

These are just the major items we also provide TVs in each room in acute care, heated blanket warmer, wall clocks and many many other smaller items costing less than \$5000.00 each.

Cut backs in AHC have made it necessary for the Auxiliary to purchase more and more of items required to provide a standard of care we all deserve.

If we want to **keep doctors in Hanna** and our **hospital open** we have to supply the doctors with the equipment needed to serve our community. Without a hospital it will be hard to attract newcomers to Hanna.

Adverse effects of changing the date of our fall Rummage Sale.

The majority of our buyers depend upon Government assistance to live.
Example ASH, Disability, Welfare etc and only receive their payments at month end

We have had the same date for years and work around other communities so our sale dates do not conflict with theirs.

We need in excess of 100 volunteers many of whom are farmers to move 1 week ahead cuts into harvest and will reduce the number able to help out.

We get customers from a wide area and they plan to come to Hanna at certain times many of our customers are also involved in agriculture.

Some of our volunteers are employed and have already arranged time off to help.

We are already down in income due to missed sales during the Covid scare.

The approximate value of **major purchases** in the past few years is **\$190,000.00**
It takes approximately **10 to 12** sales to raise this kind of money.

If we reduce to one sale a year your **hospital** and **LTC** will suffer and **we could lose Doctors** if we are no longer able to accommodate their requests for needed equipment.

Respectively submitted
Gloria Hutton, President
On behalf of Hanna Hospital Ladies Auxiliary

This is just a few add ons we would like to add to our presentation last night at Council for your consideration.

The Hanna Ladies Auxiliary was formed in 1942 by the Dr's "Businessmen's wives with a mission to help the aged, the ill - the very young with Comfort and Compassion.

We have seriously struggled at least the last 15 years for new members + volunteers to keep this necessary organization going. Every year we advertise for members / volunteers to keep us in operation by way of social media, newspaper ads and on our rummage sale posters to which we have had very little response. Our average membership age is roughly 80 years old and our meeting attendance has dwindled to 7-8 members including executives.

Our sale is only one day semi-annual but the most strenuous days are the 3 days prior for set up, sorting, cleaning, arranging + displaying. In years past our committed members + volunteers, who had full time jobs took their annual vacation time to support our organization and community knowing the impact the funds raised made to our hospital + nursing home. These days have since passed as our younger folks are not so committed. This has left our group in dire need and concern on how much longer we can offer this service. Thanks to our neighbours in Youngstown, Kerenul, Scapa, Delia, Craigmyle, Special Areas + Starland we have been able to continue.

We were truly not prepared for an offer to move our fall sale date to the end of August. We cannot afford to take the risk of not even raising enough to cover our 7000. expenses, more shortage of volunteers and 4 days of difficult work. People are still on vacation, camping and getting kids ready for school, not cleaning closets, garages and what to donate. The end of August runs into the long weekend and probably 30%+ of our volunteers are farmers/ranchers and without them we cannot operate. Every sale we estimate approximately 50% or more of our shoppers are from out of town, from as far away as Sask, Medicine Hat, Lethbridge, Calgary, Edmonton etc and closer surrounding communities. Hanna is known for having one of the largest Kummage sales in Western Canada. We know these out of towners are dropping several dollars in our town twice a year. As far as Minor Hockey spending dollars in Drumheller during their one week practise think of the money they are spending in other towns. Cited thru out the entire season going to out of town games and shopping sprees.

For Minor Hockey to say they will work together with us and give support, this just will not happen, and I personally cannot see a large number of them using their vacation time to work 40-45 hrs with us Wed. to Sat.

The Auxiliary has had to change their mission from buying comfort items to buying much needed medical equipment at the request of our Dr's nurses in order to keep them in Hanna,

So they can professionally do their jobs. Without these much needed facilities, think of the money that would be spent out of town and the devastation on our community as a whole.

To reduce to only one sale per year, we would never be able to meet any of their requests to purchase expensive equipment like we are at present.

Respectfully Submitted for your further consideration

Mary Ann Champion / Past President to the Ladies Aux

854-3388

Date: March 14, 2023

Agenda Item No: 9.03

Palliser Intermunicipal Subdivision & Development Appeal Board - Appointment

Recommended Motion

That Council appoint Mr. Chris Warwick to the Palliser Intermunicipal Subdivision & Development Appeal Board for a three-year term ending February 28, 2026, and further that Council accept the resignation of Chris Warwick as a member of the Town of Hanna Municipal Planning Commission effective February 22, 2023.

Background

Palliser Regional Municipal Services (PRMS) and its members saw the need to establish an Intermunicipal Subdivision and Development Appeal Board. PRMS has established an Intermunicipal Subdivision and Development Appeal Board and serves as the coordinator for the program including the arrangement of necessary training, assignments of Board Members and Clerks and any administration required. Costs for the municipalities are detailed in the Schedule of Fees and municipalities are responsible for all costs of an appeal within their jurisdiction.

Council at their May 10, 2020 Meeting passed a Resolution that the Town of Hanna enter into the Palliser Intermunicipal Subdivision and Development Appeal Board Agreement which allows the Town of Hanna to participate in the Palliser Intermunicipal Subdivision and Development Appeal Board. Secondly, at that meeting Council passed all three readings of Bylaw 1007-2020, the Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.

Mr. Chris Warwick has taken the designated Subdivision and Development Appeal Board Training and has been requested by PRMS to join the Palliser Intermunicipal Subdivision and Appeal Board. To do that Mr. Warwick is required to resign from the Town of Hanna Municipal Planning Commission as Municipal Planning Commission Members are not eligible to become members of an SDAB. Mr. Warwick resigned from the Town of Hanna Municipal Planning Commission the their February 22, 2023 Meeting. Mr. Warwick also requires an appointment from the Town of Hanna to the Palliser Intermunicipal Subdivision & Development Appeal Board.



Mr. Warwick indicated that he has enjoyed his time on the Town of Hanna Municipal Planning Commission.

Administration will begin the recruitment process for a new member to the MPC to fill this vacancy.

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

1. Palliser Intermunicipal Subdivision and Development Appeal Board Agreement

Attachments

1. Chris Warwick – Letter of Resignation – Town of Hanna Municipal Planning Commission

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Chris Warwick
902 Argue Drive
Hanna, AB, T0J 1P0
February 25, 2023

Kyle Olsen
Board Chair
Municipal Planning Commission
Hanna, AB

Dear Kyle Olsen:

Please accept my official letter of resignation as a member of the Town of Hanna Municipal Planning Commission. I will not be able to continue as a M.P.C. board member as I will be sitting on the Palliser Regional Municipal Services ISDAB, as you are aware the Municipal Government Act does not allow a person to sit on both boards.

My last day at Municipal Planning Commission will be March 14, 2023, the next Town of Hanna Council meeting.

It has been my honour and pleasure to serve as a member of M.P.C.

Yours Truly,

A handwritten signature in black ink, appearing to read 'Chris Warwick', with a long horizontal stroke extending to the right.

Chris Warwick

Date: March 14, 2023

Agenda Item No: 10.01

Public Hearing - Bylaw 1030-2023 Advertising Bylaw

Background

At the February 14th Council Meeting, Council authorized that a Public Hearing for Bylaw 1030-2023 Advertising Bylaw to be held on March 14, 2023 at 7:00 p.m. at the Town Office Council Chambers to allow any person who claims that he/she will be affected prejudicially by Bylaw No. 1030-2023, an opportunity to be heard by Council. The notice of the public hearing was advertised in the February 22, 2023 issue of the Hanna Herald and the March 2, 2023 issue of the East Central Review in addition to being advertised through the Town of Hanna e-news and social media program.

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 1030-2023 – Advertising Bylaw
4. Applicant
5. Those in Support
6. Those Opposed
7. Letters to be Read into the Record (if any)
8. Applicant - Closing Remarks
9. Mayor – Close Public Hearing



THE RULES OF PROCEDURE

There will be an explanation of the purpose this Public Hearing given by Administration.

The Town of Hanna as the applicant for the proposed Advertising Bylaw will be given opportunity to explain their reasons for having this Bylaw. 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 Bylaw. 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 Advertising Bylaw 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, 606.

Attachments

N/A

Reviewed by and Approved for Submission to Council

Chief Administrative Officer

Date: March 14, 2023

Agenda Item No: 10.02

Bylaw 1030-2023 Advertising Bylaw

Recommended Motion

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

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

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: _____
Unbudgeted Costs: _____
Source of Funds: _____

Budget Available: _____
Unbudgeted Costs: _____
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: March 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 REPORTS & ROUNDTABLE

Council Date: MARCH 14, 2023
Prepared by: Mayor Danny Povaschuk

Meeting: HANNA CHAMBER OF COMMERCE
Location: BUSINESS HUB
Date and Time: FEB 21, 2023 1:00 p.m.
INCLUDED IN HONORARIUM

Meeting: HENRY KROEGER REGIONAL WATER COMMISSION
Location: SPECIAL AREAS YOUNGSTOWN
Date and Time: FEB 21, 2023 7:00 p.m.
HENRY KROEGER COVERS HONORARIUM

Meeting: TOWN OF HANNA INFO SESSION
Location: TOWN OFFICE
Date & Time: FEB 22, 2023 8:30 a.m.
INCLUDED IN HONORARIUM

Meeting: LAND USE BYLAW REVIEW – OPEN HOUSE
Location: HANNA COMMUNITY CENTRE
Date & Time: FEB 23, 2023 5:00 p.m.
INCLUDED IN HONORARIUM

Meeting: WESTVIEW COOP GAS BAR GRAND OPENING
Location: COOP GAS BAR HANNA
Date & Time: MARCH 5, 2023 1:00 p.m.
PRIZE DRAW
INCLUDED IN HONORARIUM

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

MEETINGS ATTENDED:

Meeting: Lynks Presentation Re: HUB future

Location: SAB Board Room

Date & Time: Feb 14, 2023 1 pm

Doray Veno & Tammy McMillan presented to SAB, Hanna Town Councillors (who were able to attend) & CAO. Future of the HUB was discussed & the funding proposed to keep it operational. If the HUB does not remain, Harvest Sky Economic Dev. & Mark Nikota (4 days/week), & Chamber will remain (a couple days/week). A SAB member indicated a potential for office space rental opportunity. The number of activities the HUB was involved in & those who were helped by the Concierge & Lynks employee (at front desk).

Meeting: Council Meeting

Location: Council Chambers

Date & Time: Feb 14, 2023 6 pm

Harvest Sky Animal Rescue Society Presentation to update activity & Budget. Request for additional funding.

Hanna Auxiliary Presentation listing items purchased over the years for the Hospital. Requested fall Rummage sale to remain the same to accommodate clients who receive assistance cheques at the end of the month. Moving would be detrimental to the revenue for the Rummage Sale.

Hanna Minor Hockey Presentation is requesting to start 1 week earlier than normal requesting Rummage Sale to move up 1 week so they don't have to drive to Drum for their kids to practice. Discussed shopping out of Hanna during this time while in Drum. Minor Hockey has helped & offered to help with the Rummage Sale should it move to accommodate Minor Hockey earlier start time.

Hanna RCMP Detachment Presentation. Indicated the work their members have been doing in the community. After hearing of Town Staff having to escort unruly parents (opposition) from the Arena, I asked if their members could have a presence at the Arena later Friday/Saturday nights around 8-9 pm to perhaps discourage poor behaviour by the spectators.

Hanna Farmers Market request to remain the same as 2022. Vote passed to support this.

Rummage Sale Date tabled. The Town could change the date for the Rummage Sale regardless of their request to not change.

Town Entrance Sign was donated to Friends of Calgary Flames for Lanny McDonald's Birthday. I mentioned, this group could most likely afford to purchase the sign from the Town but we are donating it where we could strongly suggest the group to make a donation to one of the groups asking Council for more money eg. BCAnimal Shelter or the Farmers Market, etc.

Land Use Bylaw Open House Feb 23 @ 5 pm. I would only be able to attend for 1 hr due to an EOEP Course I am taking Busy meeting with lots of discussion.

Meeting: EOEP Municipal Finance Zoom Course

Location: Zoom

Date & Time: Feb 16, 2023 6-8 pm

Setting the Strategic Context

Meeting: Council Info Session

Location: Council Chambers

Date & Time: Feb 22, 2023 8:30 am

Meeting: Municipal Planning Commission

Location: Council Chambers

Date & Time: Feb 22, 2023 12:30 am

Review a Municipal development permit requesting change from a multi-use to a single-family home.

Meeting: Land Use Bylaw Open House

Location: Community Center

Date & Time: Feb 23, 2023 5-6 pm

Lots of people attending & asking questions. Some appeared to be there for a different purpose taking advantage of a large gathering for a different purpose other than Land Use Bylaw. Many questions & referring many to read the information provided by Palliser Municipal. Some are looking for things in the Bylaw related to "15 Minute Cities" which are not there. Thorhild County was also referenced & they appear to have a Bylaw proposal for an Urban municipality not the Rural Municipality they are. Best turnout Palliser has ever had. Information available was handed to those asking questions who didn't want to read the display boards.

Meeting: EOEP Municipal Finance Zoom Course

Location: Zoom

Date & Time: Feb 23, 2023 6-8 pm

Financial Planning Overview

Meeting: EOEP Municipal Finance Zoom Course

Location: Zoom

Date & Time: Mar 2, 2023 6-8 pm

Revenue & Funding

Meeting: EOEP Municipal Finance Zoom Course

Location: Zoom

Date & Time: Mar 9, 2023 6-8 pm

Monitoring & Evaluation Final module

UPCOMING MEETINGS:

Meeting:	Harvest Sky AGM	Location:	HUB	Date & Time:	Mar 14, 2023	10 am
Meeting:	Council Meeting	Location:	Council Chamber	Date & Time:	Mar 14, 2023	6 pm
Meeting:	PACE Community Engagement	Location:	6oom	Date & Time:	Mar 14, 2023	6-8 pm
Meeting:	Chamber AGM	Location:	HUB	Date & Time:	Mar 22, 2023	7 pm
Meeting:	Council Emergency Training	Location:	?	Date & Time:	Mar 23, 2023	?
Meeting:	Lynks Volunteer Connector Mtg	Location:	Lynks	Date & Time:	Mar 23, 2023	12-1pm
Meeting:	Judge 4H Public Speaking	Location:	Community Center	Date & Time:	Mar 26, 2023	10 am
Meeting:	AM Pres Summit	Location:	Edmonton	Date & Time:	Mar 29, 2023	
Meeting:	AM Muni Caucus	Location:	Edmonton	Date & Time:	Mar 30-31, 2023	
Meeting:	Council Meeting	Location:	Council Chamber	Date & Time:	Apr 11 2023	6 pm

COUNCIL REPORTS & ROUNDTABLE

Council Date: **March 14, 2023**

Prepared by: **Fred Crowle**

Upcoming Meetings:

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

Meeting: Hanna & District Chamber of Commerce
Location: Business Hub
Date & Time: March 17, 2023 7:00 p.m.

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

Meeting: Municipal Emergency Officials Course
Location: Town Office
Date & Time: March 23, 2023 8:30 a.m.

Meeting: Council Information Meeting
Location: Town Office
Date & Time: March 29, 2023 8:30 a.m.

Meeting: Veterans Memorial Highway Association
Location: Brooks Legion Hall
Date & Time: April 21, 2023 11:00 a.m.

Tour of the JBS Food Canada facility is planned.
Minister of Transportation is invited to attend the tour and meeting.

COUNCIL REPORTS & ROUNDTABLE

Council Date: March 14, 2023

Prepared by: Councillor Sandra Murphy

Meeting: Town Council Meeting
Location: Council Chambers
Date and Time: March 14, 2023 6 pm

Meetings/Events/Training attended February 15 – March14, 2023:

Event: **Acadia Foundation Meeting**
Location: Hanna Seniors Lodge
Date & Time: February 21, 10 am
Comments: New CAO Shelaine Woods has resigned after 2 months; she has been recruited by the Oyen Hospital to become Manager. Though it is a loss for the Acadia Foundation, it is a huge gain for the Oyen Hospital. A new position ad has been posted. A proposed Supportive Living Level 3 at the Oyen Seniors Lodge has begun; if successful, the Hanna Lodge will be next on the list! This would be a significant improvement to assist seniors who should not be placed in Long Term Care, but are no longer considered “independent”. More to come!

Event: **Town Information Session**
Location: Council Chambers
Date & Time: February 22, 8:30 am
Comments: Reviewed advertisement options due to the closure of Hanna Herald paper print. Coffee Break and ECA Review are recommended options.

Event: **Hanna Library Board Meeting**
Location: Hanna Library
Date & Time: February 23, 4:30 pm
Comments: Meeting to discuss confidential personnel issues; Jenn Steinbrecker has been Appointed Interim Director for the next few months, while the Director is on leave. Negotiations underway to have the PrairieLand School Division along with Project Reach utilize space in the Library for a special schooling program.

Event: **Hanna Library Board Meeting**
Location: Hanna Library
Date & Time: March 13, 4:30 pm
Comments: TBA

UPCOMING EVENTS/MEETINGS/TRAINING:

Event: **Municipal Emergency Officials Course**
Location: Council Chambers
Date & Time: Tentative – March 23, 2023 9 am

Event: **Acadia Foundation Meeting**
Location: Consort
Date & Time: March 28, 10 am

COUNCIL REPORTS & ROUNDTABLE

Council Date: **March 14, 2023**
Prepared by: **Councilor Kyle Olsen**

Meeting: Council Info Session
Location: Council Chambers
Date & Time: Feb 22, 8:30 AM

Quick update from the CAO and discussion on the advertising plan bylaw.

Meeting: MPC
Location: Council Chambers
Date & Time: Feb 22, 12:35 PM

Approve a subdivision and consolidation in the industrial area.

Meeting: Land Use Bylaw Open House
Location: Community Centre
Date & Time: Feb 23, 5:00 PM

Really good engagement, some good questions.

Town of Hanna Council Reports & Roundtable 2023

Council Meeting Date: February 14th, 2023
Prepared by: Councillor, Angie Warwick

Meeting: Business Hub Transition Funding Meeting
(Special Areas Board Room)

Date: February 14th, 2023

Time: 1:00-2:30 PM

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: 8:00-10:30 AM

Meeting: C.F. Meridian: Role of A Board Chair

Date: Tuesday February 21st, 2023

Time: 6:00-8:00 PM

*Notes Attached

Meeting: Council Information Meeting

Date: Wednesday February 22nd, 2023

Time: 8:00 AM

Meeting: Alberta Municipalities: Local Governance in Alberta; Principles, Options, and Recommendations (this will be the discussion paper at the ABmunis President's Summit)

Dr. Sandeep Agrawal and Cody Gretzinger

Date: Thursday February 23rd, 2023

Time: 3:00 PM

*Notes Attached

Meeting: Town of Hanna Open House: Land Use Bylaw

Date: Thursday February 23rd, 2023

Time: 5:00-8:00 PM

Meeting: Digital Workshop-The Harvest Sky Hub

Date: Wednesday, February 28th, 2023

Time: 9:00 AM

Meeting: C.F. Meridian-Emergent Board Meeting (TEAMS)

Date: Wednesday March 1st, 2023

Time: 1:30 PM

Meeting: AJTMA Board Meeting

Date: Tuesday, March 7th, 2023

Time: 6:00-8:00 PM

Meeting: Harvest Sky AGM

Date: Tuesday March 14th, 2023

Time: 10:00 AM

Meeting: Council Meeting

Date: Tuesday March 14th, 2023

Time: 6:00 PM

Future Meetings/Events:

Meeting: Palliser Economic Partnership

Date: Friday March 24, 2023

Meeting: Presidents' Summit

Date: Wednesday March 29, 2023

Meeting: Municipal Leaders Caucus

Date: Thursday March 30, 2023

Celebration

Sunday April 2nd, 2023

ALBERTA COUNTRY MUSIC AWARDS

February 23, 2023

Local Government in Alberta: Principle Options and Recommendations

Opened by: Cathy Heron, Alberta Municipalities, an organization that advocates on behalf of more than 250 urban municipalities in the province, has commissioned several reports to address concerns. They were tasked to assess the current state of Alberta's local governance model and investigate if changes to government structure might offer some remedy to the deficiencies uncovered in our assessment. Accordingly, the report aims to do the following:

- 1) provide conceptual tools to understand local government structure.
- 2) impart a set of principles to guide strategic efforts;
- 3) evaluate existing regional governance in Alberta; and
- 4) offer several restructuring suggestions for Alberta Municipalities to consider in consultation with municipalities and to advocate for the province to act on those they wish to pursue.

Presented by: Dr. Sandeep Agrawal and Cody Gretzinger

Future of Municipal Government

- Investigate current state and model of Alberta Governance
- Investigate change to government structure -deficiencies uncovered.
- Alberta Municipalities are facing challenges-aging, slow growth, financial constraints pandemics etc.

Viable-A condition in which the local government can provide service.

- a. Critical mass
- b. Effect service provision
- c. Political representation

Any region under the population of 3000 may not have the base.

Legitimate-mean how rightful is the government system.

- a. Legal
- b. Takes justifiable actions.
- c. Credible
- d. Supported by its citizens.

Good Government Principles

1. Efficiency-cost, economies of scale, reducing externalities.
2. Capacity-Effectiveness, competence, collaboration, autonomy, sustainability
3. Accountability-Integrity, transparency, independent oversight
4. Accessibility-direct democracy
5. Responsiveness

Fragmentation VS Consolidation

Fragmentation -many units within the geographical area

- Powers and responsibilities are distributed vertically along two or more tiers.

Consolidation-means fewer governmental units within a geographic area

Governance Options

- 1) Intermunicipal Collaboration Frameworks
- 2) Amalgamated Municipalities
- 3) Specialized Municipalities
- 4) Growth Management Boards
- 5) Regional Service Commissions
- 6) Regional Districts (British Columbia)
- 7) Two-Tiered Government (British Columbia)

Alberta's Governance Model

1. Two deficiencies are in the system=cost & capacity
2. Amalgamated Municipalities

Alberta's Options

Disruptive and Risky-Regional Districts/Two-tiered Government

Complementary and Incremental-Incremental collaboration frameworks/growth management boards/regional service commissions

- A one size models does not work for all.
- Strengthen the currently existing government model in Alberta through ICF's, growth management and regional service commissions.
- Strengthen and expand the currently available dispute resolution mechanisms.

Q & A

- ❖ Personalities differences must be dissolved through democracy and collaboration.
- ❖ Government structures must be resilient enough to persevere when concepts change.
- ❖ OECD has some information coming out that talks about decentralization which helps rural areas, which disrupts personal connections and ties that you have with the Councillors and administrators.
- ❖ How are we defining "Small Remote" and how is that different from "Regions Outside Metro Areas". Just population?.....it meant around the metro area. Small remote is remote and has no connecting areas.
- ❖ The current government has excluded revenue-sharing agreements (RSAs) from ICFs. Do you feel that permitting municipalities to negotiate RSAs would address some of the inequalities between neighboring municipalities without going down the amalgamation route?

- ❖ Positive and negatives in every model although there was not enough depth to address all the negatives.

February 21, 2023 (By: Angie Warwick)

(Lawyer)Troy Dungate: tdungate@hotmail.com

THE ROLE OF THE CHAIR

Being an effective Chair:

- Project energy
- Be engaged.
- Have the time and energy.
- Have a vision for the organization.
- Being knowledgeable about issues that surround the non-profit organization and the region.
- Prepare to put your own views aside to represent the democratic views of the Board.
- Having a good leadership and interpersonal skills

Chair “more” than chairing the meeting.

- Responsible for creating a positive climate between the board and Executive Director.

Ensuring:

- Openness
- Candor
- Positive energy engine room
- Commitment to the mission of the organization
- ✓ Fiduciary duty
- ✓ Skills and diligence
- ✓ Responsibilities for Board members
- ✓ Chair is a key person who keeps the circus in line.

Types of Board Governance

1. Operational
 - a. Manages and governs.
 - b. Relies on board members and volunteers to achieve aims.
2. Management
 - a. Has hired staff.
 - b. Provides direct oversight into day to day operations
3. Traditional
 - a. Manages through committee structure.
 - b. Delegates duties to staff through board and committee
4. Policy
 - a. Establish clear policy focus on ends.
 - b. Executive director gives freedom to determine means
 - c. Executive limitations
5. Results
 - a. Clear vision
 - b. Executive Director given free hand.
 - c. Executive director viewed as a Full partner.

d. Substantial influence over policy and direction

Effective Governance-Board Excellence:

BOARD

Board focuses time and energy on board policy, guiding and directing.

CHAIR

The chair gains no additional authority as an individual board member.

The board has authority to as group.

The board chair represents the boards decisions and reflects the voice of the entire board.

EXECUTIVE DIRECTOR

All major board communications flow through the chair to the executive director and all matters of importance to the staff through the executive.

The Separation of roles ensures:

- The curtailment of conflict of interest.
- The ED is accountable for managing the corporation as directed by the board.
- Boards views can be objectively communicated to management.
- That the board can better fulfill its regulatory requirements and manage risk.
- The ED is effectively guide and mentor in his/her performance.

Dangers to Avoid as A Chair/ What Alarm Bells:

- Lack of trust in ED
- Lack of trust in Chair
- Involvement in operations
- Overly Dominant Chair and vice versa (ED that runs the show)
- Founders Syndrome-have been their too long/know it all.
- Avoiding conflict

Positive Climate and Performance Culture

Positive Climate-shared ideas, innovation, respect, encouragement, support, appreciation

Performance Culture-Transforming individuals into a well-integrated team.

The Effective Chair/Overall Activities

- Facilitation and group process
- Planning and evaluation

- Communication-email once/week or as necessary to communicate happenings.
- Relationship development and management
- Meeting management
- Teaching and supporting board members and executive director-courses and allowances to motivate.

Attributers and Skills

- Communication, tact and diplomacy
- Self awareness
- Impartiality
- Authority and flexibility
- Maturity
- Group dynamic and interpersonal strength

Relationships

- Board of Directors
- Management and staff
- Government, Public, Partners, and Other Stakeholders
- Funders.

Leaders in Meetings

- Make a decision.
- Solve a problem.
- Plan at the organizational meeting
- Evaluate

Meeting Preparation

- Prepare a proper agenda.
- Provide Background material.
- Address Fiduciary aspects.
- Provide Platform for decision making.

Nightmare meetings-not productive or effective

Effective meetings-Timeframe/Participation/Agenda Management/Decisions

Chairing Effective Meetings-Call the meeting to order at set time/follow agenda/ encourage and equalize participation/don't get involved in debate/manage conflicts/clarify and rephrase points(common ground for decision making)

Chairing Effective Meetings- Clarify and recap discussion/deal firmly with disruptions, frivolous debate and senseless delaying/keep board members on topic

In Camera Meetings-

- ✓ Are they required?
- ✓ Why and when should they be held?
- ✓ Who will brief the executive director?
- ✓ How are decisions formalized after the session?

Minutes

- Record the decisions.
- Record follow up actions and responsibility.
- Create a summary.

Responding to the Media

- The chair is the spokesperson
- Establish communication protocols
- Communicate procedure and responses to all board members
- Board members should support communication----be very careful how to communicate with media, they are going to write what they want to any way!

Other Challenges

- Violation of in camera and closed session discussions
- Split decisions
- Conflict of interest



Alberta Japan Twinned Municipalities Association

Proposed agenda.

1. Call to order 7 PM

2. Greet and welcome attendees.

Jayne Pettifor, Roy Kariatsumari, Angie Warwick, Walter Preugschas, Joe Strojwas

3. Review and adopt proposed agenda

3. Review and adopt previous executive meeting.

4. Business arising out of the minutes.

A. Website-trying to re-establish who can manage the site and update it.

B. AJTMA AGM and conference

1. 2023 Jasper: Now open for registration May 12-14, 2023 (hosted in 2015)

2. 2024 Rocky

3. 2025.....looking for a community to accept this opportunity to host

C. Consul General Watabe

1. Emperor's Birthday Celebration-Commended the Mayor of Hanna for attending

-400 hundred people in attendance

-The venue was nice but preferred Consul General residence

D. Gov't funding- Minister of Culture: Jason Luan

Jason Luan was sworn in Minister of Culture on October 24, 2022.

E. Mark Sakamoto stage play "Forgiveness"

Encourage anyone that can, to attend this production in Calgary at the Max Bell

March 7th-April 1, 2023

5. New business-None

6. Treasurer's report-Only 5 Communities have sent membership.

-Hanna has not sent their membership to date.

-Bank Balance= \$3771.00

7. Next meeting date-April 4th, 2023

8. Adjournment: 8:00 PM

Date: March 14, 2023

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.09 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. Federal Electoral Boundaries Commission Revisions – East Central Alberta
2. Town of Tofield – Camrose Casino Relocation
3. Municipal Affairs – Budget 2023
4. AM South Zone Update – January 2023
5. Municipal Affairs – 2023 MSI-CCBF Allocation
6. New Blood A Story of Recognition Hanna April 5, 2023
7. Alberta Office of the Auditor General – Covid 19 in Continuing Care Centre – Report
8. AHS Official Administrator – 90 Day Report
9. Prairie Land Pride Newsletter – Volume 8 Issue 3 February 2023

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

City of Red Deer, and bounded by the Red Deer River to the north and east of it, to be moved into the Red Deer electoral district.

Eastern Central Alberta

In its Proposal, the Commission had significantly reconfigured the southwestern boundary of the Lakeland electoral district so that the district would include the City of Fort Saskatchewan. Lakeland's southern boundary had been moved north and mainly followed the Yellowhead Highway. As a result, Vegreville and Lloydminster were no longer within the Lakeland electoral district but rather included in the proposed revised electoral district of Battle River—Crowfoot.

There were several objections to the proposed reconfiguration of the Lakeland electoral district. A number of presenters objected to the City of Fort Saskatchewan being included in a predominantly rural electoral district. There was also strong opposition to the Commission's Proposal to move the southern boundary northward. Presenters urged instead that the existing southern boundary be reinstated. It was pointed out to the Commission that there are some significant differences between the electoral districts of Lakeland and Battle River—Crowfoot. The Commission has accepted these suggestions, and, as has already been indicated, returned the City of Fort Saskatchewan to the existing Sherwood Park—Fort Saskatchewan electoral district. The Commission has also readjusted the southern boundary of the Lakeland electoral district to accord with where it is currently. As a result, Vegreville and Lloydminster will remain in the electoral district of Lakeland.

With respect to the electoral district of Battle River—Crowfoot, the Commission had proposed to move its northern boundary to be defined, for the most part, by the Yellowhead Highway. This, of course, was opposed in the presentations made on behalf of the Lakeland electoral district, which the Commission has accepted and revised accordingly. At one of the hearings, Jordon Christianson, chair of the Special Areas Board, pointed out that Special Areas are a unique form of government. The Special Areas Board administers Special Areas Nos. 2, 3 and 4 together as a single municipal region. He urged that they be kept together within one electoral district, preferably Battle River—Crowfoot.

In addition, the Commission was advised by the mayors of Drumheller and Hanna that they wanted their respective towns to be removed from the proposed revised electoral district of Bow River and returned to the Battle River—Crowfoot electoral district, where those communities are currently located. Furthermore, the mayor of Hanna specifically asked that Hanna remain in the same electoral district as Special Areas Nos. 2, 3 and 4 due to the partnerships that Hanna has with them. The Commission accepted these suggestions and has extended the southern boundary of the electoral district of Battle River—Crowfoot to Cypress County to include the three Special Areas. Hanna and Drumheller will remain in the Battle River—Crowfoot electoral district.

Southern Alberta

In its Proposal, the Commission moved the Bow River electoral district north and east to the Alberta-Saskatchewan border and northwest to include the towns of Innisfail and Bowden. A number of communities currently in the Bow River electoral district were proposed to be reassigned to other electoral districts.



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E tofieldadmin@tofieldalberta.ca
W www.tofieldalberta.ca

February 14, 2023

Nadja Lacroix
Senior Manager
Inspections Gaming
Nadja.lacroix@aglc.ca

Re: Letter of Support – Relocation of Camrose Casino

Dear Nadja:

Rural Alberta, and their communities are comprised of community groups, clubs, charitable organizations and societies. The culmination of these organizations leads to the betterment of communities on a whole. These organizations work tirelessly on behalf of the community to provide enhancements through projects that would not be possible without their hard work and dedication. However, the key factor to success is funding. These groups are often accessing funding through casinos. As many other communities have stated, accessing funding through casinos is often multiple months away, which could leave these important projects, or enhancements without the ability to move forward.

Having an ability for Tofield to access a larger pool of casino opportunities would provide a higher element of success. Our proximity to a larger urban location, such as Edmonton, or even Saint Albert, is no further than the distance to Camrose. Although we have been thankful when our service groups have been successful in accessing Camrose Casino, it is an exceptionally long wait, and the return is minimal, at best.

Upon review, this appears to be another slight to Rural Alberta, which as of recent seems to be continually accumulating, and enhancing barriers to provide success for the communities each of us represent. We believe there should be an allowance for relocation for the Camrose Casino. The relocation would allow for the betterment of our entire region, as well as Rural Alberta.

Nadja Lacroix
Senior Manager
Inspections Gaming
Page 2

Further, the pooling of accessible casinos in larger urban settings would provide an enhanced level of success for Rural Alberta. The major urbans have additional resources and accessing abilities, as opposed to those of us in outlying areas. Collectively, the barriers need to be reduced to allow us all to flourish and provide betterment to our communities.

Respectfully,

Debora L Dueck

Debora Dueck
Mayor
Town of Tofield

Cc.

Jackie Lovely, MLA Jackie.Lovely@assembly.ab.ca

Brian Jean, Minister of Jobs, Economy & Northern Development – jend.minister@gov.ab.ca

Travis Toews, President of Treasury Board & Minister of Finance – tbf.minister@gov.ab.ca

Nicole Marshall, Director of Alcohol, Gaming & Cannabis – Nicole.marshall@gov.ab.ca

Kandice Machado, AGLC CEO – kandice.machado@aglc.ca

Len Rhodes, AGLC Board Chair – len.rhodes@aglc.ca

Wyatt Skabron, Manager of Policy & Advocacy, RMA – wyatt@rmaalberta.com

Dan Rude, Chief Executive Officer, AB Munis - dan@abmunis.ca



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

AR111005

Dear Chief Elected Officials:

My colleague, the Honourable Travis Toews, President of Treasury Board and Minister of Finance, has tabled *Budget 2023* in the Alberta Legislature. I am writing to share information with you about how *Budget 2023* impacts municipalities.

Alberta's government is helping to secure Alberta's future by investing almost \$1 billion to build stronger communities across our province. The Municipal Affairs budget reflects an overall increase of \$45.2 million from the previous budget. These investments will continue to support municipalities in providing well-managed, collaborative, and accountable local government to Albertans.

We have heard frequently how important it is for Alberta municipalities to secure reliable, long-term funding for infrastructure and services in your communities. Through *Budget 2023*, capital support for municipalities is being maintained with \$485 million provided through the Municipal Sustainability Initiative (MSI). In addition, we are doubling MSI operating funding to \$60 million. The estimated 2023 MSI allocations are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

Next year, we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Furthermore, we heard your feedback and, subject to approval by the Legislature, are updating the legislation so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. Based on the most current financial data and subject to approval of the legislation, we anticipate funding for municipalities will increase by 12.6 per cent to approximately \$813 million for the 2025/26 fiscal year.

The federal Canada Community-Building Fund (CCBF), which provides infrastructure funding to municipalities throughout the province, will see an increase of \$11.1 million to Alberta. The estimated 2023 CCBF allocations are available on the program website at www.alberta.ca/canada-community-building-fund.aspx.

MSI and CCBF program funding is subject to the Legislative Assembly's approval of *Budget 2023*. Individual allocations and 2023 funding are subject to ministerial authorization under the respective program guidelines. Federal CCBF funding is also subject to confirmation by the Government of Canada. Municipalities can anticipate receiving letters confirming MSI and CCBF funding commitments in April.

.../2

I am pleased to inform you that an additional \$3 million in grant funding is being committed in support of local public library boards, which means an increase of at least five per cent for all library boards. This funding increase will help maintain the delivery of critical literacy and skill-building resources to Albertans. There will also be an increase of \$800,000 in funding to the Land and Property Rights Tribunal to expand capacity for timely surface rights decisions.

Additionally, *Budget 2023* will provide an increase of \$500,000 to provide fire services training grants. Public safety is always a priority, and while we respect that fire services is a municipal responsibility, our government recognizes that a strong provincial-municipal partnership remains key to keeping Albertans safe.

As we all look forward to the year ahead, I want to re-iterate that Alberta municipalities remain our partners in economic prosperity and in delivering the critical public services and infrastructure that Albertans need and deserve. Municipal Affairs remains committed to providing sustainable levels of capital funding, promoting economic development, and supporting local governments in the provision of programs and services.

Alberta's economy has momentum, and we are focused on even more job creation and diversification as we continue to be the economic engine of Canada. At the same time, we recognize Albertans are dealing with the financial pressures of high inflation.

Budget 2023 will help grow our economy while also strengthening health care, improving public safety, and providing relief to Albertans through the inflation crisis. Alberta's government will do its part by remaining steadfastly committed to responsible management, paying down the debt, and saving for tomorrow.

With these priorities in mind, we will move forward together in fulfilling Alberta's promise and securing a bright and prosperous future for Alberta families.

Sincerely,

A handwritten signature in black ink, appearing to read "Rebecca Schulz". The signature is fluid and cursive, with the first name being more prominent.

Rebecca Schulz
Minister

Kim Neill

From: Tanya Thorn <tthorn@okotoks.ca>
Sent: February 23, 2023 12:02 PM
To: Tanya Thorn
Subject: Towns South Update - January/February
Attachments: HISA Program.pdf

Hello Town South Mayors, Colleagues & CAO's,

Hope everyone is doing well and everyone has dug out of this last round of snow. As always this will be a long email that covers lots of topics. There never seems to be a shortage of items being discussed or upcoming. First I want to kick off this update with a huge congratulations to the Town of Black Diamond and Town of Turner Valley on their successful amalgamation and our newest municipality – Diamond Valley. The amount of work, time and commitment it took to make this happen is significant. Congrats to Diamond Valley's 1st Council – Mayor Barry Crane, Councillors Veronica Kloiber, Jonathon Gordon, Brendan Kelly, Cindy Holladay, Hazel Martin and Heather Thomson

<https://www.avenuecalgary.com/things-to-do/what-to-do-in-diamond-valley-alberta/>

So below is highlights on various topics that we have been discussing or are upcoming. I have put headings on each item so you can read what is relevant for you. Yes I know my emails are long and you may not be riveted by every word



Alberta Municipalities Highlights from 2022

If you want to see highlights from 2022 <https://www.abmunis.ca/year-review>

Future of Municipal Government Project, President's Summit & Municipal Leaders Caucus

This afternoon is the webinar on the most recent paper, [Local Governance in Alberta: Principles Options and Recommendations](#) by Sandeep Agrawal. Professor Agrawal will provide an overview of the ideas presented in his paper during a **webinar on February 23 at 3:00pm**. [Register](#) to provide your initial thoughts and feedback.

This paper will be the basis of discussion at the upcoming President's Summit **March 29 -30th**. The focus of the event will be on how we can improve collaboration. The Summit provides the opportunity for in-depth, in-person discussions on various aspects of collaboration, including dispute prevention and resolution and how municipal structures and collaboration work in other provinces. Breakout sessions will focus on how inter-municipal collaboration mechanisms could evolve to better support municipalities of various sizes and circumstances throughout Alberta. This will provide the opportunity to learn from experts and peers, and to shape Alberta Municipalities' advocacy on the legislative, policy and resource changes required to enhance collaboration.

To help save on travel costs, we're holding President's Summit alongside Spring Municipal Leaders Caucus (MLC), **March 30 – 31st**. We're working on an energizing transition between events to keep you pumped up to engage in the important topics we'll discuss at MLC including how you can amplify municipal issues during the upcoming provincial election. MLC also provides the opportunity to hear from the Premier, Minister of Municipal Affairs, Leader of the Opposition, political journalists and representatives of the RCMP and FCSS.

It's going to be fun. It's going to be informative. It's going to be engaging. Don't miss out. [Register](#) today.

Council & CAO Visits

As part of my role as your Towns South Director is to do member visits with our membership. As there are 40 of you I am trying to balance this across my entire term. I would like to try and schedule 2 -3 visits a month going forward. I will be starting to reach out to each of the Mayor's and CAO's in the next month to start scheduling these. If you are interested in me visiting at a specific time, for a specific event please let me know. Alberta Municipalities has hired a new Business Development Officer for the South zone so it is also possible to have him join me on some visits so you can hear more about the business services available to your municipality. I look forward to the opportunity to visit each of your communities and learn more about how Alberta Municipalities can help you more.

Provincial Budget 2023

So the Provincial Budget will be announced on February 28th. Our staff will be in attendance and will be doing all the analysis on what the impacts are for municipalities. President Heron did meet with Minister Toews earlier this month and laid out our priorities as the following:

- That funding be stable and predictable
- That municipalities be considered in the province's economic growth
- That the province avoid transferring costs and responsibilities onto municipalities

We will be holding a members only webinar on March 1st from 3:00pm – 4:30pm. We will review what the budget means to all 274 member communities. Click here: [register for ABmunis' Alberta 2023 Budget webinar](#)

Local Government Fiscal Framework (LGFF)

We have had two key advocacy items on this file – the funding pot and the allocation of that pot. We submitted our proposal on the allocation to Municipal Affairs at end of last year. The decision on how funding will be allocated will be made by the Minister of Municipal Affairs and/or provincial cabinet. Originally it was expected that a decision would be made in January of 2023. We understand that this decision has been delayed and indications may not be before the election. So this will be an election issue most likely.

The funding pot is another key advocacy element. When we look at the funding pot for the non-charter municipalities, the starting amount of LGFF will be 33 per cent lower than the average of MSI over the last twelve years. This is the key problem with LGFF regardless of what happens with the allocation formula. We continue to talk with provincial ministers about the reduced funding but we need your help to get the message to MLAs and ministers about why LGFF needs to be higher. Take the time to educate your MLA about how you use provincial infrastructure funding and the potential consequence if that funding is reduced.

The Board had the opportunity to meet with Minister Schultz to discuss our relationship moving forward and LGFF. We had a wholesome discussion regarding the LGFF Funding Pot and that this needs to increase. It was an open discussion so we will see if there is any movement in this area with Budget next week.

Policing

A public opinion survey conducted last month by Calgary pollster Janet Brown for Alberta Municipalities found that most Albertans do not support replacing the RCMP with a new provincial police force. These results probably do not surprise most of you as we have been hearing this and communicating this for the past year. The survey also found broad support for increasing spending to improve existing policing efforts and the provincial justice system.

We have asked the Government of Alberta to implement a province-wide Public Safety Task Force to explore and address the root causes of crime, as well as the weaknesses in Alberta's current justice system. We are pushing all of

the provincial political parties to include public safety and policing in their election platforms. I encourage all of you to keep this topic at the forefront as we are concerned that this will not be an election discussion and depending on election results will see us getting an Alberta Provincial Police Force without actually creating something that solves the core challenges we have in our communities. Feel free to share Alberta Municipalities social media posts in your local communities to keep the conversation happening.

Elected Officials Education Program (EOEP) 2023 Courses

The course offerings for 2023 has been laid out. This is an opportunity to supplement your knowledge on many topics we deal with on a regular basis and learn from your peers. I encourage you to check out the courses available and watch for upcoming registrations. We will be announcing sessions for convention soon. Keep your eyes out for that as there will be a new course that is based on one of our convention sessions last year that was highly attended and received amazing feedback! Course listing can be found here: www.eoep.ca

Alberta Municipalities Legal Name Change

As many of you know, our members passed a resolution at our 2023 Convention to change our legal name to the **Association of Alberta Municipalities**. We have just received notice from Corporate Registries that our legal name has been approved. This legal name is more 'behind the scenes' and will primarily be used in legal documents like bylaws and contracts.

Our brand name, **Alberta Municipalities**, and our short name, **ABmunis**, are the names we will continue to use publicly. These are the names by which we are known.

Election 2023

We are in the process of finalizing our approach to the upcoming 2023 Election. We will need your help in elevating our message on key priorities for all of us. I encourage all of you with social media channels to follow Alberta Municipalities – we are on Twitter, Facebook and LinkedIn. It is very helpful to have you share our messages and posts. I will have more on strategy specifics with my next update.

Business Services Highlights – Cybersecurity and HISA Program

Every year cybersecurity risks are becoming more prolific and it is changing/evolving on a daily basis. Municipalities are becoming a bigger target and how you are protecting yourself is become more prevalent in being able to gain insurance coverage. Having the experts that can help you manage this, stay up to date on this and keep your municipality protected can be overwhelming. This is a key reason Alberta Municipalities launched the managed IT and Cybersecurity programs for our members. If you are interested in finding out more <https://www.abmunis.ca/news/top-cyber-security-threats-2023>

HISA Program: I have attached a fact sheet about this program. This is a great opportunity if you have cash in savings accounts to capitalize on the high interest rates. The current interest rate 5.05% on this account.

That is it for my update for today. Let me know if I have missed anything that you want to know about.

Hope to see many of you at President's Summit and Municipal Leaders Caucus.

Tanya

Tanya Thorn, BA, ICD.D (she/her)

Mayor, Town of Okotoks | Director Towns South, Alberta Municipalities

O. [403-938-8904](tel:403-938-8904)

E. tthorn@okotoks.ca



Be kind whenever possible.

It is always possible.

- Dalai Lama

Facebook: [@TanyaThornOkotoksMayor](https://www.facebook.com/TanyaThornOkotoksMayor)

Instagram: [@tanya.thorn](https://www.instagram.com/tanya.thorn)

Twitter: [@Thorn4Okotoks](https://twitter.com/Thorn4Okotoks)

LinkedIn: [@Tanya-Thorn](https://www.linkedin.com/company/Tanya-Thorn)



ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister

MLA, Calgary-Shaw

AR110967

Dear Chief Elected Officials:

The Government of Alberta understands the important role of local governments in fostering vibrant communities and supporting the provincial economy, and we are committed to ensuring municipalities and Metis Settlements meet their infrastructure and operating needs.

In keeping with this commitment, next year we will be introducing the Local Government Fiscal Framework (LGFF), an updated framework that ties funding to provincial revenue changes, which will ensure sustainable funding levels for the province and allow municipalities to plan more effectively for the future. The baseline funding amount for the LGFF will be \$722 million in 2024/25. Subject to approval by the Legislature, the legislation will be updated so that this amount will increase or decrease at 100 per cent of the percentage change in provincial revenues from three years prior, rather than 50 per cent as legislated. In light of this change, capital funding under the Municipal Sustainability Initiative (MSI) and LGFF will total approximately \$2 billion over the next three years, with MSI capital funding set at \$485 million in 2023/24, and LGFF providing \$722 million in 2024/25, and approximately \$813 million in 2025/26.

In addition, operating funding has been increased. As many municipalities are facing increased operating costs due to inflation, our government will double the MSI operating budget in 2023/24 from \$30 million to \$60 million in recognition of these challenges.

The 2023 MSI allocations for all municipalities and Metis Settlements are available on the program website at www.alberta.ca/municipal-sustainability-initiative.aspx.

I am also pleased to advise you that Alberta's municipalities and Metis Settlements will receive \$266 million in federal funding under the Canada Community-Building Fund (CCBF), an increase of \$11 million from last year.

The 2023 CCBF allocations are available on the program website at www.alberta.ca/canada-community-building-fund.aspx.

.../2

Please note MSI and CCBF funding is subject to the Alberta Legislature's approval of Budget 2023, and individual allocations and 2023 funding are subject to Ministerial authorization under the respective program guidelines. CCBF funding is subject to confirmation by the Government of Canada. I expect to send letters confirming MSI and CCBF funding commitments to local governments in the spring.

I look forward to working together to support the infrastructure and operating needs of your communities, and to ensure a smooth transition from the MSI to the LGFF program in 2024.

Sincerely,



Rebecca Schulz
Minister

cc: Chief Administrative Officers
Linda Lewis, Interim Chief Administrative Officer, Metis Settlements General Council
Cathy Heron, President, Alberta Municipalities
Paul McLauchlin, President, Rural Municipalities of Alberta
Dave Lamouche, President, Metis Settlements General Council
Dan Rude, Chief Executive Officer, Alberta Municipalities
Gerald Rhodes, Executive Director, Rural Municipalities of Alberta

NEW BLOOD



A STORY OF RECONCILIATION

PRAIRIE LAND IS PLEASED TO PRESENT THE WIDELY ACCLAIMED PRODUCTION OF NEW BLOOD BLENDS BLACKFOOT MUSIC AND CONTEMPORARY MUSIC BY PETER GABRIEL TO CREATE AN AMAZING PIECE OF THEATRE CELEBRATING BLACKFOOT HISTORY AND TRADITIONS.



APRIL 5



6:30PM

**TICKETS ARE FREE
PLEASE RESERVE TICKETS THROUGH
EVENTBRITE:
[HTTPS://BIT.LY/NEWBLOODHANNA](https://bit.ly/newbloodhanna)**



JOIN US

JC CHARYK THEATRE



Kim Neill

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: February 23, 2023 12:22 PM
To: Community Engagement
Subject: Office of the Auditor General report – COVID-19 in Continuing Care
Attachments: OAG COVID Recommendations.pdf

To all Alberta Municipal Elected Officials:

Today, Alberta's Office of Auditor General (OAG) [released a report](#) on Alberta Health Services' and Alberta Health's response to COVID-19 in Continuing Care facilities, examining the period of time from March 2020 to December 2020.

We grieve the loss of every resident who died during this unprecedented time, and our thoughts are with anyone who lost a family member or loved one.

The COVID-19 pandemic challenged our system, and older adults - including residents of continuing care facilities - were disproportionately impacted by the virus. This is true in North America, and globally.

Health jurisdictions across the world adapted quickly as the pandemic spread during the first wave, and in Alberta, the situation was no different. AHS consulted and collaborated with our counterparts regularly to learn more about the virus and adapted our response based on real-time impacts being felt across the country. We also worked collaboratively with operators.

Resident safety and quality of care remained at the core of every decision and action. Significant work went into protecting continuing care residents immediately during the first wave, and lessons were learned and applied in subsequent waves. These same learnings have also allowed us to better prepare for future events of this type and identify ongoing improvements to our system.

As best practices developed, AHS implemented them quickly across both continuing care and acute care, working to reduce spread of the virus, and to improve care for all.

For example:

- Site Preparedness Assessments were completed across the province, which helped sites prepare to avoid or deal more effectively with an outbreak. Comprehensive site inspections were conducted in April 2020, and by July 2020, all sites had been assessed, which saved lives.
- AHS implemented quality monitoring and inspection processes at the start of the pandemic response to ensure that sites were appropriately implementing staff and infection prevention and control practices to support care during outbreaks.
- On March 30, 2020, AHS began conducting Quality Monitoring Visits at sites with new COVID-19 outbreaks or where concerns were raised and focused on staffing levels, quality of care, IPC practices, and public health best practices.

The OAG report highlights that AHS did respond quickly to many of the challenges facing the continuing care sector during wave 1, and also identifies areas where that response could have been better.

We are grateful to the OAG for their report, and we accept all recommendations directed to AHS (please see attached) or where we have a supporting role to Alberta Health. AHS has already implemented responses to the recommendations and will work with operators moving forward in support of the overall pandemic plan from Alberta Health.

Our work will further strengthen processes and policies designed to protect residents and loved ones, and build a sustainable and innovative continuing care system for all Albertans.

We are invested in making improvements, in increasing continuing care capacity, enhancing home care, and innovating and diversifying care options. We are invested in care for all Albertans.

Thank you for your continued interest and support in our work. For more information continuing care in Alberta, please visit <https://www.albertahealthservices.ca/cc/page15328.aspx>.

If you have any questions, please email us at continuingcare@ahs.ca.

Many thanks,

Janine Sakatch

(Pronouns: she/her)

Community Engagement & External Relations

Alberta Health Services



Healthy Albertans.
Healthy Communities.
Together.



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COVID-19 in Continuing Care Facilities – Recommendations from the Office of the Auditor General

Recommendation 1: Update and expand a pandemic plan common to the entire continuing care sector.

Responsibility: Alberta Health

- Alberta Health has been asked to develop an up-to-date, comprehensive, continuing care-focused pandemic plan relevant to all key stakeholders – Alberta Health, AHS, and facility operators. The plan will use pre-existing continuing care pandemic plans maintained by AHS and plans from operators for their sites as a starting point, and reflect learnings from the COVID-19 response.
- In March 2020, AHS updated its existing Pandemic Operational Guide and has continued updating it with lessons learned throughout the course of the pandemic.
- In June 2020, using learnings from wave 1, AHS also updated the *Guide to Assessment Treatment and Stabilization in Place Continuing Care* for COVID.
- AHS will work closely with Alberta Health to further update the pandemic plan, including relevant AHS plans. This includes working with operators to ensure their pandemic plans align with the provincial response.

Recommendation 2: Exercise and simulate updated plan regularly, with all parties.

Responsibility: Alberta Health.

- Alberta Health has been asked to lead periodic pandemic response exercises for Alberta's facility-based continuing care sector, based upon a continuing care specific plan, across all levels of the system, and involving operational and front-line staff.
- Simulations would be based on realistic disease examples, including respiratory diseases such as COVID-19.
- AHS will work with Alberta Health on this recommendation, both participating in simulations and reporting our lessons learned, while also providing recommendations and supports as needed.

Recommendation 3: Develop a continuing care staffing strategy to increase staffing system resilience.

Responsibility: Alberta Health.

- Alberta Health has been asked to develop and implement a staffing strategy for facility-based continuing care. This strategy would build on efforts already underway focused on staffing hours and staff mix from the response to the *Facility-Based Continuing Care review* recommendations and consider other factors that contributed to staff vulnerability during COVID-19.
- AHS will share with Alberta Health our operational knowledge, experience and expertise to support and inform the development of this strategy.

Recommendation 4: Formalize centre of expertise capacity for outbreak management.

Responsibility: Alberta Health Services.

- AHS has been asked to formalize multi-disciplinary outbreak response and support systems that would provide centre of expertise services, monitor and track, debrief and report on, communicable disease outbreaks at continuing care facilities, as well as other residential care and treatment facilities funded by AHS.
- AHS has existing provincial and zone-based expertise to support communicable disease outbreaks at continuing care facilities, including IPC specialists, CDC and public health experts.
- As the pandemic progressed, processes were adapted based on learnings to better support sites experiencing an outbreak. AHS took steps to protect residents of long-term care and designated supportive living from COVID-19 by implementing strict measures to prevent or limit the spread of the virus. Starting in wave 1, these measures included visitation restrictions, limiting staff to working at single sites, hiring temporary contracted staff, and isolation protocols for residents or staff who fell ill. Where possible, these measures also took into account the balance between protection and the mental health effects of isolation.
- Beginning in December 2020, AHS has also enhanced outbreak management support to outbreak zones and sites including infection prevention and control, public health and quality resources to support outbreak responses in continuing care facilities.
- Working with operators, system partners and stakeholders, AHS will continue to develop and formalize outbreak response systems specific to continuing care facilities.

Recommendation 5: Formalize operational improvements in outbreak testing.

Responsibility: Alberta Health Services.

- APL accepts the recommendations made by the OAG. During the COVID-19 pandemic, APL implemented many ongoing changes to expedite and improve the timeliness of the delivery of lab results during the COVID-19 pandemic.
- During the pandemic, APL took immediate steps to correct issues with the way that COVID-19 samples were being collected, including working with AHS and continuing care facilities to develop manual workarounds to get results to facilities as quickly as possible. As well, APL staff provided significant education to facilities on proper labelling and documentation for swabs. APL continues to collaborate and communicate with sites to educate and identify missing information on requisitions that direct the testing performed.
- In the summer of 2020, at a time where significant numbers of public swabs were being completed, APL began prioritizing testing of swabs from some high-priority areas, such as those under COVID-19 outbreak investigation, including continuing care and healthcare workers.

- In early fall, 2020, AHS worked with APL and continuing care facilities, equipping them with a significant number of testing supplies, reducing the need for sites to order supplies when needed, thereby reducing testing times.
- Processes that have been developed as the pandemic evolved have been or are being incorporated into routine practices and shared with operators to ensure alignment and adoption province wide.

Recommendation 6: Evaluate all existing infrastructure and set a strategy for improving facility infrastructure.

Responsibility: Alberta Health.

- Alberta Health has been asked to develop a priority list and strategy for upgrading or eliminating existing continuing care buildings based on a comprehensive assessment of all continuing care facilities to be completed by AHS.
- AHS has made good progress through holding preliminary conversations with operators of aging infrastructure to review modernization needs, and creating a priority list of needs.
- AHS will complete the assessments required by AH, to support their development of a priority infrastructure list.
- AHS has also already worked with Alberta Health and Alberta Infrastructure to update Continuing Care Design Standards and Best Practices in Alberta. These design standards will ensure new and modernized facilities incorporate the latest features for resident and staff safety.
- Changes include completing the move to private rooms in Continuing Care, ensuring more separation, and improved health and safety for continuing care staff during an outbreak.
- All ward accommodations were eliminated early in the pandemic, and selectively shared two-bed rooms were converted to private rooms based on zone assessments of risk.
- Working closely with operators, AHS will also continue to eliminate all two-bed resident accommodations.

Recommendation 7: Track resident illness and staff absences during communicable disease outbreaks in facilities.

Responsibility: Alberta Health Services.

- AHS has been asked to develop or adapt a surveillance system to track all resident cases and deaths, as well as information on staff absences, during any communicable disease or outbreak in facilities. This data would be used to inform risk and quality management at zone and provincial levels.
- AHS already tracks resident cases for communicable disease outbreaks in continuing care.
- The safety of our staff and our residents is a priority for AHS and we take every measure possible to ensure cases are tracked, and steps are taken to protect those in our care.

- Reviewing our current practice, AHS will develop additional process improvements, where possible, as well as new practices for tracking staff absences during communicable disease outbreaks.

Recommendation 8: Implement recommendations from Alberta Health Services internal reports.

Responsibility: Alberta Health Services.

- AHS has been asked to accumulate, evaluate and implement all recommendations, lessons learned, and other required actions identified in its own internal summary reports on continuing care outbreaks.
- AHS has consolidated the recommendations from internal reports and has completed a number of actions as the pandemic progressed. Some examples include:
 - AHS worked with the CMOH around the need to understand and recognize the health impacts on families and loved ones which contributed to Order changes.
 - The dedicated operator liaison remained in place throughout the pandemic and the email line remains open today.
 - As per initial CMOH orders, high-touch cleaning requirements were in place and persisted in IPC documents after orders were rescinded.
 - Recognizing the impact of suspended programs, AHS reviewed these programs and where there were alternatives, they were implemented. Programs were reinstated as soon as feasible.
 - AHS reviewed the approach to limiting Home Care and that strategy was removed as the impact of COVID-19 was better understood.
- AHS will report on actions taken as part of the COVID-19 response, and how the effective actions and lessons learned were incorporated into care. The work has been ongoing since the pandemic began and will continue indefinitely as AHS continues to improve on processes.
- We will continue to review recommendations to ensure we have considered all of them for both ongoing processes and future pandemic planning.

Kim Neill

From: Community Engagement <Community.Engagement@albertahealthservices.ca>
Sent: February 27, 2023 1:46 PM
To: Community Engagement
Subject: Official Administrator's 90-Day Report



Dr. John Cowell
AHS Official Administrator

Official Administrator's 90-Day Report

Dear Community Leaders,

After 90 days as AHS' Official Administrator, I'm pleased to share my [report](#) on our ongoing progress and actions to date.

We are already seeing progress in these strategic areas:

- improving EMS response times
- decreasing emergency department wait times
- improving patient flow throughout the healthcare continuum
- reducing wait times for surgeries



These areas align with the *Government of Alberta Healthcare Action Plan* to enable rapid reforms and improve outcomes in healthcare delivery.

The [90-day report](#) outlines the ongoing significant work and lays the foundation for long-term transformation to improve patient experience and health outcomes.

Here are a few highlights:

Between September 2022 and January 2023

- Opened an average of 255 net-new, non-ICU acute care beds across the province.

Between November 2022 and January 2023

- Reduced emergency department wait time to see a doctor by 10 per cent.
- Reduced total time spent in the emergency department for admitted patients by five per cent.

- Added 39 front-line staff, including paramedics, emergency communications officers and front-line supervisors.
- Opened 292 net-new designated supportive living beds.
- Opened 26 net new mental health beds and 26 net new addiction beds (for a total of 52 beds).
- Lowered the number of patients waiting for a continuing care space from 253 to 179.

Between November 2022 and February 2023

- Lowered the number of patients waiting outside the clinically recommended wait time for surgery from 39,246 to 35,595, a 9.3 per cent reduction.

Currently

- Posting 114 full-time equivalent nursing staff positions to support emergency department teams in our 16 largest hospitals.
- Recruiting 127 full-time allied health staff, such as social workers, physiotherapists, and occupational therapists, to support patient flow.

We will be reporting regularly with complete transparency and accountability. To learn more, please see our [backgrounder](#) and [government news release](#) on the [AHS webpage](#). I also encourage you to read the full report.

We recognize that you may have questions, and so I invite you to respond to this email.

I'm proud of what we've been able to accomplish so far and I remain confident that we'll continue to make progress towards our goals.

Sincerely,

Dr. John Cowell
AHS Official Administrator



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PRAIRIE LAND PRIDE

Small schools preparing students for big futures.

Prairie Land Public School Division

Volume 8, Issue 3 February 2023

Dedicated Volunteers Inspire Prairie Land Students



Coach John Armstrong is a staple with Youngstown School's boys basketball program. Armstrong has volunteered with the school for over 35 years, in many different roles, however basketball is his passion. "I don't know if you know this but ... I don't LOVE winning, but I HATE losing!" says Armstrong. "Coaching all these years has taught me how to be both a gracious winner and a gracious loser."

Coach Armstrong Integral part of Youngstown's Basketball Program

Volunteers play a huge role at Youngstown School. "We have 4 teachers on staff who, without volunteers, would be coaching and running all of our extra-curricular activities, something that is completely unsustainable," explains principal Darren Jacobson.

"Volunteers help to make many different opportunities available, especially in a small school like Youngstown."

Many of Youngstown's extra-curricular activities are organized by volunteers, many of whom are extremely knowledgeable.

"By having volunteers who are experienced and experts in their field, we are able to properly train students in activities and subjects that they are interested in," said Jacobson.

Take, for example the school's archery program—highly skilled volunteers have helped create an extremely popular program.

"By having these successful programs, students take pride in the activities and sports they play and in turn, take pride in their school."

Youngstown also has a very successful basketball program thanks in part to John Armstrong who has been coaching in Youngstown since 1997.

"John's high expectations and respect amongst both staff and students have made our basketball program very successful for the size of our school," explains Jacobson.

Armstrong actually started volunteering in 1987 when his children were students at Youngstown. He has served as Kindergarten President, School Council Chair, Sr. Boys Basketball Coach,

"I have remained volunteering after my children are grown and gone because I love the opportunity to engage with the young boys of our community and to be one of the positive influences in their formative years to give them life lessons through sports on how to become better young men."

Jacobson commends Armstrong on his way with the students.

"John has given all of our athletes a strong sense of athleticism as well as sportsmanship that is expected from every player on and off the court," said Jacobson.

Armstrong's basketball team has nothing but positive accolades for their coach.

"John is the best coach I could ever ask for," said Ethan Moggridge.

"He's strict but most importantly he is understanding. When you have a problem at home or school, or just issues in general, he won't hesitate to talk with you about them."

In addition to teaching basketball skills, Armstrong teaches life lessons.

"Through countless hours that John has spent coaching, he has taught many youth the importance of accountability, respect and sportsmanship," said Garrett Garlock.

Jacobson says John's influence on school culture is amazing.

"Students are proud to wear school spirit wear and call themselves Falcons knowing that we have very competitive and successful sports programs."

After 35 years, Armstrong says he has too many favourite memories to mention.

"My coaching has given me lots of opportunity to put our little school and community on the map provincially and to see the boys, the parents and the community come together and appreciate the effort and the excellence that I and the school expect is very, very gratifying.

"The best part is having past student athletes, parents both from our own community but throughout Alberta come up to me and say 'Remember when!?' That never gets old!"

"Volunteering in your local school keeps you connected to your community long after your children are no longer students," said Armstrong.

"My encouragement would be to find a need and fill it. You won't regret it!"

Consort Volunteer Provides Food for Students

For approximately 20 years, Sherry Kroeger has been a steadfast volunteer at Consort School.

"Sherry Kroeger is the always willing, ever present volunteer who is probably best known for all things food--hot lunch, little chefs, concession at sporting events, etc.," explains Consort Principal Kevin Van Lagen.

While she can always be counted on to lend a hand, organize a meal, donate to a cause, Kroeger also teaches pre-school and her family billets baseball students.

"Sherry consistently looks out for the good of the school and all of its students," said Van Lagen.

Like all schools in the division, volunteers play an important role at Consort School.

"Volunteers are the means to take a school to a greater level. They bring the extra things that help build positive school culture."



Sherry Kroeger, pictured with her daughter Kassie loves volunteering at Consort School.

Long Time Morrin School Volunteer Loves to see the Children Grow

Volunteers play a huge role in Prairie Land schools. With only so many hours in a day, volunteers help staff members get more done.

“Having volunteers in the school to help with tasks gives staff the time to get everything done in a day,” said Shannon Wilkins, secretary at Morrin School.

Diana Wolf has been volunteering with Morrin School for about 12 years.

A few of her jobs over the years have been helping with sewing, cooking, photocopying, laminating, cutting stuff out, filing, helping in the library, answering phones, organizing, purging out clutter, putting together packages, etc.

“Diana helps with whatever needs to be done. She has a drawer in the office that whatever you need done you leave it there and she will take care of it when she’s in.”

Wolf always takes the time to get to know the students and in turn they are very excited to see her and give her a hug when they see her in the hallway. She is a part of our school family.

“Having volunteers that interact with the students gives them another person that cares about them,” explains Wilkins.

“It also helps build positive connections between the school and the community.”

After she retired, Wolf says she wanted to do something and felt that volunteering at the school would be a good fit.

“I like volunteering because I enjoy both the staff and the stu-

dents,” said Wolf, adding one of her favourite things are the hugs from the kids.

Wolf laughs remembering a Grade 1 class of all boys and says she loves being able to watch all of the children grow up.

While Wolf also reads with students, she helps with the school’s phonological awareness program.

Wolf helps students in ECS, Grades 1 and 2 with fine motor skills which is part of helping young students understand how words can be broken down into syllables and syllables are made up of phonemes.

“Diana is such a huge asset to our school and we are so lucky to have her.”



Morrin School volunteer, Diana Wolf, has been working with staff and students for 12 years.

JCC Athletic Program Successful with Long Term Coaches

RICK HAINES

It is hard to consider Rick a volunteer because he began his teaching career in Hanna shortly after the dinosaurs moved on.

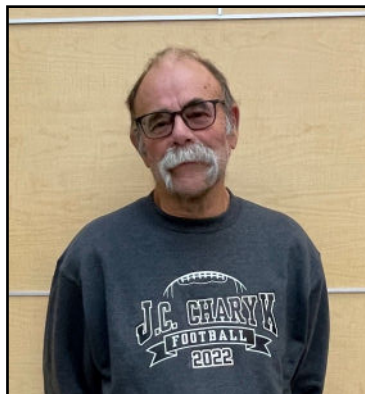
Rick’s athletic career began as a highly touted track and field athlete at the U of C - or so he says - but no actual proof exists because television wasn’t invented yet so nobody saw him.

He came to Hanna and he became an institution in the community.

His coaching has extended across all school sports with zone and regional championships in volleyball, basketball and football, and provincial titles in girls basketball and football.

Rick’s inspirational and passionate leadership and dedication to his athletes has produced collegiate and university athletes as well as major junior football players.

Rick was recognized as an outstanding coach by the Alberta School Athletic Association in 1995 when he was awarded the prestigious Robert H. Routledge award and the current tier 4 football championship trophy is named the Rick Haines Trophy.



Haines is also a member of the ASAA Hall of Fame.

Rick continues to coach and provide support and leadership to the sports program at JCCHS where he has been a staple for over 50 years.

JOEY SCHNURER

Hanna Hawks football has had the luxury of a number of great coaches since its inception in 1995.

Joe Schnurer is a long-time coach bringing experience and knowledge from both the player and fan perspective.

Joe’s playing career was centered around his time with Medicine Hat High where he played mostly defense and continues to coach the defensive side with the Hawks.

He brings a wealth of knowledge and understanding of the game as well as a great working relationship with the players.

It is a testament to Joe’s community mindedness and dedication that has seen him coach the Hanna Hawks from its very first game to today while running a successful business in Hanna.

Thank you Joe for your dedication and commitment.



Curling Club Volunteers Teach Delia Students

Like other Prairie Land Schools, Delia School has a great partnership with other local community groups.

For years, the Delia Curling Club has been helping teach students the ins and outs of curling.

“Every winter members of the curling club spend hours with our students—teaching them everything there is to know about curling,” explains Delia School principal Ryan Duckworth.

In 2017 students in K to Grade 10 started learning curling as part of the Phys Ed curriculum, thanks to Donna Johnson, who was a director with the curling club as well as a teacher at Delia School.

“The volunteer instructors provide instruction on the basic principles of the sport,” explains Johnson.

“Each year they build on the students’ skills and continue to develop and refine their curling knowledge and ability.”

In a small community like Delia, it is important for partnerships such as this one to exist.

“The curling club realizes in order to continue operating in a small community it is critical for the longevity of the club to pass on to the future generations the art of curling,” she said.

“The volunteers who are part of the club really want to sustain the sport of curling in Delia.”

Tammy Graham has been volunteering with the Delia Curling club as well as coached school curling for over 20 years.

“Our school’s competitive curling program has been a huge success thanks to Tammy Graham,” explains Duckworth.

“To watch students gain confidence and self esteem through this sport has been amazing,” said Graham who says she has many fond memories over the years.

One of her favourite memories is when the girls team brought home a provincial banner for sportsmanship in 2020.

“Both the curlers and their families have always been great ambassadors for the community and the school. They are proud of Delia School and they have represented it well with re-

spect for themselves, competitors and officials,” she says.

Being able to start teaching curling skills at such a young age helps instill a love for the

sport and Duckworth says it is thanks to the Delia Curling

Club and its volunteers that make the program so successful.

“The volunteers who are part of the club really want to sustain the sport of curling in Delia.”

Donna Johnson, member of the Delia Curling Club

“It’s great we are able to develop students’ skills and encourage a life long sport, but there is much more,” he said.

It’s also about teaching students to appreciate and value their community and participating in activities on a community level, he adds.

Graham says, “Our curling program is important to me for all the above reasons but most of all it’s about the curlers and them being able to have opportunities to play against others their age.”



Members of the Delia Curling Club and Delia students in Grades 3 to 6 are all smiles during a day at the rink.



In 2020 Delia School’s curling team brought home the provincial banner for sportsmanship. Pictured from left to right are Belle Stanger, Jensen Battle, Coach Tammy Graham, Stefanie Nielsen and Piper Battle.

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Prairie Land Pride is a bi-monthly publication focusing on the incredible work of our staff and students.

For more information or to submit story ideas please email tanya.duckworth@plrd.ab.ca.

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Berry Creek's Biggest Fan

It is no question that Lee-Ann McBride is the biggest cheerleader at Berry Creek Community School. And she has been for 30 years. McBride started volunteering in 1993 back when BCCS was New Cessford School.

"She is one of the biggest cheerleaders for all the children in the school," says the staff at BCCS. They add that whenever there is a school theme day, party or event, Lee-Ann always participates.

McBride takes care of many things at the school. She re-shelves library books, does laminating and photocopying for staff, takes care of the school's recycling program and helps with many other odds and ends around the school.

"My favourite thing to do is bus supervision," said McBride. "I love to see everyone and greet all of the kids for the day."

After 30 years, McBride has many great school memories but one of her favourites is the drum circle with all of the students in the school.



Lee-Ann McBride has been volunteering at Berry Creek Community School for 30 years and she continues to be the school's biggest cheerleader.

Volunteers a Huge Part of Prairie Land

According to Prairie Land Superintendent Cam McKeage, community volunteers can enrich a school in a variety of ways.

"From providing additional resources and support for students to serving as role models, and helping to create a sense of community and engagement within the school, volunteers bring a valued skill-set that may or may not be available in the school," said McKeage.

In schools across the division, you can find volunteers helping run hot lunch programs, reading to students and coaching various sports. This is just to a few of the valuable volunteer activities available at local schools.

"Volunteers have the capacity to enrich programming both at the curricular and extra-curricular level in addition to ensuring the school-community link stays strong."

McKeage also says volunteers "bring unique skills and perspectives to the school, helping to create a more diverse and well-rounded learning environment for students."

Additionally, community volunteers can help to connect the school to the larger community, fostering partnerships and collaborations that can benefit both the school and the community as a whole.