

**TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
February 13, 2024**

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATIONS

3.01 Elaine Wasdal – Government of Canada – 17 Sustainable
Development Guidelines

3.02 Barb Larson – Downtown Redevelopment Project

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – January 9, 2024

5.02 Minutes of the Information Meeting of Council - January 31, 2024

6 FINANCE REPORTS

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – January 2024

6.03 Budget Overview – January 2024

7 COMMITTEE REPORTS

7.1 CSB Meeting Minutes – January 29, 2024

7.2 MPC Meeting Minutes – January 29, 2024

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 2023 Infrastructure Management Plan
- 9.02 Board Appointment – Hanna Municipal Library Board
- 9.03 2023 Municipal Tax Report
- 9.04 Town of Hanna Advertising Plan Amendment
- 9.05 Uncollectible Accounts
- 9.06 Sale of Surplus Kitchen Equipment

10 BYLAWS

- 10.01 Bylaw 1033-2024 – Municipal Public Utilities Amendment

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

- 12.01 Plant Based Treaty
- 12.02 Letter to PEP from Ministry of Jobs, Economy, Trades
- 12.03 Marigold Library Systems – January 2024 Notes to Council
- 12.04 David Thompson Health Advisory Council Meeting Invitation

13 CLOSED SESSION

14 ADJOURNMENT

Date: February 28, 2024

Agenda Item No: 03.01

Elaine Wasdal – Canada and the Sustainable Development Goals

Recommended Motion

That Council thanks Elaine Wasdal for the presentation on Canada and the Sustainable Development Goals.

Background

Elaine Wasdal has requested an opportunity to present to Council regarding the Government of Canada and the 17 Sustainable Development Goals.

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A



Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: February 28, 2024

Agenda Item No: 03.02

Barb Larson – Hanna Downtown Redevelopment Project

Recommended Motion

That Council thanks Barb Larson for the presentation on the Town of Hanna Downtown Redevelopment Plan.

Background

Barb Larson has requested an opportunity to present to Council regarding the Town of Hanna Downtown Redevelopment Plan.

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A



Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: February 13, 2024

Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held January 9, 2024, be adopted as presented.

That the Minutes of the Information Meeting of Council held January 31, 2024, be adopted as presented.

Background

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

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications



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

Attachments

1. Minutes of the Regular Meeting of Council – January 9, 2024
2. Minutes of the Information Meeting of Council – January 31, 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
REGULAR COUNCIL MEETING
January 9, 2024**

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, January 9, 2024 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 – by video conference

Council Member Absent

Sandra Murphy

Administration Present:

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

1.0 CALL TO ORDER

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

2.0 ADOPTION OF AGENDA

Moved by Councillor Beaudoin that the agenda for the January 9, 2024, Regular Council Meeting be adopted with the amendment in 13.0 Closed Session to remove item 13.01 Municipal Enforcement and add item 13.04 Land Matter.

Motion Carried.

3.0 DELEGATIONS

3.01 Hanna RCMP Detachment 2023/2024
Second Quarter Report

Sgt. Welsman was in attendance to provide a presentation and overview of the Hanna RCMP Detachment 2023/2024 2nd Quarter Report and provide an update on the activities of the Hanna RCMP.

002-2024
Hanna RCMP 2nd
Quarter Report

Moved by Councillor Crowle that Council thanks Sgt. Robert Welsman, OIC Hanna Detachment, for the presentation of policing statistics 2023/2024 second quarter (July - September 2023) and the update on the activities of the Hanna RCMP Detachment.

Motion Carried.

4.0 PUBLIC PRESENTATION

Carol Lenfesty approached Council with general matters on the proposed Solar Power Plant, providing Council with information from Alberta Utilities Commission.

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – December 12, 2023

003-2024
Regular Meeting
Minutes

Moved by Councillor Beaudoin that the Minutes of the Regular Meeting of Council held December 12, 2023 be adopted as amended.

Motion Carried.

5.02 Minutes of the Special Council Meeting – December 14, 2023

004-2024
Special Council
Meeting Minutes

Moved by Councillor Thuroo that the Minutes of the Special Council Meeting held December 14, 2023 be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

005-2024
Accounts Payable

Moved by Councillor Olsen that Council accepts the accounts payable listings for general account cheques 42940 – 42970 and direct deposit payments 002645 – 002725 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – December 2023

006-2024
Statement of
Revenues &
Expenses

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

Motion Carried.

6.03 Budget Overview – December 2023

007-2024
Budget Overview

Moved by Councillor Olsen that Council accepts the Budget Overview for December 2023 for information.

Motion Carried.

6.04 Capital Budget Update – December 2023

008-2024
Capital Budget
Overview

Moved by Councillor Beaudoin that Council accepts the Fourth Quarter Budget Update, dated December 2023 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

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

009-2024
SAO Report

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 Emergency Management Report – 2023 – 4th Quarter

010-2024
Emergency
Management Report
4th Quarter

Moved by Councillor Thuroo that Council accepts the Town of Hanna Director of Emergency Management 2023 4th Quarter Report (October – December) for information and thanks the Director of Emergency Management David Mohl for his presentation this evening.

Motion Carried.

- 9.02 Development Permit Report – 2023 – 4th Quarter

011-2024
Development Permit
Report 4th Quarter

Moved by Councillor Olsen that Council accepts the Town of Hanna Development Permit Statistics Report for the 2023 4th Quarter from October to December 2023 for information and thanks Development Officer David Mohl for his presentation this evening.

Motion Carried.

- 9.03 Hanna Fire Department – 2023 – 4th Quarter

012-2024
Hanna Fire
Department Report
4th Quarter

Moved by Councillor Beaudoin that Council accepts the Hanna Fire Department 2023 4th Quarter Report for October – December 2023 and thanks Fire Chief David Mohl for his presentation this evening.

Motion Carried.

9.04 Hanna Municipal Enforcement – 2023 – 4th Quarter Report

013-2024
Hanna Municipal
Enforcement Report
4th Quarter

Moved by Councillor Beaudoin that Council accepts the Hanna Municipal Enforcement 2023 4th Quarter Report for October – December 2023 as information.

Motion Carried.

9.05 2024 – 2026 Operating and 2024 – 2028 Capital Budget

014-2024
2024-2026 Operating
& 2024-2028 Capital
Budget

Moved by Councillor Thuroo that Council adopts the 2024 Operating and Capital Budget dated January 9, 2024, as presented; and accepts the 2025 & 2026 Operating Budgets and the 2025-2028 Capital Budgets for information.

Motion Carried.

9.06 Big Country Housing Authority Board Member Appointment

015-2024
Big Country Housing
Authority Board
Member
Appointment

Moved by Mayor Povaschuk that Council approves the appointment of Fred Crowle to the Big Country Housing Authority Board as a Citizen at Large Member for a term ending October 31, 2025.

Motion Carried.

Councillor Crowle abstained from voting

9.07 Hanna Indoor Pro Rodeo Association – Queen Sponsorship

016-2024
Hanna Indoor Pro
Rodeo Association –
Queen Sponsorship

Moved by Councillor Thuroo that Council approves a sponsorship in the amount of \$1,000 to Miss Rodeo Hanna 2024 Hailey Milligan to provide financial assistance with travel costs incurred for Miss Rodeo Hanna to attend events representing the Hanna Indoor Pro Rodeo and the Town of Hanna with the funds derived from the 2023 Council Public Relations & Promotion Budget.

Motion Carried.

10.0 BYLAWS

11.0 COUNCIL REPORTS AND ROUNDTABLE

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

017-2024
Council Reports &
Roundtable

Motion Carried.

12.0 CORRESPONDENCE

- 12.01 SAEWA Year End Report and Talking Points 2023-2024
- 12.02 Minister of Municipal Affairs – LGFF Program Launch Letter
- 12.03 Prairie Crocus Community Fund – Winter 2023 Newsletter
- 12.04 Letter to Elected Municipal Leaders – Minister Rebecca Schultz
- 12.05 Prairie Land Pride Newsletter – December 2023

Moved by Councillor Beaudoin that Council accepts Correspondence items 12.01 to 12.05 for information.

018-2024
Correspondence

Motion Carried.

13.0 CLOSED SESSION

Moved by Mayor Povaschuk that Council move to Closed Session at 7:31 p.m. to discuss the following agenda items.

019-2023
Closed Session

Motion Carried.

- 13.2 Personnel Matter as per FOIP Section 17
- 13.3 Land Matter as per FOIP Sections 16 & 17
- 13.4 Land Matter as per FOIP Sections 16 & 17

Moved by Councillor Olsen that Council move to Regular Session at 8:10 p.m.

020-2024
Regular Session

Motion Carried.

13.02 Employment Agreement

021-2024
Employment
Agreement - Toews

Moved by Councillor Olsen that Council authorize the Chief Administrative Officer to enter into an Employment Agreement between the Town of Hanna and 1769947AB Ltd. to employ Michele Toews to provide the services of Community Services Coordinator for the Town of Hanna from January 1, 2024 to December 31, 2026.

Motion Carried.

13.03 Land Matter – Offer to Purchase

022-2024
OTP – Tax Roll 12000
316 – 6 Ave East

Moved by Councillor Beaudoin that Council authorizes the Chief Administrative Officer to accept the offer to purchase from Lebert Ferguson for Lot 8, Block 45 Plan 6133AW (Civic Address 316 – 6th Avenue East; Tax Roll 12000) in the amount of \$35,000 including GST, acknowledging that the property is being purchased in “as is” condition.

Motion Carried.

13.04 Land Matter – Offer to Purchase

023-2024
OTP – Tax Roll 34700
114 – 3 Ave East

Moved by Councillor Thuroo that Council authorizes the Chief Administrative Officer to accept the offer to purchase from Leonard and Anola Moench Lot 17, Block 22 Plan 6133AW (Civic Address 114 – 3rd Avenue East; Tax Roll 34700) in the amount of \$4,000 including GST, acknowledging that the property is being purchased in “as is” condition.

In addition, the Town of Hanna agrees to waive the Town of Hanna Municipal Utilities charges and cover the cost of land transfer costs.

Motion Carried.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:12 p.m.

Town of Hanna
Regular Council Meeting
January 9, 2024
Page 008:

These minutes approved this 13th day of February, 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

**TOWN OF HANNA
INFORMATION COUNCIL MEETING
January 31, 2024**

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, January 31, 2024 at 8:30 a.m. at the Town of Hanna Council Chambers.

Councillors Present:

Mayor Danny Povaschuk
Sandra Beaudoin
Sandra Murphy
Kyle Olsen
Vern Thuroo
Angie Warwick – by video conference

Council Absent

Fred Crowle

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 8:35 a.m.

2.0 ADOPTION OF AGENDA

Moved by Councillor Thuroo that the agenda for the January 31, 2024 Information Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

4.0 PUBLIC PRESENTATION

There was no one in attendance who wished to speak with Council.

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

Chief Administrative Officer Neill reviewed his report with Council.

6.0 BUSINESS ITEMS

6.01 Building Condition Assessment Reports – Review

025-2024
Building Condition
Assessment Report -
Review

Moved by Councillor Murphy that Council thanks Administration for the Town of Hanna Building Condition Assessment Reports and accepts the Building Condition Assessment reports for information.

Motion Carried.

6.02 Advertising Plan Amendment

026-2024
Advertising Plan
Report

Moved by Councillor Olsen that Council accept the proposed advertising plan amendment report for information; and direct Administration to bring back the Advertising Plan Amendment to the February 13, 2024 Council Meeting for approval.

Motion Carried.

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the January 9, 2024, Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 10:41 a.m.

Town of Hanna
Information Council Meeting
January 31, 2024
Page 011:

These minutes approved this 13th day of February 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: February 13, 2024

Agenda Item No: 06.01

Accounts Payable

Recommended Motion

That Council accepts the accounts payable listings for general account cheques 42971 – 43007 and direct deposit payments 002726 – 002797 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

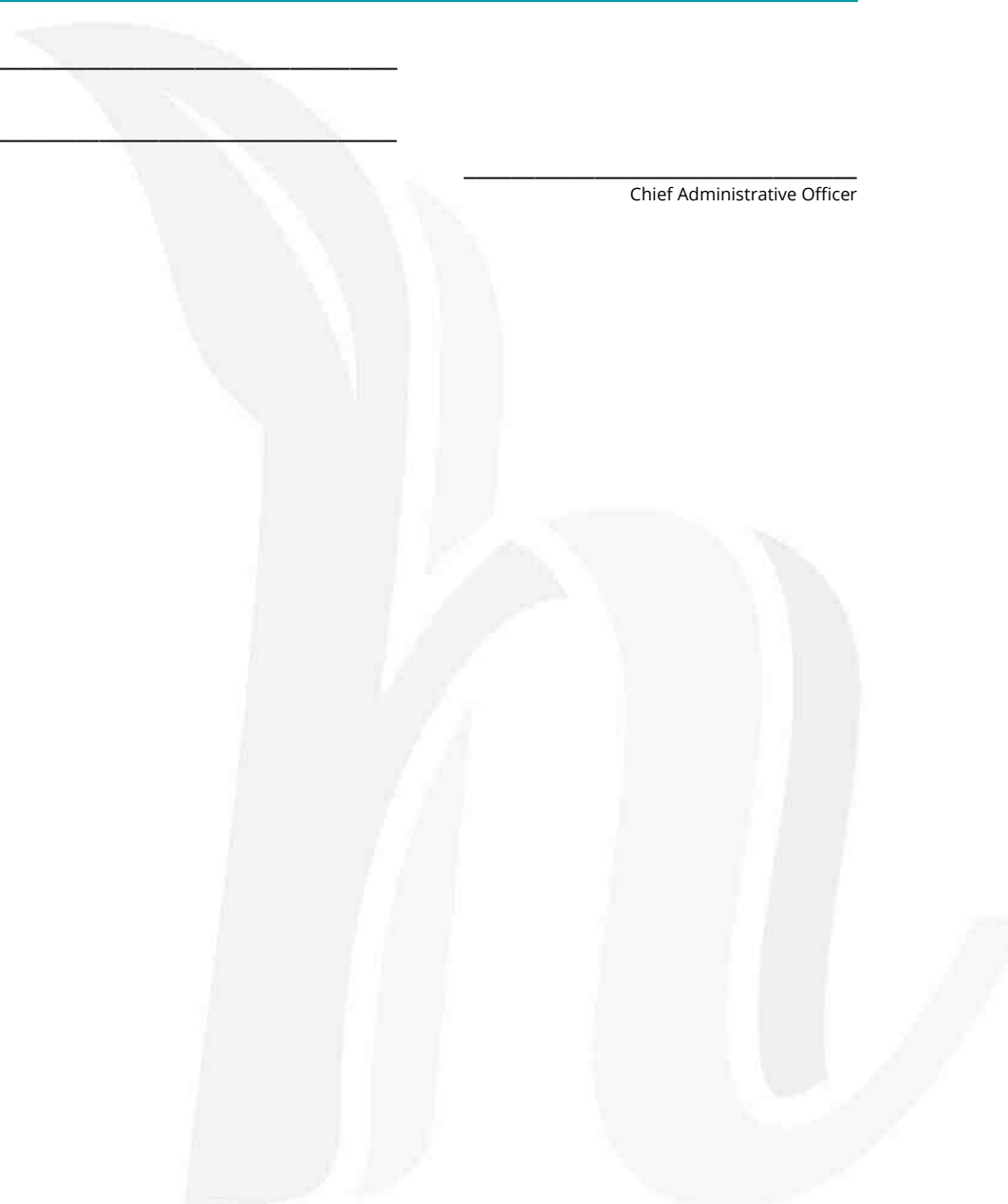
1. Accounts Payable Listing – Cheques 42971 – 43007 totaling \$218,724.20
2. Accounts Payable Listing – Direct Deposits 002726 – 002797 totaling \$570,931.63

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Date: February 13, 2024

Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for January 2024 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 2024 Operating and Capital budgets approved by Council at the January 9, 2024, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The statement reflects the revenues and expenses to January 31, 2024.

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

Communications

N/A

Financial Implications

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



Policy and/or Legislative Implications

N/A

Attachments

1. Statement of Revenue & Expense Report – January 2024

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 01/01/2024
 To 31/01/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	0.00	2,430,663.00-	2,430,663.00-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	0.00	942,982.00-	942,982.00-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	0.00	72,720.00-	72,720.00-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	0.00	1,379.00-	1,379.00-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	0.00	153,491.00-	153,491.00-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	0.00	65,268.00-	65,268.00-
PENALTY & COST ON TAX	1-01-0000-510	6,334.27-	15,000.00-	8,665.73-
CONCESSION & FRANCHISE	1-01-0000-540	0.00	514,300.00-	514,300.00-
RETURN ON INVESTMENTS	1-01-0000-550	0.00	262,000.00-	262,000.00-
	TOTAL GENERAL MUNICIPAL 01:	6,334.27-	4,457,803.00-	4,451,468.73-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	1,559.95-	3,800.00-	2,240.05-
ADMIN SOUVENIR	1-12-0000-419	34.94-	1,700.00-	1,665.06-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	2,125.00-	8,400.00-	6,275.00-
ADMIN OTHER REVENUE	1-12-0000-590	0.00	5,000.00-	5,000.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	305,700.00-	305,700.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	600,000.00-	600,000.00-
ADMIN DRAWN FROM SURPLUS (OPERATING	1-12-0000-920	0.00	132,200.00-	132,200.00-
	TOTAL GENERAL ADMINISTRATION 12:	3,719.89-	1,056,800.00-	1,053,080.11-
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-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	0.00	5,700.00-	5,700.00-
	TOTAL POLICE:	0.00	5,700.00-	5,700.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	0.00	101,000.00-	101,000.00-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	301,627.00-	301,627.00-
	TOTAL FIRE:	0.00	402,627.00-	402,627.00-
FIRE - ECETP				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	0.00	12,600.00-	12,600.00-
	FIRE - ECETP TOTAL:	0.00	12,600.00-	12,600.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	0.00	3,000.00-	3,000.00-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	30.00-	500.00-	470.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	17,608.33-	18,000.00-	391.67-
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	25.00-	200.00-	175.00-
BY-LAW FINES	1-26-0000-530	0.00	1,000.00-	1,000.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
	TOTAL BY-LAW ENFORCEMENT:	17,663.33-	23,200.00-	5,536.67-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	2,810.00-	4,700.00-	1,890.00-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	2,810.00-	4,800.00-	1,990.00-
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	400.00-	7,800.00-	7,400.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	230.00-	300.00-	70.00-
	TOTAL COMMON SERVICES:	630.00-	8,100.00-	7,470.00-
STREETS & ROADS				
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	4,194,074.00-	4,194,074.00-
S & R DRAWN FROM SURPLUS (OPERATING	1-32-0000-920	0.00	740,029.00-	740,029.00-
S & R DRAWN FROM DEFERRED REVENUE -	1-32-0000-930	0.00	1,835,781.00-	1,835,781.00-
	TOTAL STREETS & ROADS:	0.00	6,769,884.00-	6,769,884.00-
AIRPORT				
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	1,400.00-	8,600.00-	7,200.00-
AIRPORT OTHER REVENUE	1-33-0000-590	0.00	100.00-	100.00-

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/01/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	12,830.00-	12,830.00-
	TOTAL AIRPORT:	1,400.00-	21,530.00-	20,130.00-
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	85.08-	1,168,800.00-	1,168,714.92-
WATER SERVICE CHARGES	1-41-0000-413	0.00	1,300.00-	1,300.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	0.00	98,800.00-	98,800.00-
	TOTAL WATER SUPPLY & DISTRIBUTION:	85.08-	1,268,900.00-	1,268,814.92-
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	41.50-	260,100.00-	260,058.50-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	10,000.00-	10,000.00-
	TOTAL SANITARY SEWERS:	41.50-	270,100.00-	270,058.50-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	15.22-	74,300.00-	74,284.78-
GARBAGE OTHER REVENUE	1-43-0000-590	20.00-	0.00	20.00
	TOTAL GARBAGE COLLECTION & DISPOSAL:	35.22-	74,300.00-	74,264.78-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	60.87-	353,800.00-	353,739.13-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	60.87-	353,900.00-	353,839.13-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	1,800.00-	1,800.00-
FCSS VAN RENTAL	1-51-0000-561	30.00-	900.00-	870.00-
FCSS DONATIONS	1-51-0000-591	0.00	1,000.00-	1,000.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	0.00	3,400.00-	3,400.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	23,459.75-	92,800.00-	69,340.25-
	TOTAL F.C.S.S.:	23,489.75-	99,900.00-	76,410.25-
FCSS - YOUTH CLUB				
FCSS - YOUTH CLUB - DRAWN FROM SURPL	1-51-0300-920	0.00	15,834.00-	15,834.00-
	TOTAL FCSS - YOUTH CLUB:	0.00	15,834.00-	15,834.00-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	0.00	17,600.00-	17,600.00-
CEMETERY OTHER	1-56-0000-590	0.00	400.00-	400.00-
	TOTAL CEMETERY:	0.00	18,000.00-	18,000.00-
SUBDIVISION				
SUBDIVISION SALE OF LAND	1-66-0000-400	37,142.86-	0.00	37,142.86
	TOTAL SUBDIVISION:	37,142.86-	0.00	37,142.86
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	0.00	1,878.00-	1,878.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	1,485.65-	1,000.00-	485.65
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	25,800.00-	25,800.00-
RECREATION PROVINCIAL CONDITIONAL GR	1-72-0000-840	0.00	18,720.00-	18,720.00-
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	10,000.00-	10,000.00-
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	0.00	7,400.00-	7,400.00-
	TOTAL RECREATION REVENUE:	1,485.65-	251,798.00-	250,312.35-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	0.00	23,600.00-	23,600.00-
POOL LESSON REGISTRATIONS	1-72-0100-411	0.00	33,800.00-	33,800.00-
POOL DAILY ADMISSIONS	1-72-0100-412	0.00	13,700.00-	13,700.00-
POOL RETAIL SALES	1-72-0100-419	0.00	3,900.00-	3,900.00-
POOL RENTAL REVENUE	1-72-0100-560	0.00	7,000.00-	7,000.00-
POOL DONATIONS	1-72-0100-590	0.00	200.00-	200.00-
POOL DRAWN FROM RESERVES	1-72-0100-930	0.00	15,000.00-	15,000.00-
	TOTAL SWIMMING POOLS:	0.00	97,200.00-	97,200.00-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	5,012.50-	10,000.00-	4,987.50-
ARENA RENTAL REVENUE	1-72-0200-560	150.00-	79,200.00-	79,050.00-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	0.00	3,300.00-	3,300.00-
	TOTAL ARENA:	5,162.50-	92,500.00-	87,337.50-

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CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	0.00	48,700.00-	48,700.00-
CURLING RINK RENTAL REVENUE	1-72-0400-560	0.00	9,300.00-	9,300.00-
CURLING RINK DRAWN FROM DEFFERED	1-72-0400-930	0.00	10,000.00-	10,000.00-
	CURLING RINK TOTAL:	0.00	68,000.00-	68,000.00-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	0.00	4,300.00-	4,300.00-
	TOTAL BALL DIAMONDS REVENUE:	0.00	4,300.00-	4,300.00-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	0.00	5,400.00-	5,400.00-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	0.00	406.00-	406.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	0.00	88,800.00-	88,800.00-
	TOTAL FOX LAKE & HELMER DAM:	0.00	94,606.00-	94,606.00-
PARKS				
PARKS DRAWN FROM SURPLUS	1-72-0800-930	0.00	100,000.00-	100,000.00-
	TOTAL PARKS:	0.00	100,000.00-	100,000.00-
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	0.00	17,435.00-	17,435.00-
	TOTAL PLAYGROUND PROGRAM:	0.00	17,435.00-	17,435.00-
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	0.00	2,500.00-	2,500.00-
	TOTAL SOCCER FIELDS REVENUE:	0.00	2,500.00-	2,500.00-
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATIN	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	1,793.96-	12,200.00-	10,406.04-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	19,050.00-	19,050.00-
RCSC DRAWN FROM DEFERRED REVENUE	1-74-0800-930	0.00	5,000.00-	5,000.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	4,000.30-	34,226.00-	30,225.70-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	5,794.26-	90,476.00-	84,681.74-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	50.00-	33,530.00-	33,480.00-
	TOTAL COMMUNITY CENTRE:	50.00-	33,530.00-	33,480.00-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	300.00-	2,925.00-	2,625.00-
	LIONS HALL TOTAL:	300.00-	2,925.00-	2,625.00-
	TOTAL REVENUE:	106,205.18-	15,731,248.00-	15,625,042.82-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	6,903.63	98,100.00	91,196.37
COUNCIL BENEFITS	2-11-0000-130	283.05	4,200.00	3,916.95
COUNCIL NON T4 BENEFITS	2-11-0000-133	0.00	550.00	550.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	0.00	14,400.00	14,400.00
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	0.00	13,300.00	13,300.00
COUNCIL GOODS	2-11-0000-500	5,478.06	17,400.00	11,921.94
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	2,500.00	2,500.00
	TOTAL COUNCIL:	12,664.74	151,450.00	138,785.26
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	29,734.29	354,600.00	324,865.71
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	1,786.36	19,900.00	18,113.64
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	2,522.18	39,500.00	36,977.82
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	0.00	8,200.00	8,200.00
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	0.00	22,200.00	22,200.00
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	7,100.00	7,100.00

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ADMINISTRATION STAFF TRAINING	2-12-0000-212	0.00	5,900.00	5,900.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	0.00	10,600.00	10,600.00
ADMINISTRATION TELEPHONE	2-12-0000-217	309.50	7,200.00	6,890.50
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	0.00	6,700.00	6,700.00
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	1,082.40	9,300.00	8,217.60
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	24,676.79	125,423.00	100,746.21
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	44,400.00	44,000.00	400.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	0.00	5,000.00	5,000.00
ADMINISTRATION INSURANCE	2-12-0000-274	0.00	18,580.00	18,580.00
ADMINISTRATION ASSESSOR	2-12-0000-280	2,000.00	50,400.00	48,400.00
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	230.00	1,000.00	770.00
ADMINISTRATION GOODS	2-12-0000-500	48.89	10,800.00	10,751.11
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	1,800.00	1,800.00
ADMINISTRATION POWER	2-12-0000-541	0.00	29,200.00	29,200.00
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	61,612.65	124,500.00	62,887.35
ADMINISTRATION BANK CHARGES	2-12-0000-810	0.00	6,000.00	6,000.00
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	0.00	1,340.00	1,340.00
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:		168,403.06	989,843.00	821,439.94
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
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	0.00	148,000.00	148,000.00
TOTAL POLICE:		0.00	148,000.00	148,000.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,000.00	2,000.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	0.00	1,950.00	1,950.00
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	0.00	1,200.00	1,200.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,100.00	1,100.00
TOTAL SAFETY & RISK MANAGEMENT:		0.00	6,250.00	6,250.00
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	267.12	9,600.00	9,332.88
FIRE NON T4 BENEFITS	2-23-0000-133	0.00	1,500.00	1,500.00
FIRE TRAVEL	2-23-0000-211	0.00	7,000.00	7,000.00
FIRE TRAINING	2-23-0000-212	0.00	22,300.00	22,300.00
FIRE FREIGHT	2-23-0000-215	98.74	500.00	401.26
FIRE TELEPHONE	2-23-0000-217	113.90	7,100.00	6,986.10
FIRE ADVERTISING	2-23-0000-220	0.00	900.00	900.00
FIRE MEMBERSHIPS	2-23-0000-221	0.00	900.00	900.00
FIRE CONTRACTED SERVICES	2-23-0000-232	2,166.67	33,100.00	30,933.33
FIRE CONTRACTED REPAIRS	2-23-0000-250	25.00	14,000.00	13,975.00
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	0.00	5,000.00	5,000.00
FIRE INSURANCE	2-23-0000-274	0.00	17,650.00	17,650.00
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	462.77	19,624.00	19,161.23
FIRE PETROLEUM PRODUCTS	2-23-0000-521	0.00	10,100.00	10,100.00
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	200.00	200.00
FIRE HEATING	2-23-0000-540	0.00	11,200.00	11,200.00
FIRE POWER	2-23-0000-541	0.00	16,500.00	16,500.00
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	0.00	16,800.00	16,800.00
TOTAL FIRE:		3,134.20	295,874.00	292,739.80
FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP				
FIRE - ECETP ADDED TO OPERATING RESE	2-23-0200-764	0.00	12,600.00	12,600.00
TOTAL FIRE - ECETP:		0.00	12,600.00	12,600.00
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	866.67	10,400.00	9,533.33

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EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	900.00	900.00
	TOTAL EMERGENCY SERVICES:	866.67	13,300.00	12,433.33
BY-LAW ENFORCEMENT				
BYLAW STAFF TRAVEL	2-26-0000-211	0.00	1,000.00	1,000.00
BYLAW STAFF TRAINING	2-26-0000-212	0.00	1,000.00	1,000.00
BYLAW FREIGHT	2-26-0000-215	0.00	700.00	700.00
BYLAW TELEPHONE	2-26-0000-217	30.95	1,190.00	1,159.05
BYLAW ADVERTISING	2-26-0000-220	0.00	1,000.00	1,000.00
BYLAW MEMBERSHIP	2-26-0000-221	71.43	200.00	128.57
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	5,141.22	47,800.00	42,658.78
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	400.00	400.00
BYLAW INSURANCE	2-26-0000-274	0.00	600.00	600.00
BYLAW GOODS	2-26-0000-500	0.00	2,500.00	2,500.00
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	0.00	1,200.00	1,200.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	0.00	3,000.00	3,000.00
	TOTAL BY-LAW ENFORCEMENT:	5,243.60	60,590.00	55,346.40
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	66.11	700.00	633.89
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	300.00	300.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,199.82	1,500.00	300.18
DOG CONTROL GOODS	2-28-0000-500	270.75	600.00	329.25
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	0.00	10,000.00	10,000.00
	TOTAL DOG CONTROL:	1,536.68	13,100.00	11,563.32
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	26,467.06	252,200.00	225,732.94
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	0.00	3,700.00	3,700.00
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	1,573.71	19,300.00	17,726.29
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	0.00	300.00	300.00
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	3,287.55	43,300.00	40,012.45
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	0.00	1,700.00	1,700.00
COMMON SERVICES TELEPHONE	2-31-0000-217	123.80	4,600.00	4,476.20
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	700.00	700.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	54.95	2,800.00	2,745.05
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	0.00	10,000.00	10,000.00
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	0.00	10,000.00	10,000.00
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	1,750.00	4,500.00	2,750.00
COMMON SERVICES INSURANCE	2-31-0000-274	0.00	32,020.00	32,020.00
COMMON SERVICES GOODS	2-31-0000-500	1,435.62	19,948.00	18,512.38
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	77.38	51,800.00	51,722.62
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	109.64	15,500.00	15,390.36
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	449.45	13,900.00	13,450.55
COMMON SERVICES HEATING	2-31-0000-540	0.00	23,900.00	23,900.00
COMMON SERVICES POWER	2-31-0000-541	0.00	19,300.00	19,300.00
COMMON SERVICES ADDED TO OPER RESERV	2-31-0000-764	0.00	41,780.00	41,780.00
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	0.00	3,000.00	3,000.00
	TOTAL COMMON SERVICES:	35,329.16	576,248.00	540,918.84
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	6,551.00	87,500.00	80,949.00
S & R SEASONAL SALARIES	2-32-0000-111	0.00	5,500.00	5,500.00
S & R BENEFITS	2-32-0000-130	388.99	6,400.00	6,011.01
S & R SEASONAL BENEFITS	2-32-0000-131	0.00	400.00	400.00
S & R NON T4 BENEFITS	2-32-0000-133	641.59	14,400.00	13,758.41
S & R FREIGHT	2-32-0000-215	0.00	1,100.00	1,100.00
S & R CONTRACTED SERVICES	2-32-0000-232	0.00	15,000.00	15,000.00
S & R CONTRACTED REPAIRS	2-32-0000-250	0.00	165,000.00	165,000.00
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	0.00	5,000.00	5,000.00
S & R VEHICLE REPAIRS	2-32-0000-255	350.00	1,500.00	1,150.00
S & R GOODS	2-32-0000-500	0.00	30,500.00	30,500.00
S & R EQUIPMENT GOODS	2-32-0000-522	49.60	5,600.00	5,550.40
S & R VEHICLE MAINTENANCE	2-32-0000-523	43.04	2,500.00	2,456.96
S & R STREET LIGHTS	2-32-0000-553	0.00	125,200.00	125,200.00
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	740,029.00	740,029.00
S & R ADDED TO OPERATING RESERVE	2-32-0000-764	0.00	246,300.00	246,300.00
	TOTAL STREETS & ROADS:	8,024.22	1,451,929.00	1,443,904.78

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AIRPORT				
AIRPORT SALARIES	2-33-0000-110	183.12	2,200.00	2,016.88
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,600.00	3,600.00
AIRPORT BENEFITS	2-33-0000-130	5.45	200.00	194.55
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	300.00	300.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	11.17	400.00	388.83
AIRPORT FREIGHT	2-33-0000-215	0.00	100.00	100.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	0.00	50.00	50.00
AIRPORT CONTRACTED SERVICES	2-33-0000-232	122.62	2,100.00	1,977.38
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	5,210.00	2,532.00
AIRPORT GOODS	2-33-0000-500	0.00	1,500.00	1,500.00
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	0.00	2,500.00	2,500.00
AIRPORT POWER	2-33-0000-541	0.00	13,100.00	13,100.00
AIRPORT WATER & SEWER	2-33-0000-542	0.00	500.00	500.00
	TOTAL AIRPORT:	3,000.36	34,360.00	31,359.64
WATER PLANT				
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	0.00	906,300.00	906,300.00
WATER PLANT POWER	2-41-0100-541	0.00	33,300.00	33,300.00
	TOTAL WATER PLANT:	0.00	939,600.00	939,600.00
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	7,931.79	143,900.00	135,968.21
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	540.38	12,000.00	11,459.62
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	1,132.03	25,200.00	24,067.97
WATER LINES TRAVEL & TRAINING	2-41-0200-211	726.99	4,500.00	3,773.01
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	0.00	9,200.00	9,200.00
WATER LINES ADVERTISING	2-41-0200-220	0.00	1,000.00	1,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	4,965.97	8,400.00	3,434.03
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	0.00	35,000.00	35,000.00
WATER LINES GOODS	2-41-0200-500	57.14	20,000.00	19,942.86
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	15,354.30	312,400.00	297,045.70
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	3,024.36	29,700.00	26,675.64
SEWERS BENEFITS	2-42-0000-130	164.64	2,300.00	2,135.36
SEWERS NON T4 BENEFITS	2-42-0000-133	331.32	5,200.00	4,868.68
SEWERS FREIGHT & POSTAGE	2-42-0000-215	0.00	500.00	500.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	0.00	1,800.00	1,800.00
SEWERS CONTRACTED REPAIRS	2-42-0000-250	0.00	60,000.00	60,000.00
SEWERS INSURANCE	2-42-0000-274	0.00	3,590.00	3,590.00
SEWERS GOODS	2-42-0000-500	0.00	32,000.00	32,000.00
SEWERS HEATING	2-42-0000-540	0.00	1,400.00	1,400.00
SEWERS POWER	2-42-0000-541	0.00	13,500.00	13,500.00
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	3,520.32	199,990.00	196,469.68
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	5,800.00	75,400.00	69,600.00
GARBAGE GOODS	2-43-0000-500	0.00	300.00	300.00
	TOTAL GARBAGE:	5,800.00	75,700.00	69,900.00
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	548.80	5,400.00	4,851.20
FCSS BENEFITS	2-51-0100-130	57.29	500.00	442.71
FCSS NON T4 BENEFITS	2-51-0100-133	263.06	1,100.00	836.94
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

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Description	Account	YTD Actual	YTD Budget	YTD Variance
FCSS FREIGHT & POSTAGE	2-51-0100-215	0.00	300.00	300.00
FCSS ADVERTISING	2-51-0100-220	0.00	900.00	900.00
FCSS SUBSCRIPTIONS/MEMBERSHIPS	2-51-0100-221	0.00	500.00	500.00
FCSS CONTRACTED PROFESSIONAL SERVICE	2-51-0100-232	1,750.00	22,800.00	21,050.00
FCSS INSURANCE	2-51-0100-274	0.00	11.00	11.00
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	610.00	610.00
	TOTAL FCSS:	2,619.15	35,921.00	33,301.85
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	1,097.60	10,800.00	9,702.40
COORDINATOR BENEFITS	2-51-0200-130	86.42	1,000.00	913.58
COORDINATOR NON T4 BENEFITS	2-51-0200-133	312.24	2,300.00	1,987.76
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	0.00	700.00	700.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	0.00	300.00	300.00
COORDINATOR TELEPHONE	2-51-0200-217	0.00	400.00	400.00
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,800.00	2,800.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	100.00	100.00
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	1,500.00	19,500.00	18,000.00
COORDINATOR GOODS	2-51-0200-500	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	7,050.00	99,800.00	92,750.00
	TOTAL COORDINATOR:	10,046.26	140,100.00	130,053.74
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	548.80	5,400.00	4,851.20
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	43.21	500.00	456.79
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	156.13	1,100.00	943.87
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,500.00	2,500.00
FCSS YOUTH CLUB SUPPORT PROFESSIONAL	2-51-0300-232	750.00	9,800.00	9,050.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	1,498.14	20,000.00	18,501.86
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	350.00	400.00	50.00
CSD VAN INSURANCE	2-51-0500-274	0.00	3,960.00	3,960.00
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	800.00	800.00
	TOTAL COMMUNITY SERVICES VANS:	350.00	5,360.00	5,010.00
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	163.88	9,200.00	9,036.12
CEMETERY SEASONAL SALARIES	2-56-0000-111	0.00	6,000.00	6,000.00
CEMETERY BENEFITS	2-56-0000-130	13.60	800.00	786.40
CEMETERY SEASONAL BENEFITS	2-56-0000-131	0.00	400.00	400.00
CEMETERY NON T-4 BENEFITS	2-56-0000-133	37.39	1,700.00	1,662.61
CEMETERY ADVERTISING	2-56-0000-220	0.00	100.00	100.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	639.90	4,200.00	3,560.10
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	0.00	20.00	20.00
CEMETERY GOODS	2-56-0000-500	0.00	5,000.00	5,000.00
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
	TOTAL CEMETERY:	854.77	29,620.00	28,765.23
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
TOURISM				
TOURISM SALARIES	2-61-0300-110	2,019.70	22,100.00	20,080.30
TOURISM BENEFITS	2-61-0300-130	111.32	1,800.00	1,688.68
TOURISM NON T4 BENEFITS	2-61-0300-133	171.67	3,800.00	3,628.33
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	0.00	500.00	500.00
TOURISM ADVERTISING	2-61-0300-220	0.00	2,000.00	2,000.00
TOURISM GOODS	2-61-0300-500	0.00	500.00	500.00
	TOTAL TOURISM:	2,302.69	30,800.00	28,497.31
BUSINESS & COMMUNICATIONS				

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Description	Account	YTD Actual	YTD Budget	YTD Variance
B & C SALARIES	2-61-0400-110	8,078.61	88,200.00	80,121.39
B & C BENEFITS	2-61-0400-130	445.50	7,200.00	6,754.50
B & C NON T4 BENEFIT	2-61-0400-133	686.59	15,400.00	14,713.41
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	0.00	300.00	300.00
B & C TELEPHONES	2-61-0400-217	0.00	1,100.00	1,100.00
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	1,800.00	1,800.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	75.00	3,400.00	3,325.00
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	22,500.00	49,000.00	26,500.00
B & C INSURANCE	2-61-0400-274	0.00	150.00	150.00
B & C GOODS	2-61-0400-500	0.00	2,500.00	2,500.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	0.00	4,600.00	4,600.00
TOTAL BUSINESS & COMMUNICATIONS:		31,785.70	176,150.00	144,364.30

VISITOR INFORMATION CENTRE

VIC SALARIES	2-62-0000-110	210.93	2,700.00	2,489.07
VIC SEASONAL SALARIES	2-62-0000-111	0.00	1,200.00	1,200.00
VIC BENEFITS	2-62-0000-130	10.73	200.00	189.27
VIC SEASONAL BENEFITS	2-62-0000-131	0.00	100.00	100.00
VIC NON T4 BENEFITS	2-62-0000-133	11.95	500.00	488.05
VIC TELEPHONES	2-62-0000-217	30.95	400.00	369.05
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	900.00	900.00
VIC CONTRACTED SERVICES	2-62-0000-232	0.00	1,200.00	1,200.00
VIC CONTRACTED REPAIR	2-62-0000-250	0.00	1,000.00	1,000.00
VIC INSURANCE	2-62-0000-274	0.00	990.00	990.00
VIC GOODS	2-62-0000-500	119.49	2,000.00	1,880.51
VIC HEATING	2-62-0000-540	0.00	1,400.00	1,400.00
VIC POWER	2-62-0000-541	0.00	3,100.00	3,100.00
VIC WATER	2-62-0000-963	0.00	4,100.00	4,100.00
TOTAL VISITOR INFORMATION CENTRE:		384.05	19,790.00	19,405.95

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	3,377.97	10,800.00	7,422.03
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	241.50	1,000.00	758.50
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	665.55	2,300.00	1,634.45
RECREATION TRAVEL	2-72-0000-211	0.00	1,800.00	1,800.00
RECREATION TRAINING	2-72-0000-212	0.00	3,100.00	3,100.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	0.00	300.00	300.00
RECREATION TELEPHONE	2-72-0000-217	0.00	1,900.00	1,900.00
RECREATION ADVERTISING	2-72-0000-220	0.00	2,800.00	2,800.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	441.00	900.00	459.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	5,053.44	24,000.00	18,946.56
RECREATION INSURANCE	2-72-0000-274	0.00	12,340.00	12,340.00
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	0.00	2,400.00	2,400.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	150.56	300.00	149.44
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	0.00	5,800.00	5,800.00
TOTAL RECREATION:		9,930.02	173,140.00	163,209.98

SWIMMING & WADING POOLS

POOLS SALARIES	2-72-0100-110	0.00	14,700.00	14,700.00
POOL SEASONAL SALARIES	2-72-0100-111	135.20	118,800.00	118,664.80
POOLS BENEFITS	2-72-0100-130	0.00	1,300.00	1,300.00
POOL SEASONAL BENEFITS	2-72-0100-131	7.62	8,200.00	8,192.38
POOLS NON T-4 BENEFITS	2-72-0100-133	0.00	2,700.00	2,700.00
POOLS TRAVEL	2-72-0100-211	0.00	1,000.00	1,000.00
POOLS TRAINING	2-72-0100-212	0.00	1,000.00	1,000.00
POOLS FREIGHT & POSTAGE	2-72-0100-215	0.00	2,400.00	2,400.00
POOLS TELEPHONE	2-72-0100-217	30.95	480.00	449.05

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Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
POOLS ADVERTISING	2-72-0100-220	0.00	1,200.00	1,200.00
POOL CONTRACTED SERVICES	2-72-0100-232	0.00	3,300.00	3,300.00
POOLS CONTRACTED REPAIRS	2-72-0100-250	0.00	6,500.00	6,500.00
POOLS INSURANCE	2-72-0100-274	0.00	7,160.00	7,160.00
POOLS GOODS	2-72-0100-500	70.28	16,500.00	16,429.72
POOL RETAIL GOODS	2-72-0100-501	0.00	2,000.00	2,000.00
POOLS CHEMICALS	2-72-0100-531	0.00	21,200.00	21,200.00
POOLS HEATING	2-72-0100-540	0.00	17,200.00	17,200.00
POOLS POWER	2-72-0100-541	0.00	25,000.00	25,000.00
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	0.00	5,060.00	5,060.00
TOTAL SWIMMING POOLS:		244.05	255,700.00	255,455.95
ARENA				
ARENA SALARIES	2-72-0200-110	18,358.37	140,500.00	122,141.63
ARENA SEASONAL SALARIES	2-72-0200-111	0.00	12,000.00	12,000.00
ARENA BENEFITS	2-72-0200-130	1,122.88	11,700.00	10,577.12
ARENA SEASONAL BENEFITS	2-72-0200-131	0.00	800.00	800.00
ARENA NON T4 BENEFITS	2-72-0200-133	2,490.18	24,700.00	22,209.82
ARENA TRAVEL	2-72-0200-211	0.00	1,600.00	1,600.00
ARENA TRAINING	2-72-0200-212	0.00	2,600.00	2,600.00
ARENA FREIGHT & POSTAGE	2-72-0200-215	0.00	800.00	800.00
ARENA TELEPHONE	2-72-0200-217	30.95	360.00	329.05
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	1,000.00	1,000.00
ARENA CONTRACTED SERVICES	2-72-0200-232	402.10	4,800.00	4,397.90
ARENA CONTRACTED REPAIRS	2-72-0200-250	0.00	17,600.00	17,600.00
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	6,400.00	6,400.00
ARENA INSURANCE	2-72-0200-274	0.00	11,100.00	11,100.00
ARENA GOODS	2-72-0200-500	1,299.67	17,900.00	16,600.33
ARENA PETROLEUM PRODUCTS	2-72-0200-521	91.43	4,400.00	4,308.57
ARENA HEATING	2-72-0200-540	0.00	31,500.00	31,500.00
ARENA POWER	2-72-0200-541	0.00	27,200.00	27,200.00
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	0.00	4,830.00	4,830.00
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	0.00	11,800.00	11,800.00
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	0.00	20,100.00	20,100.00
TOTAL ARENA:		23,795.58	354,190.00	330,394.42
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	61.90	720.00	658.10
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	0.00	4,000.00	4,000.00
PARKS SHOP INSURANCE	2-72-0300-274	0.00	2,060.00	2,060.00
PARKS SHOP GOODS	2-72-0300-500	45.96	1,300.00	1,254.04
PARKS SHOP HEATING	2-72-0300-540	0.00	7,400.00	7,400.00
PARKS SHOP POWER	2-72-0300-541	0.00	3,900.00	3,900.00
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	0.00	700.00	700.00
TOTAL PARKS SHOP:		107.86	20,080.00	19,972.14
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	0.00	5,400.00	5,400.00
CURLING RINK SEASONAL SALARIES	2-72-0400-111	0.00	2,400.00	2,400.00
CURLING RINK BENEFITS	2-72-0400-130	0.00	500.00	500.00
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	0.00	200.00	200.00
CURLING RINK NON T4 BENEFITS	2-72-0400-133	0.00	1,000.00	1,000.00
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	228.88	5,600.00	5,371.12
CURLING RINK INSURANCE	2-72-0400-274	0.00	7,180.00	7,180.00
CURLING RINK GOODS	2-72-0400-500	0.00	1,500.00	1,500.00
CURLING RINK HEATING	2-72-0400-540	0.00	18,800.00	18,800.00
CURLING RINK POWER	2-72-0400-541	0.00	14,700.00	14,700.00
CURLING RINK - SUBSIDY	2-72-0400-771	0.00	17,500.00	17,500.00
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	0.00	1,970.00	1,970.00
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	0.00	11,800.00	11,800.00
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	0.00	20,100.00	20,100.00
TOTAL CURLING RINK:		228.88	109,150.00	108,921.12
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	0.00	5,400.00	5,400.00
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	300.00	300.00

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BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	0.00	1,000.00	1,000.00
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	0.00	1,000.00	1,000.00
BALL DIAMOND GOODS	2-72-0500-500	0.00	7,500.00	7,500.00
BALL DIAMOND POWER	2-72-0500-541	0.00	1,010.00	1,010.00
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	0.00	11,750.00	11,750.00
	TOTAL BALL DIAMONDS:	0.00	32,060.00	32,060.00
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	0.00	3,050.00	3,050.00
	TOTAL GOLF COURSE:	0.00	3,050.00	3,050.00
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	129.76	5,400.00	5,270.24
FOX LAKE SEASONAL SALARIES	2-72-0700-111	0.00	2,400.00	2,400.00
FOX LAKE BENEFITS	2-72-0700-130	0.00	500.00	500.00
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	0.00	200.00	200.00
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	0.00	1,000.00	1,000.00
FOX LAKE FREIGHT	2-72-0700-215	0.00	200.00	200.00
FOX LAKE ADVERTISING	2-72-0700-220	0.00	1,300.00	1,300.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	0.00	34,200.00	34,200.00
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	0.00	5,000.00	5,000.00
FOX LAKE INSURANCE	2-72-0700-274	0.00	300.00	300.00
FOX LAKE GOODS	2-72-0700-500	0.00	5,000.00	5,000.00
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	0.00	400.00	400.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00
FOX LAKE HEAT	2-72-0700-540	0.00	600.00	600.00
FOX LAKE POWER	2-72-0700-541	0.00	13,000.00	13,000.00
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,420.00	8,420.00
	TOTAL FOX LAKE PARK:	129.76	78,620.00	78,490.24
PARKS				
PARKS SALARIES	2-72-0800-110	4,440.81	83,500.00	79,059.19
PARKS SEASONAL SALARIES	2-72-0800-111	0.00	73,000.00	73,000.00
PARKS BENEFITS	2-72-0800-130	228.14	7,000.00	6,771.86
PARKS SEASONAL BENEFITS	2-72-0800-131	0.00	5,100.00	5,100.00
PARKS NON T4 BENEFITS	2-72-0800-133	441.72	14,800.00	14,358.28
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	320.00	1,000.00	680.00
PARKS FREIGHT	2-72-0800-215	0.00	800.00	800.00
PARKS CONTRACTED REPAIRS	2-72-0800-250	0.00	25,400.00	25,400.00
PARKS EQUIPMENT REPAIRS	2-72-0800-253	0.00	8,600.00	8,600.00
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	0.00	4,800.00	4,800.00
PARKS INSURANCE	2-72-0800-274	0.00	5,600.00	5,600.00
PARKS GOODS	2-72-0800-500	0.00	27,800.00	27,800.00
PARKS PETROLEUM PRODUCTS	2-72-0800-521	0.00	13,200.00	13,200.00
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	462.51	3,700.00	3,237.49
PARKS VEHICLE MAINTENANCE	2-72-0800-523	35.66	4,800.00	4,764.34
PARKS POWER	2-72-0800-541	0.00	3,100.00	3,100.00
PARKS RECOVERIES TO OPERATING	2-72-0800-963	0.00	22,790.00	22,790.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	5,928.84	306,590.00	300,661.16
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	0.00	23,100.00	23,100.00
PLAYGROUND PROGRAM BENEFITS	2-72-1000-130	3.50	0.00	3.50-
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	26.74	0.00	26.74-
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	0.00	300.00	300.00
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	0.00	140.00	140.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,200.00	1,200.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	250.00	5,800.00	5,550.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
	TOTAL PLAYGROUND PROGRAM:	280.24	39,060.00	38,779.76
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	1,200.00	1,200.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	0.00	100.00	100.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/01/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	200.00	200.00
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	800.00	800.00
SPRAY PARK GOODS	2-72-1200-500	0.00	500.00	500.00
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	1,400.00	1,400.00
SPRAY PARK POWER	2-72-1200-541	0.00	2,200.00	2,200.00
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	0.00	2,470.00	2,470.00
TOTAL SPRAY PARK:		0.00	10,970.00	10,970.00
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	0.00	5,400.00	5,400.00
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	0.00	9,600.00	9,600.00
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 BEN	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	170.00	170.00
KING HUNTER PARK GOODS	2-72-1300-500	0.00	3,000.00	3,000.00
KING HUNTER PARK POWER	2-72-1300-541	0.00	1,700.00	1,700.00
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	0.00	7,730.00	7,730.00
TOTAL KING HUNTER PARK:		0.00	32,800.00	32,800.00
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	0.00	2,700.00	2,700.00
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,200.00	1,200.00
SOCCER FIELD BENEFITS	2-72-1400-130	0.00	200.00	200.00
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	0.00	100.00	100.00
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	0.00	500.00	500.00
SOCCER FIELD GOODS	2-72-1400-500	0.00	1,500.00	1,500.00
SOCCER FIELDS POWER	2-72-1400-541	0.00	1,000.00	1,000.00
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	0.00	5,270.00	5,270.00
TOTAL SOCCER FIELDS:		0.00	12,470.00	12,470.00
MUSEUM				
MUSEUM GAS	2-74-0100-540	0.00	6,100.00	6,100.00
MUSEUM POWER	2-74-0100-541	0.00	3,700.00	3,700.00
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
TOTAL MUSEUM:		0.00	16,800.00	16,800.00
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	61.90	700.00	638.10
LIBRARY ADVERTISING	2-74-0200-220	0.00	800.00	800.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	0.00	2,400.00	2,400.00
LIBRARY INSURANCE	2-74-0200-274	0.00	3,780.00	3,780.00
LIBRARY GOODS	2-74-0200-500	0.00	1,200.00	1,200.00
LIBRARY HEATING	2-74-0200-540	0.00	5,500.00	5,500.00
LIBRARY POWER	2-74-0200-541	0.00	7,900.00	7,900.00
LIBRARY GRANTS	2-74-0200-770	0.00	21,600.00	21,600.00
LIBRARY PERSONNEL GRANTS	2-74-0200-771	0.00	71,500.00	71,500.00
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	0.00	1,630.00	1,630.00
TOTAL LIBRARY:		61.90	117,010.00	116,948.10
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	6,508.95	61,200.00	54,691.05
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	4,992.92	49,700.00	44,707.08
RCSC BENEFITS	2-74-0800-130	434.87	5,600.00	5,165.13
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	177.98	3,500.00	3,322.02
RCSC NON T4 BENEFITS	2-74-0800-133	489.77	10,700.00	10,210.23
RCSC STAFF TRAINING	2-74-0800-212	0.00	700.00	700.00
RCSC FREIGHT	2-74-0800-215	55.17	300.00	244.83
RCSC TELEPHONE	2-74-0800-217	30.95	1,200.00	1,169.05
RCSC ADVERTISING	2-74-0800-220	0.00	2,700.00	2,700.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	0.00	15,800.00	15,800.00
RCSC CONTRACTED REPAIRS	2-74-0800-250	695.70	2,200.00	1,504.30
RCSC INSURANCE	2-74-0800-274	0.00	7,840.00	7,840.00
RCSC GOODS	2-74-0800-500	835.19	10,100.00	9,264.81
RCSC HEATING	2-74-0800-540	0.00	10,000.00	10,000.00
RCSC POWER	2-74-0800-541	0.00	23,000.00	23,000.00

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/01/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	0.00	9,000.00	9,000.00
	TOTAL CENTENNIAL PLACE:	14,221.50	214,640.00	200,418.50
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	746.40	5,458.00	4,711.60
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,200.00	1,200.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	38.73	500.00	461.27
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	55.25	1,000.00	944.75
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	0.00	500.00	500.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	30.95	400.00	369.05
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	200.00	200.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	2,181.96	33,700.00	31,518.04
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	0.00	11,300.00	11,300.00
COMMUNITY CENTRE INSURANCE	2-74-0900-274	0.00	5,110.00	5,110.00
COMMUNITY CENTRE GOODS	2-74-0900-500	67.32	4,300.00	4,232.68
COMMUNITY CENTRE HEAT	2-74-0900-540	0.00	6,500.00	6,500.00
COMMUNITY CENTRE POWER	2-74-0900-541	0.00	14,600.00	14,600.00
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	0.00	1,210.00	1,210.00
	TOTAL COMMUNITY CENTRE:	3,120.61	86,078.00	82,957.39
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	0.00	1,000.00	1,000.00
LIONS HALL INSURANCE	2-74-1000-274	0.00	790.00	790.00
LIONS HALL GOODS	2-74-1000-500	7.99	500.00	492.01
LIONS HALL HEAT	2-74-1000-540	0.00	3,200.00	3,200.00
LIONS HALL POWER	2-74-1000-541	0.00	1,700.00	1,700.00
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	0.00	580.00	580.00
	TOTAL LIONS HALL:	7.99	7,770.00	7,762.01
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	0.00	661,800.00	661,800.00
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	0.00	174,900.00	174,900.00
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	839,838.00	839,838.00
	TOTAL EXPENDITURES:	454,414.02	8,811,791.00	8,357,376.98
	TOTAL REVENUE & EXPENSES:	348,208.84	6,919,457.00	7,267,665.84

For All Revenue, Expense Accounts
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2024
 To 31/01/2024

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
FIRE DEPARTMENT				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	0.00	404,600.00	404,600.00
	TOTAL FIRE DEPARTMENT:	0.00	404,600.00	404,600.00
COMMON SERVICES				
COMMON SERV MACHINES, EQUIPMENT	8-31-0000-630	0.00	180,000.00	180,000.00
COMMON SERVICES VEHICLES	8-31-0000-650	0.00	60,000.00	60,000.00
	TOTAL COMMON SERVICES DEPARTMENT:	0.00	240,000.00	240,000.00
STREETS & ROADS				
S & R ENGINEERING STRUCTURES	8-32-0000-610	0.00	5,779,855.00	5,779,855.00
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	220,000.00	220,000.00
	TOTAL STREETS & ROADS:	0.00	5,999,855.00	5,999,855.00
ECONOMIC DEVELOPMENT				
ECONOMIC DEV MACHINES, EQUIPMENT	8-61-0000-630	0.00	5,000.00	5,000.00
	TOTAL ECONOMIC DEVELOPMENT:	0.00	5,000.00	5,000.00
RECREATION				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	15,000.00	15,000.00
RECREATION ARENA BUILDING	8-72-0200-620	0.00	50,000.00	50,000.00
RECREATION CURLING RINK BUILDING	8-72-0400-620	0.00	30,000.00	30,000.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	0.00	100,000.00	100,000.00
RECREATION PARKS VEHICLES	8-72-0800-650	0.00	29,000.00	29,000.00
	TOTAL RECREATION:	0.00	224,000.00	224,000.00
CULTURE				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
RCSC BUILDING - CENTENNIAL PLACE	8-74-0800-620	0.00	12,000.00	12,000.00
COMMUNITY CENTRE BUILDING	8-74-0900-610	0.00	24,000.00	24,000.00
	TOTAL CULTURE:	0.00	46,000.00	46,000.00
	TOTAL CAPITAL FINANCES APPLIED:	0.00	6,919,455.00	6,919,455.00
	GRAND TOTAL OF ALL ACCOUNTS:	0.00	6,919,455.00	6,919,455.00
	REPORT TOTALS:	348,208.84	2.00-	348,210.84-

*** End of Report ***

Date: February 13, 2024

Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for January 2024 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 2024 Operating and Capital budgets approved by Council at the January 9, 2024 Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The overview reflects the revenues and expenses to January 31, 2024.

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

Communications

N/A

JANUARY, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted January 9, 2024	2024 ACTUAL REVENUES	2024 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2024 BUDGET REVENUES	2024 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-6,334			-4,457,802			-4,451,468
DRAW FROM RESERVES				0	0		
REQUISITIONS		0			837,338		837,338
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-6,334			-3,617,964	
COUNCIL	0			0			0
COUNCIL		12,665			151,450		138,785
			12,665			151,450	
GENERAL ADMINISTRATION	-3,720			-1,056,800			-1,053,080
ADMINISTRATION		168,403			989,843		821,440
			164,683			-66,957	0
HANNA WAKE PROGRAM	0			-2,000			-2,000
STUDENT EXCHANGE		0			5,000		5,000
			0			3,000	
TAX RECOVERY PROPERTY	0			0			0
TAX RECOVERY PROPERTY		0			0		0
			0			0	
POLICE	0			-5,700			-5,700
POLICE		0			148,000		148,000
			0			142,300	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		0			6,250		6,250
			0			6,250	
FIRE	0			-402,627			-402,627
FIRE		3,134			295,874		292,740
CAPITAL - BUNKER GEAR		0			17,600		17,600
CAPITAL - PORTABLE RADIO		0			45,000		45,000
CAPITAL - SCBA PACKS		0			342,000		342,000
			3,134			297,847	
FIRE - ECETP	0			-12,600			-12,600
FIRE - TRAINING		867			12,600		11,733
			867			0	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		0			13,300		13,300
			0			13,300	
BY-LAW ENFORCEMENT	-17,663			-23,200			-5,537
BYLAW		5,244			60,590		55,346
			-12,420			37,390	
DOG CONTROL	-2,810			-4,800			-1,990
ANIMAL CONTROL		1,537			13,100		11,563
			-1,273			8,300	

JANUARY, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted January 9, 2024	2024 ACTUAL REVENUES	2024 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2024 BUDGET REVENUES	2024 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	-630			-8,100			-7,470
PUBLIC WORKS		35,329			576,248		540,919
CAPITAL - LOADER		0			180,000		
CAPITAL - 1/2 TON TRUCK		0			60,000		
			34,699			568,148	
STREETS & ROADS	0			-6,769,884			-6,769,884
STREETS & ROADS		8,024			1,451,929		1,443,905
CAPITAL - DOWNTOWN		0			5,779,855		5,779,855
CAPITAL - PLOW TRUCK		0			220,000		220,000
			8,024			461,900	
AIRPORT	-1,400			-21,530			-20,130
AIRPORT		3,000			34,360		31,360
			1,600			12,830	
WATER							0
TREATMENT	-85			-1,268,900			-1,268,815
TREATMENT		0			939,600		939,600
LINES & DISTRIBUTION	0			0			0
LINES & DISTRIBUTION		15,354			312,400		297,046
			15,269			-16,900	
SANITARY SEWERS	-42			-270,100			-270,059
SEWERS		3,520			199,990		196,470
			3,479			-70,110	
GARBAGE	-35			-74,300			-74,265
GARBAGE		5,800			75,700		69,900
			5,765			1,400	
REGIONAL WASTE SYSTEM	-61			-353,900			-353,839
ANNUAL CONTRACT		83,639			353,800		270,161
			83,578			-100	
F.C.S.S.	-23,490			-99,900			-76,410
ADMINISTRATION		2,619			35,921		33,302
PROGRAMS		10,046			140,100		130,054
YOUTH CLUB SUPPORT		1,498		-15,834	20,000		18,502
VAN OPERATIONS		350			5,360		5,010
			-8,976			101,481	

JANUARY, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted January 9, 2024	2024 ACTUAL REVENUES	2024 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2024 BUDGET REVENUES	2024 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	0			-18,000			-18,000
CEMETERY		855			29,620		28,765
			855			11,620	
MUNCIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
COMMERCIAL OFFICE BUILDING	0			0			0
OFFICE BUILDING		0			0		0
			0			0	
TOURISM	0			0			0
TOURISM		2,303			30,800		28,497
			2,303			30,800	
BUSINESS & COMMUNICATION	0			0			0
		31,786			176,150		144,364
			31,786			176,150	
VISITOR INFORMATION	0			0			0
BOOTH		384			19,790		19,406
CAPITAL - FREEZER UNIT		0			5,000		
			384			19,790	
SUBDIVISION	-37,143			0			37,143
SUBDIVISION		0			0		0
			-37,143			0	
RECREATION	-1,486			-251,798			-250,312
CS BOARD		0			3,500		3,500
RECREATION		9,930			173,140		163,210
			8,444			-75,158	
SWIMMING POOLS	0			-97,200			-97,200
POOLS		244			255,700		255,456
CAPITAL - JO POOL HEATER		0			15,000		15,000
			244			173,500	
ARENA	-5,163			-92,500			-87,338
ARENA		23,796			321,790		297,994
ICE PLANT		0			32,400		32,400
CAPITAL - REPLACE BENCHES		0			25,000		
CAPITAL - INTERIOR PAINT		0			25,000		25,000
			18,633			311,690	

JANUARY, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted January 9, 2024	2024 ACTUAL REVENUES	2024 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2024 BUDGET REVENUES	2024 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PARKS SHOP	0			0			0
PARKS SHOP		108			20,080		19,972
			108			20,080	
CURLING RINK	0			-68,000			-68,000
CURLING RINK		229			76,750		76,521
ICE PLANT		0			32,400		32,400
CAPITAL - WALL REPAIR					10,000		
CAPITAL - INTERIOR PAINT		0			20,000		20,000
			229			71,150	
BALL DIAMONDS	0			-4,300			-4,300
BALL DIAMONDS		0			32,060		32,060
			0			27,760	
GOLF COURSE	0			0			0
GOLF COURSE		0			3,050		3,050
			0			3,050	
FOX LAKE PARK	0			-94,606			-94,606
FLP		130			78,620		78,490
			130			-15,986	
PARKS	0			-100,000			-100,000
PARKS		5,929			306,590		300,661
CAPITAL - SKATEPARK		0			100,000		100,000
CAPITAL - DUMP TRUCK/TANK		0			29,000		29,000
			5,929			335,590	
SUMMER YOUTH PROGRAM	0			-17,435			-17,435
PROGRAM		280			39,060		38,780
			280			21,625	
SPRAY PARK	0			0			0
SPRAY PARK		0			10,970		10,970
			0			10,970	
KING-HUNTER PIONEER PARK	0			0			0
KING-HUNTER PIONEER PARK		0			32,800		32,800
			0			32,800	
SOCCER FIELDS	0			-2,500			-2,500
SOCCER FIELDS		0			12,470		12,470
			0			9,970	

JANUARY, 2024		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2024 BUDGET Adopted January 9, 2024	2024 ACTUAL REVENUES	2024 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2024 BUDGET REVENUES	2024 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
MUSEUM	0			0			0
MUSEUM		0			16,800		16,800
			0			16,800	
LIBRARY	0			-10,000			-10,000
LIBRARY		62			117,010		116,948
CAPITAL - WATER DIV		0			10,000		10,000
			62			117,010	
CENTENNIAL PLACE	-5,794			-90,476			-84,682
CENTENNIAL PLACE		14,222			214,640		200,419
CAPITAL - SECURITY SYSTEM		0			12,000		12,000
			8,427			136,164	
COMMUNITY CENTRE	-50			-33,530			-33,480
CENTRE		3,121			86,078		82,957
CAPITAL - TABLES/CHAIRS					24,000		
			3,071			52,548	
LIONS HALL	-300			-2,925			-2,625
LIONS HALL		8			7,770		7,762
			-292			4,845	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-106,205			-15,731,247			-15,625,042
TOTAL EXPENDITURES		454,414			15,731,247		15,276,833
TOTAL SURPLUS (DEFICIT)			348,209			0	

Date: February 13, 2024

Agenda Item No: 07.00

Committee Reports

Recommended Motion

That Council accepts the following Committee Report for information:

1. Community Services Board Meeting Minutes of January 29, 2024
2. Municipal Planning Commission Meeting Minutes of January 29, 2024

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. Community Services Board Meeting Minutes of January 29, 2024
2. Municipal Planning Commission Meeting Minutes of January 29, 2024

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

**TOWN OF HANNA
COMMUNITY SERVICES BOARD MEETING
January 29, 2024**

Minutes of a meeting of the Community Services Board of the Town of Hanna held Monday, January 29, 2024 in the Town Council Chambers at 7:00 p.m.

Members Present:

Chairperson Nadine Wood
Darlene Herzog
Councillor Vern Thuroo
Elaine Johnston

Regrets:

Erica Rorabeck
Kalli Cooper
Deanna Derbyshire

Administration Present:

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

CALL TO ORDER

Chairperson Nadine Wood called the meeting to order at 6:59 p.m.

REVIEW AND ADOPTION OF AGENDA

MOTION: D.Herzog- E.Johnston

That the agenda be adopted as presented.

CARRIED

ADOPTION OF MINUTES

MOTION: V.Thuroo-D.Herzog

That the Minutes of November 27, 2023 be adopted as presented.

CARRIED

BUSINESS ARISING:

None.

CORRESPONDENCE

None.

FINANCIAL REPORTS

MOTION: No Motion- The statements will be at next meeting after being amended

CAO Report – Kim Neill

Arena

- Ice season has progressed well hosted an out-of-Town Tournament and have the U 7 tournament and the Cowboys tournament upcoming in February.

Centennial Place

- Everything is running smoothly at Centennial Place with the facility busy with dance, Kiddies Korner, and Pickleball.

Cemetery

- A new columbarium has been ordered and is anticipated to arrive in the spring of 2024.

Curling Rink

- Curling season has progressed well with the Farmers Bonspiel held from January 17 – 20th. Sterling Bonspiel planned for February 3rd, Mixed Bonspiel planned for February 9 & 10th and a Ladies Bonspiel in March.

Community Centre

- With funding through Harvest Sky Economic Development via Prairies Can the kitchen will be going through a thorough overhaul between February 20th and March 18th. Some of the work being completed includes:
 - Removal of old flooring and the installation of new flooring
 - Removal of bottom cupboards, counter tops, and island to be replaced with stainless steel mobile tables.
 - Install of an additional refrigerator
 - Installation of a prep sink and a new 2 compartment dish sink
 - Installation of a new convection oven and gas range.
- Will be issuing a Request for Proposals for the Caretaker Contract. Previous agreement expired as of December 31, 2023.

Parks

- All Alberta Municipalities have been notified by the province that they should be preparing water conservation plans with the likelihood of another drought year. Likely means all watering activities i.e. lawns, gardens, etc. will be restricted days and times. This will impact the Town of Hanna irrigation plans as well.

Downtown Redevelopment Project

- Project is basically ready to go to tender as soon as the Town receives approval of our application under the Canada Coal Transition - Infrastructure Fund (application is for \$4.1 million with the Town contributing \$1.7 million for a total estimated project cost of \$5.8 million. In addition to the core infrastructure (water/sanitary and storm lines) the project includes new wider sidewalks, intersection bump outs, benches, bike racks and pedestrian friendly lighting. If funding is confirmed it is anticipated that the project will go out to tender ASAP with construction taking place between May – October 2024.

2024 – 2026 Budget

- Council approved the 2024 Operating & Capital Budgets at their January 9, 2024, Meeting. Anticipate a 2% tax increase which is the first increase since 2018.

Solar

- The developer of the proposed solar farm east of Pioneer Trail between Highway 9 and the CN Reservoir is still moving through their process. They have yet to submit their application to the AUC and not sure what the new moratorium will do to their timeline to submit.
- Council has sent the developer a letter informing them that as the project sits, they are not supportive of the project moving forward.

Community Services Coordinator Report: - Michele Toews

- Skate with Santa was a success- partnered again with Minor Hockey, Healthy Families and Family Resource Network (FRN) to provide hot chocolate, hot dogs and goody bags for the kids. Approx 150 people attended.
- Skate Park designer will virtually meet with school kids and go over what they would like in the park. The current equipment is 20 years old and needs updating, the project is within the budget of \$100,000.
- Disc Golf will be getting installed at Fox Lake this spring with 6 baskets, could expand in the future to a 9- or 15- basket Disc Golf course- using the \$5,000 that was allocated from Hanna Wellness Network for the project.
- Regional Housing Strategy- partnering with Lynks, Big Country Housing Authority to explore options that are sustainable for Hanna & area. Specifically for the low income/ senior's demographic.
- Transportation Grants- meeting with Lynks, PCN (Primary Care Network) & Drive Happiness to figure out a sustainable long term driving service in Town. How to work with existing equipment such as the CS Handi-van and if that is feasible.
- Mental health/ SA2 for school outcome measures- maternity leave position has been filled, all is going well.
- Food Security- The Food Bank has received an \$8,000 grant from the AB Government. Other groups also looking at grant money to keep their programs running- Lynks-hot

lunch program. Mental Health Outreach Group- Community Kitchen, potential for grocery gift cards.

- FCSAA Conference- did a presentation on Drive Happiness and the pros/cons we have encountered. Have partnered with the Food Bank and Freson's grocery, a person can get a ride to Food Bank. Seniors that have an agreement at Freson's can have their groceries ordered and a driver will pick up/drop off to them.
- Youth Club- AGM first week in February, trying to figure out what to do for youth. Attendance numbers are down for movies, rec night and dances. Sort out what is working and what is not.
- PCN- hosts a Seniors Community Wellness 2 Wednesdays a month- Caregiver Wellness first Wednesday of the month, Library on the third Wednesday of the month.
- Community Choir is currently on hiatus, the instructor cannot commit time right now.
- FRN and the Library have a partnership program. Hosting Dodgeball & Friendship bracelets on Jan 31. Working on Feb programs as well as Tot and Me.
- FRN is doing the Home Alone program.

Council Report – Vern Thuroo

- RCMP are fully staffed (6 members) they are approved to hire a Corporal, which should happen in 2024.
- Victim services has a local volunteer advocate.
- Fire Dept was busy in 2023 lots of rural highway accidents.
- Bylaw is getting more visible with enforcement.
- May is final budget meeting.

ROUND TABLE DISCUSSION

- AG Society is getting ready to have their Beef raffle- getting ready for their conference this weekend. Attended a forum and talked about the HMTP and how it has helped our community.
- ELKS Cash raffle tickets are sold out.
- JC Charyk asked the ELKS to host their BBQ for K-Gr6 in the Spring.
- Elaine spoke of how the Caregiver program on Wednesdays has helped her and fully supports the program to continue.
- Provincial engagement sessions on Feb 7: What do you need in your area for Health Professionals? [Shape the way | Alberta.ca](https://www.alberta.ca/shape-the-way) Oyen's presentation was well attended,

NEXT MEETINGS DATE:

Monday March 25, 2024 Council Chambers at 7:00 p.m.

ADJOURNMENT

Chairperson Nadine Wood adjourned the meeting at 7:54 p.m.

Chairperson Nadine Wood

CAO Kim Neill

Page 1:

TOWN OF HANNA
MUNICIPAL PLANNING COMMISSION MEETING
JANUARY 29, 2024

Minutes of the Municipal Planning Commission Meeting held Monday, January 29, 2024 at 12:00 p.m. in the Town of Hanna Council Chambers.

Members Present:

Kyle Olsen
Sandra Beaudoin
Larry Stickel
Bill Paisley

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 12:00 p.m.

2.0 REVIEW & ADOPT AGENDA

Moved by Sandra Beaudoin that the Agenda for January 29, 2024, be adopted as presented.

Motion Carried.

3.0 ADOPT MINUTES OF PREVIOUS MEETING

Moved by Larry Stickel that the Minutes of the Municipal Planning Commission Meeting held June 13, 2023, be adopted as presented.

Motion Carried.

01-2024
Agenda

02-2024
Minutes

4.0 NEW BUSINESS

4.1 Development Permit – D02-24 Change of Use

03-2024
Dev Permit Change
of Use D02-24

Moved by Larry Stickel that the Commission approves Development Permit Application D02-24 for the operation of a Childcare Centre as a discretionary use in the C1 – Downtown Commercial District for the commercial property at 203 – 2nd Avenue West, legally described as Lot 25, Block 11, Plan 6133AW, Tax Roll 62800 as presented, as the proposed development:

- conforms with a discretionary use prescribed by the Land Use Bylaw for that land or building.
- would not unduly interfere with the amenities of the neighbourhood or materially interfere with or affect the use, enjoyment, or value of neighbouring properties.
- is compatible with existing developments or uses.

Motion Carried.

4.2 MPC Appointments

04-2024
MCP Appointment
Interviews

Moved by Bill Paisley that a time be set up for the Commission Members to interview the applicants and following that process make a recommendation to Council for appointment.

Motion Carried.

Next meeting will be set as required.

5.0 ADJOURNMENT

Chairman Kyle Olsen declared that all business being concluded, the Municipal Planning Commission is adjourned at 12:26 p.m.

Chairman Kyle Olsen

Secretary Kim Neill

Date: February 13, 2024

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
 - a. Community Services Foreman
 - b. Community Services Coordinator
2. Director of Business & Communication
3. Director of Public Works

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

MEMORANDUM

Date: February 13, 2024

To: Mayor & Council

From: Kim Neill
Chief Administrative Officer

Re: CAO Report – February 13, 2024 Council Meeting

1. Engineering Project Updates

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

- Downtown Redevelopment Project
 - MPE has completed the drawings & cost estimates to the 90% completion stage.
 - Have handed out an information package to most business owners in the affected construction area and held one-one meetings with twelve business representatives to review the project, timelines, design/plan feedback, access restrictions, outside water connections, etc.
 - Prairies Can application for funding of this project has been submitted and no notification received as of this date.
 - Tender: January 2024 (based on available funding)
 - Construction: May 2024 (based on available funding)
- Palliser & Pioneer Trail Road Rehabilitation
 - MPE are continuing to work on the detailed design work and the project will be tender ready by the end of February. Project currently identified to be completed in the 2025 Capital Budget.
 - Grant Application to Alberta Transportation – Strategic Transportation Infrastructure Program – Local Municipal initiatives has been submitted. This program is typically oversubscribed so chances are slim that the Town will be successful, and we probably won't have a decision until the spring of 2024.
- 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

- Administration has received the final Building Condition Assessment reports for the above facilities and will use these reports to assist with long term capital budgets.
- Administration provided Council with a presentation on the Building Condition Assessment Reports at their January 31 Council Information Meeting.
- Infrastructure Management Plan Update
 - Following the presentation on the Infrastructure Management Plan at the November 29, 2023, Council Information Meeting MPE representatives are making the necessary updates and will share them with Administration on January 16th with a plan to bring to the February 13th Council Meeting to accept for information.
- Airport Runway Lighting Project
 - The electrical equipment (constant current regulator) that was significantly delayed arrived and was installed by the contractor on December 15th and since that date the new lighting system has been in operation. Still awaiting MPE to do a final inspection of the system with the contractor and make the final payment.
- Pioneer Trail Bridge Replacement
 - The Bridge Inspection is complete and shows the bridge has deteriorated since the last inspection in 2021, primarily with continued deterioration of the 11 girders.
 - Grant Application to Alberta Transportation – Strategic Transportation Infrastructure Program – Local Bridge Component has been resubmitted for the third time. A decision is not expected until the spring of 2024.
- Water/Sewer Servicing – 304 Railway Avenue
 - Prairie Land Public School Division (PLPSD) approached Administration regarding the possibility of tying into municipal water and sewer services for the lot they purchased at 304 Railway Avenue (Templars Shop) which will be used as their bus maintenance shop. The services do not extend past mid block of the 200 Block East on Railway Avenue and based on the elevations of the existing sewer line on Railway Avenue a gravity feed line will not work.
 - MPE has completed some preliminary design concepts and cost estimates, and Administration will be meeting with PLPSD representatives to review the plans and cost estimates. to review the situation and provide options and costs for discussion with PLRD representatives.

2. Air Monitoring

Palliser Airshed Society have arranged for an Airpointer Monitor to be set up in Hanna in the Summer of 2024. In discussions with airshed representatives it has been determined that a good location for the monitoring station would be in the Library parking lot.

Below please find information on the requirements for hosting the Airpointer.

Site Requirements

- At least 20m away from any buildings/shelters/tall trees (open field is ideal); if this is not possible at least the area downwind of the source to the Airpointer needs to be open.
- At least 10m away from high vehicle traffic roadways and/or gravel roads or lots (the distance increases as traffic increases).
- The site needs to be easily accessible throughout all months of the year by vehicle for calibrations and repairs, (snow removal in the winter). There also needs to be room along the right side of the Airpointer to park a vehicle to perform calibrations monthly, as that is where we attach our calibration lines and need to be right next to the Airpointer to minimize calibration line length.

Electrical Requirements:

- One 15 Amp duplex outlet; it also would not hurt to have a double duplex outlet (one GFI and one standard outlet).
- The outlet(s) need to be in an all-weather enclosure to protect it from the elements and preferably no further than 30 feet from the site where the Airpointer will be located (maximum cord length).
- This outlet(s) needs to be on its own circuit with its own breaker.

Airpointer Description:

- The Airpointer with sampling inlets and stand is about 3 meters tall, 1 meter wide, and about 1.5 meters deep (the inlets are removed for transport), The Airpointer itself is about 1m by 1m by 0.5m.
- The Airpointer is attached to a mobile stand that has 4 wheels for easy transport and moving of the unit.
- Our model is the 4D unit but there are some slight changes to the new generation Airpointer.
- Our Airpointer can currently only measure NO/NO₂/NO_x, Ozone, PM_{2.5}, and all ambient parameters such as (Pressure, Relative humidity, Wind Speed/Direction, Precipitation, Ambient Temperature). Other parameters can be measured but the analyzer will have to be purchased for that specific parameter.

3. Solar Power Plant Petition

Administration received a petition on February 7, 2023, requesting the Council of Hanna to remove Solar Power Plant as a permitted or discretionary use in any and all districts in the Land Use Bylaw #1032-2023, including the removal of all definitions or other bylaws relating to the Solar Power Plant.

Under the MGA the Chief Administrative Officer who is responsible for determining if the petition is sufficient. The Chief Administrative Officer has 45 days after the petition is filed to determine whether the petition is sufficient.

Administration has a meeting set up with our Solicitor to determine the options available to Council with the intention to bring back a recommendation to the March 12th Council Meeting.

4. Summer Seasonal Staffing

Administration has reached out to all seasonal staff in preparation for the 2024 season. Most staff indicate their interest in coming back and the open positions have been advertised through the Town e-news, social media, Town of Hanna website and will be advertised using the mail drop beginning February 21st.

5. 2023 Audit

Representatives from Ascend (Endeavor) will be in the Office March 4th – 6th to complete the 2023 Financial Audit for the Town of Hanna.

6. Town Office Rental Space

In preparation for the two new tenants in the Town Office rental space the Community Services crew painted both offices. Reflexology with Ness began occupying the space on February 2nd and Harvest Sky Economic Development Corporation has confirmed they will be moving in prior to March 1st.

Meetings Attended:

- Dr. Appt – Edmonton – January 10th
- Vacation – January 11-12th
- Regional Economic, Community Development, Tourism & Marketing Group – January 16th
- MPE – Engineering Project Update Meeting – January 16th & February 9th
- Community Kitchen Update Meeting – January 17th
- MP Kurek Town Hall – January 17th
- AB Muni's – LGFF Response Webinar – January 18th
- Community Services Board Meeting – January 29th
- Kyle Hobbs – Westmet – Community Benefits Agreement – January 30th
- Council Information Meeting – January 31st
- Municipal Affairs – Webinar – LGFF Program – February 6th
- AB Muni's – Finding Common Ground – February 12th

Upcoming Events:

- Regional Economic, Community Development, Tourism & Marketing Group – January 16th

- MPE – Engineering Project Update Meeting – February 20th
- Council Information Meeting – February 28th
- PACE – Glint-Glare Final Report Presentation – Hanna Pilots – February 28th

February 2024 COUNCIL REPORT

KEVIN OLSEN – COMMUNITY SERVICES FACILITIES MANAGER

Arena

Brine level seems to be maintaining since filter change

Back into regular season hockey with a few tourneys coming up

U7 Feb 3 filled the rink and went over well

Cowboys Tourney Feb 9,10 and 11

Regular season ends Family Day weekend and then playoffs start

Parks / Cemetery

New trees seem to be in relatively good shape. New product seemed to keep deer away, so far

Centennial Place

Hot water venting plugged off a couple times over the cold snap, easily rectified each time

Swimming Pool / Spray Park

Roof top heater had gas valve issues during cold snap, replaced and running fine

Parks Shop

Lions Hall

A couple rentals in the hall. New flooring makes it much easier to maintain

Other

Kitchen reno at Community Centre starting Feb 20th. To be completed and operational by Apr. 6th

Have replacement grill/stove and ovens coming. Would like to sell/advertise the old ones sooner rather than later to prevent storage.

Snow removal as necessary

Outdoor rink taken out of service for a few days, now working on rebuilding and reopening





Outdoor Movie Night

The Outdoor Movie Night is booked again for September 13th at the school field. Youth Club partners to support the concession offerings that evening. The Outdoor Movie Committee will be hosting a fundraising BBQ at Freson Bros on May 1st. Sponsorship opportunities are available.

Grant Applications

Continuing to work collaboratively with community partners to apply for grants addressing Food Security, Housing Security and Transportations needs.

Registration Fair

Our annual Spring Registration Fair is scheduled for Wednesday, March 13th at 5:30pm at the Community Centre. Organizations wishing to book a table can reach out to the Town Office to register.

Summer Employment

Applications are now open to apply to work for the Town with EPIC Adventures this summer.

Health Engagement Sessions

The Government of Alberta Ministry of Health is currently holding engagement sessions across the province for Albertans to attend and give feedback about health care as they move to redesigning the system. They have recently added four more dates in our area, including one in Hanna on March 25th. Visit alberta.ca/shapetheway for more information or to register.

Drive Happiness

Drive Happiness Statistics 2024 YTD:

New Drivers – 0

New Riders – 2

Total Rides Completed – 6

 Delivery – 3

 Medical – 1

 Personal – 1

 Food Bank - 1

Rides Cancelled by Rider – 0

Rides Cancelled by Driver – 0

No Driver Available for Request – 0

Report to Council

Date: Feb 13, 2024

Submitted by: Laurie Armstrong, Director of Business & Communication

- Prepared and issued Feb 2024 newsletter
- Completed and issued tender on the APC web portal for public procurement process.
- VPN research and testing for remote workers.
- Designed, ordered and received banners for streetlights.
- Issued Mayor's Message to media.
- Worked on FinnlyConnect. This is the program that will allow people to view facility rentals online to see if a particular date is available or booked. Has some bugs and is taking time to sort out.
- Troubleshooting our PDF generation program.
- Prepared and presented new Advertising plan to Council for consideration in light of the recent closure of the Sentinel.
- Worked with Canada Post to negotiate flyer rates and invoicing.
- Assist Katie with design and content of the first weekly flyer to be issued Feb 21..
- General workstation troubleshooting, updating and maintenance.
- Received a design and quote for an appropriate and beautiful desk series for Council Chambers. Will be coming to Council at a later date.
- Assisted the new next door tenants with security code access and Wi-Fi connections.
- Paperless billing is launching a freshened look with some new features. Worked on some materials for this.
- Began an update to the Lions Hall area on the website. Will be doing some promo around that soon to try to increase usage and awareness.
- Began advertising for summer employment.

COUNCIL REPORT

DATE: Feb 13 ,2024

PRESENTED BY: Brent Olesen, Director of Public Works

- Since the Jan 9, 2024 Council meeting, the public works department has been busy with the following items:

- Water & Sewer

- We had a water service repair on 6th Ave West on Feb 6th.
- We have used the camera on 3 sewer services at homeowner's request.
- Annual water reports are completed and have been sent to Alberta Environment.

- Road Maintenance

- With the snow that we received on February 4th we clear the perimeters, airport runway and the downtown core. We had some equipment issues with our loaders which slowed us down a little bit for some snow removal. Most of the problem areas are where the town citizens shovel their snow onto the street or clear where their cars park leaving a huge pile of snow by their driveways and on the road. This is against the town bylaw and by doing so when it does start to melt with the weather that we've been having the water cannot reach the catch basins which then causes the melting process to slow down.

With only receiving about four inches of light snow with no blowing winds the snow should pack down nicely to put about an inch of cover on the streets which helps insulate the streets and hopefully will control some of the heaving we are experiencing. We will monitor some of the streets and clean as necessary. If it does not pack the way we are anticipating, we will start the hauling process at which time we will post it on our Hanna page.

- Meetings

- I am attending the Monday morning Director's meetings.

- Airport

- We have been keeping the airport runway clean to make sure that our medevac unit can arrive as needed.
- We are also continuing our routine maintenance and sewer hauling.

- Cemetery

- We have had 2 cremations, 1 in a columbarium and one that we had to open and close.

- General
 - Wes has been working on equipment and some of park's trucks and equipment when we have some free time.
 - You have probably noticed we have had to send some of our equipment to the city to have repair's that could not be done here.

Date: February 13, 2024

Agenda Item No: 09.01

2023 Infrastructure Management Plan

Recommended Motion

That Council accepts the 2023 Infrastructure Management Plan for Information.

Background

In 2014, MPE was retained by the Town of Hanna to complete a comprehensive Infrastructure Management Report that documented the condition of the transportation, water, wastewater, and stormwater infrastructure systems. The report then developed a prioritized 10-year capital plan and budget to guide future infrastructure upgrades. This 2023 Study was not intended to reassess the condition of infrastructure, but rather to review progress since 2014 and to reassess the next 10-year capital plan.

MPE representatives Sarah Fratpietro and Mark Steffler provided Council a presentation on the 2023 Town of Hanna Infrastructure Management Plan at the November 29, 2023, Council Information Meeting. Following that meeting a few errors in the report were completed and it is now back to Council to accept the report for information.

Highlights of the plan include:

- The pressures the Town of Hanna (Town) face are like many smaller rural municipalities throughout Alberta. Much of the infrastructure was installed at the same time and is all starting to reach the end of its life simultaneously. Replacement costs are 10-15% higher than larger urban areas.
- The 2014 Study developed a prioritized capital plan of \$11,660,000 to be completed over 10 years, based on an average annual capital investment of \$1.2M/year. The Town of Hanna completed infrastructure upgrades of approximately \$706,000/year or \$265/person over that period.
- Table 6.1 outlines the recommended capital plan for the next 10 years for the infrastructure upgrades identified in this report. This plan is a useful tool for the Town to reference on an ongoing basis. It is also intended for use as a discussion tool when prioritizing projects and forecasting annual and upcoming expenditures. The capital plan is intended to be a “living” document that is updated regularly as situations change and projects are completed.



- The infrastructure projects for the water/wastewater/storm pipeline replacements are based on the separate risk assessments of the road, wastewater, water and stormwater systems. An overall importance rating for each road/replacement project was calculated, with higher weighting precedence given first to road, then water and finally wastewater and stormwater upgrades. The recommended infrastructure projects are also illustrated in Figure 6.1 in Appendix A.

The costs included in the plan include contingencies and engineering; however, they do not include GST. All costs are in 2023 dollars. For construction after 2023, it is recommended in the report to consider an inflation rate of 3% per year. Detailed cost estimates can be found in Appendix B. The estimated costs are order of magnitude for planning purposes only. More detailed design, costing and evaluation would need to be done prior to finalizing actual project budgets.

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A

Attachments

1. 2023 Town of Hanna Infrastructure Management Plan



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Town of Hanna
P.O. Box 430
Hanna, Alberta
T0J 1P0

June 30, 2023
File: N:\2460\041\00\L01

Attention: Kim Neill
Chief Administration Officer

Dear Mr. Neill:

Re: Town of Hanna Infrastructure Management Plan Update Report

INTRODUCTION

A municipality's infrastructure is the backbone to a community's economic prosperity and quality of life; however, municipalities are faced with competing priorities and infrastructure upkeep is sacrificed in the struggle to keep taxes affordable for local rate payers. This is increasingly challenging with recent inflationary costs and decreased funding from senior government, placing more burden on the local tax base.

The pressures the Town of Hanna (Town) face are similar to many smaller rural municipalities throughout Alberta. Much of the infrastructure was installed at the same time and is all starting to reach the end of its life simultaneously. Replacement costs are 10-15% higher than larger urban areas, and there is stagnant or decreasing population growth. Based on the 2022 census, Hanna's population is 2,658 people as compared to approximately 3,000 people in 2002.

Surface infrastructure (roads, sidewalks, etc.) are the most visible form of deterioration, but some of the most important infrastructure is not readily visible until it fails or fails to meet an adequate level of service. For this reason, it is important to evaluate all infrastructure based on an overall condition, level of service, and risk assessment basis.

In 2014, the Town completed a comprehensive Infrastructure Report that documented the condition of the transportation, water, wastewater, and stormwater infrastructure. The report then developed a prioritized 10-year capital plan and budget to guide future infrastructure upgrades. This 2023 Study was not intended to reassess the condition of infrastructure, but rather to review progress since 2014 and to reassess the next 10-year capital plan.

1. FUNDING TRENDS

There are two main noncompetitive sources for funding for infrastructure projects in the Town of Hanna. These are the Municipal Sustainability Initiative (MSI) and the Canada Community-Building Fund (CCBF).

The MSI launched in 2007 and was an \$11.3B commitment of funding over 10 years to municipalities. Since program launch, municipalities have been allocated more than \$15.2B. However, this encompasses both MSI and the Basic Municipal Transportation Grant (BMTG), which was folded under MSI in 2014 to streamline the delivery of funding to municipalities. The BMTG consolidated funding from several transportation programs (of which not all municipalities were eligible), including:

- City Transportation Fund,
- Basic Capital Grant,

- Provincial Highway Maintenance Grant,
- Street Improvement Program,
- Streets Improvement Program for Hamlets,
- Rural Transportation Grant.

Based on a set formula that incorporates per capita, education property tax, and kilometres of local roads, MSI funding is allocated annually following legislative approval of the program budget. A portion of MSI funding is allocated to municipalities via the former BMTG allocation formula which means that for towns such as Hanna, their BMTG allocation delivered under the MSI is based on their municipal population.

The CCBF is grant funding delivered by the Province on behalf of the federal government. The current CCBF agreement runs from 2014-2024 but is expected to continue under a renewed federal-provincial agreement in 2024. Current CCBF allocations are determined annually on a per capita basis, and it is unknown if the allocation formula will change in the new agreement.

Table 1.1 provides a summary of the grant funding history for the last 10 years for the Town for the above-described grant programs.

Table 1.1: Historical Grant Funding for Hanna

Program Year	MSI		BMTG ¹	CCBF ²
	Capital	Operating		
2023	\$277,616	\$305,666	N/A	\$160,198
2022	\$277,616	\$152,833	N/A	\$153,350
2021	\$531,055	\$152,833	\$153,540	\$299,630
2020	\$419,405	\$148,492	\$153,540	\$146,379
2019	\$276,565	\$141,138	\$153,540	\$289,168
2018	\$277,480	\$150,984	\$153,540	\$141,139
2017	\$829,118	\$129,837	\$160,380	\$144,580
2016	\$485,598	\$134,760	\$160,380	\$144,109
2015	\$321,634	\$146,817	\$160,380	\$140,127
2014	\$708,979	\$147,927	\$160,380	\$145,265
2013	\$495,160	\$274,958	N/A	\$158,663

¹Delivered under the MSI.

²Formerly the Gas Tax Fund until renamed the CCBF in June 2021.

Table 1.2 provides a summary of the grant funding allocated for the Town for 2024 and 2025.

Table 1.2: 2025 and 2025 Projected Grant Funding for Hanna

Program Year	MSI – Capital	CCBF ²
2024	\$579,831	\$160,198
2025	\$651,747	\$160,198

The MSI (and BMTG delivered under the MSI) will be replaced by the Local Government Fiscal Framework (LGFF), beginning in 2024. The LGFF sets out a new funding model for capital grants to Alberta municipalities and Metis Settlements and is being implemented to provide local governments an awareness of provincial government funding for capital projects two years in advance. It is expected that this model will enable municipalities to be more informed for capital planning, project management, and budgeting.

The LGFF is based on sharing Alberta government risk with local governments, both increases and decreases, as annual LGFF funding will change based on the percentage change in provincial revenue from three years prior. This percentage change is identified as the Revenue Index Factor (RIF).

- For example, the RIF for 2025 is based on the change in provincial government revenue between 2021-2022 and 2022-2023.

Budget 2023 provided \$485 million in MSI capital funding for 2023 and identified a baseline funding amount of \$722 million for the new LGFF program in 2024. For subsequent years, the available LGFF capital funding is determined by multiplying the prior year amount by the RIF. Based on this calculation, the 2025 LGFF funding will be \$820 million.

LGFF legislation sets out the calculation for determining the allocation of funding between Calgary and Edmonton. Remaining funds following these calculations will then be allocated to all other municipalities and Metis Settlements. **Table 1.3** shows the capital funding breakdown for the next two fiscal years. Like the current MSI formula, Calgary and Edmonton calculations are based on each city’s municipal population, education property tax requisition, and the number of kilometres of open roads. The formula to allocate funding among all other local governments has not yet been finalized.

Table 1.3 Local Government Capital Funding (millions of dollars)

Municipality	2024-2025	2025-2026
Calgary	\$224	\$255
Edmonton	\$158	\$179
Local Governments (excluding Calgary and Edmonton)	\$340	\$386
Total	\$722	\$820

2. CAPITAL ASSET VALUE

The current estimated capital asset value for Town-owned transportation, water, wastewater, and stormwater infrastructure is roughly \$180M or \$67,700/person. **Table 2.1** provides a summary of cost for each infrastructure type.

Table 2.1: Cost Summary by Infrastructure Type

Infrastructure	2023 Replacement/Asset Value
Water Distribution (Excluding Treatment)	\$32.0M
Wastewater	\$36.6M
Water and Sewer Servicing	\$27.2M
Stormwater Collection	\$14.5M
Roads and Sidewalks	\$69.7M
TOTAL	\$ 180M
VALUE/RESIDENT	\$67,700/resident

Values exclude Town-owned buildings and facilities with an approximate value of \$40M.

3. WATER AND WASTEWATER INFRASTRUCTURE

Most of the Town’s water distribution and wastewater collection system is ±70 years old having been installed in the 1950s and early 1960s. Prior to 1982 when the Henry Kroeger Regional Water Commission (HKRWSC) was commissioned, the Town’s original water treatment plant was located at the current Recreation Centre site and water was provided from Fox Lake.

3.1 Water Distribution System

The Town's water distribution system consists of 37.5 km of water main ranging from 100 mm (4") to 400 mm (16") with 70% being less than 150 mm in size. In the last 25 years, the Town has replaced or installed about 2,500 m or $\pm 6.5\%$ of the network. The existing water distribution system is illustrated on **Figure 2.1** in **Appendix A**.

Generally, there is adequate fire hydrant coverage throughout the Town. The distribution is generally able to meet domestic demands. While this is adequate hydrant coverage, the system is unable to meet fire demand requirements of 75 L/s in many parts of the Town, especially in the northeast quadrant. This is primarily due to the lack of an adequate skeletal network and many 100 mm ($\pm 25\%$) water mains making up the network.

The 2014 report identified several upgrades required to improve fire flow throughout the Town. The upgrades that are still required are listed below, and are shown on **Figure 2.3** in **Appendix A**:

- Upgrade Centre Street water main from 100 mm to 300 mm from 2 Avenue to Fox Lake Trail. This would provide a good spine.
- Install 300 mm water main on Pioneer Trail from South Municipal Road to Fox Lake Trail.
- Install 300 mm water main on Fox Lake Trail from Argue Road to Pioneer Trail.
- Install 300 mm water main on Railway Avenue - Pioneer Trail to Centre Street.

Like the water mains, the valves are 70+ years old and have not been operated since installed. Staff are reluctant to operate valves as many of them do not seal fully or staff are afraid the valves will break or will be unable to reopen. This results in additional time, increased cost, and larger impact on residents when having to isolate sections of water mains during water main breaks or system maintenance. An annual valve replacement program budget of roughly \$100,000/year should be implemented to replace four to six valves per year.

The Town is a partner of HKRWSC and receives its potable water from the commission. Based on the 2014 Study, the Town's demand represents approximately 58% of the HKRWSC capacity. As such, the Town is required to contribute to capital upgrades which are not included in this study.

3.2 Wastewater System

The wastewater system consists of roughly 25.3 km of collection mains, two private lift stations, two small Town lift stations, a Main Lift Station adjacent to the Visitor Centre and a wastewater treatment lagoon located 2.5 km south of Town. The Main Lift Station was constructed in 2008 at a cost of \$1.8M. The existing wastewater collection system is illustrated on **Figure 3.1** in **Appendix A**.

The 2014 Study identified that the wastewater system is prone to extreme infiltration during wet weather events up to 3-4 times normal flows. This is likely attributed to possible cross-connections with storm sewer, residential sump pump connections, and infiltration through manholes located within trapflows.

Much of the collection system is comprised of Vitrified Clay Tile (VCT) pipe which is reaching the end of its life expectancy. VCT pipe is highly susceptible to breakage and settlement, which reduces capacity and increases maintenance and blockage risks. The 2014 Study recommended that a budget of \$25,000/year be allocated towards an annual video inspection program. This would provide a means to monitor the system and assist with identifying potential high risk problem areas. The collection mains that are made of VCT or AC and have reached the end of their service lives should be replaced on an ongoing basis in conjunction with the water main or stormwater mains in the same road.

The sewage lagoon consists of four anaerobic primary treatment cells, one facultative secondary treatment/polishing cell, and one storage cell with a total capacity of 406,000 m³. Treated wastewater is discharged into Bull Pound Creek and ultimately into the Red Deer River. To provide effective treatment, the lagoons, solids and sludge, especially from the anaerobic cells, should be removed every 15-20 years.

The only cleaning record is of the first two lagoon cells 10 years ago; there was no other known cleaning in the last 25 years. It is recommended a sludge survey be completed to determine the volume of sludge accumulated in the lagoon and to provide an estimate of future cleaning cost. The cleaning of the lagoon project would be eligible for 60% Provincial funding under the Alberta Municipal Water Wastewater Program (AMWWP) grant.

3.3 Stormwater System

The Town’s stormwater system consists of three primary catchment areas made up of a series of overland and underground conveyance systems. The existing stormwater system is illustrated in **Figure 4.1** in **Appendix A**.

The 2014 Study identified 16 projects worth an estimated \$2.375M to address at risk areas. In 2017, a new diversion and outfall was completed at the south end of 3 Street W, which was identified as the Priority 1 upgrade. This improvement helped increase the capacity of the west drainage system and helped reduce flooding risk at various priority areas throughout the west catchment. The remaining 15 “drainage areas at risk” stormwater upgrade sites are shown on **Figure 4.2** in **Appendix A**.

With recent development of the Tim Hortons site (northeast corner of Palliser Trail and South Municipal Road), drainage in the area has become more problematic. During extreme wet periods, water has flooded Roundhouse Road and has caused drainage issues in the area. The Town has deepened the ditches along West Industrial Road to improve drainage but if additional development is planned for the area, an underground system should be provided at an estimated cost of about \$300,000.

4. TRANSPORTATION

Hanna maintains roughly 370,000 m² or 33.5 km of road (assuming an average width of 11 m) of which 93% is paved. The existing road system is illustrated on **Figure 5.1** and the existing concrete surface works is shown in **Figure 5.3** in **Appendix A**. Typical life expectancy of 25-35 years can be expected for the roads depending on traffic volume, traffic loadings, climate, and annual maintenance. A properly planned and adequately funded road rehabilitation strategy is essential to maintain a Town’s road network. As is illustrated in **Figure 1**, a road’s condition can deteriorate rapidly and cost around four times more to rehabilitate if not properly planned. The cost to overlay a road is roughly \$500/m. If left to deteriorate to the point full reconstruction is required, this cost would increase to roughly \$1,800/m.



Figure 1: Road Deterioration Curve

A Pavement Management Study is critical to properly evaluate, prioritize, and identify required investment to maintain the network at an acceptable condition. A road condition assessment was completed as part of the 2014 Report which identified that 1% of the network required Immediate (1-3 years) attention, 3% required short-term (4-5 year), and 23% required medium term (6-7 years) attention. The results of the 2014 road priority assessment updated with road projects since then are shown on **Figure 5.2**. The Pavement Management Study should be updated at a budget of \$75,000.

Over the past 20 years, the Town has been budgeting ±\$250,000/year towards road rehabilitation. This amounts to ±500 m of overlay or 140 m of full reconstruction. Over the past 20 years, about 11.0 km or 30% of the road network has been repaved, with 2,500 m being repaved in the past 10 years.

The 2014 Study identified that the boundary arterial roads (Pioneer Trail, Palliser Trail, and Fox Lake Trail) required attention by 2022. Based on visual inspection and discussion with Town staff, Pioneer Trail and Palliser have continued to deteriorate with rehabilitation scheduled for 2024.

In addition, a 2018 inspection and 2023 inspection of the Pioneer Trail bridge determined that immediate repairs are needed at the bridge. A separate study indicates the cost to replace the bridge is estimated to be \$1.7M. Bridge replacement is scheduled for 2025.

5. 2014-2023 CAPITAL IMPROVEMENTS

The 2014 Study developed a prioritized capital plan of \$11,660,000 to be completed over 10 years, based on an average annual capital investment of \$1.2M/year. *Table 5.1* provides a summary of the Capital Projects completed since 2014. The average investment over the past nine years is roughly \$706,000/year or \$265/person.

Table 5.1: 2015-2023 Infrastructure Capital Expenditures

Year	Description	Surface	Potable Water	Wastewater	Stormwater	Total
2015	Fox Lake Trail 3 Street W – Golf Course Crescent	\$850,000	\$350,000			\$1,200,000
2017	Infrastructure Program	\$900,000	\$120,000	\$80,000	\$400,000	\$1,500,000
2018	2 Avenue Lift Station Wet Well			\$48,000		\$1,200,000
	Generator Purchase from HKRWSC		\$152,000			
	Airport Runway Repaving	\$700,000 total \$158,000 Project Cost for Town with 25% Contribution STIP Grant.				
	Cervus Water Service		\$300,000			
2019	Igloo Station Pump Replacement			\$8,000		\$ 8,000
2020	Infrastructure Program	\$1,465,000				\$2,100,000
2020	2 Avenue W – 3 Street W to 4 Street W	\$425,000	\$110,000	\$100,000		
2023	Water Reader Software		\$35,000			\$ 35,000
2023	Airport Lighting	\$314,000 total \$75,000 Project Cost for Town with 25% Contribution STIP Grant				\$ 314,000
TOTAL		4,654,000	1,067,000	\$236,000	\$400,000	\$6,357,000
NINE YEAR AVERAGE (\$/YEAR)						\$ 706,000

6. PROPOSED 10-YEAR CAPITAL PLAN

Table 6.1 outlines the recommended capital plan for the next 10 years for the infrastructure upgrades identified in this report. This plan is a useful tool for the Town to reference on an ongoing basis. It is also intended for use as a discussion tool when prioritizing projects and forecasting annual and upcoming expenditures. The capital plan is intended to be a “living” document that is updated regularly as situations change and projects are completed.

The infrastructure projects for the water/wastewater/storm pipeline replacements are based on the separate risk assessments of the road, wastewater, water and stormwater systems. An overall importance rating for each road/replacement project was calculated, with higher weighting precedence given first to road, then water and finally wastewater and stormwater upgrades. The recommended infrastructure projects are also illustrated in *Figure 6.1* in *Appendix A*.

The following costs include contingencies and engineering; however, they do not include GST. All costs are in 2023 dollars. For construction after 2023, we recommend considering an inflation rate of 3% per year. Detailed cost estimates can be found in *Appendix B*. The estimated costs are order of magnitude for planning purposes only. More detailed design, costing and evaluation would need to be done prior to finalizing actual project budgets.

Table 6.1: 2024-2034 Infrastructure Capital Expenditures

Year	Description	Total	Town Contribution
2024	2 Avenue W – 2 Street W to 1 Street E	\$5,800,000	\$1,450,000 Town 25% contribution
2024	Lagoon Sludge Assessment	\$30,000	\$30,000
2025	Palliser Trail Overlay – Highway 9 to Fox Lake Trail	\$1,374,000	\$1,374,000
2025	Pioneer Trail South Overlay – South Municipal Road to Bridge	\$561,000	\$561,000
2025	Pioneer Trail Bridge Replacement with duct for water looping	\$1,697,000	\$424,000 Town 25% Contribution STIP Grant.
2027	Pioneer Trail South Water Loop – South Municipal Road to Bridge with Water Loop in Road Ditch	\$649,000	\$649,000
2027	Pioneer Trail North Overlay – Bridge to Fox Lake Trail with Water Loop in road ditch	\$836,000	\$836,000
2027	Lagoon Cleaning	\$1,000,000	\$400,000 Town 40% Contribution AMWWP Grant. Project
2027	Fox Lake Trail West Overlay – Palliser Trail to 3 Street W	\$172,000	\$172,000
2028	Fox Lake Trail East – Pioneer Trail to Golf Course Road Water Loop	\$347,000	\$347,000
2028	Pavement Management Assessment	\$75,000	\$75,000
2030	2 Avenue W – Palliser Trail to 4 Street W and 3 Street W to 2 Street W	\$2,589,000	\$2,589,000
2032	4 Avenue and Centre Street to Railway Avenue	\$2,173,000	\$2,173,000
2034	1 Avenue E – 1 Street W to 2 Street E	\$2,111,000	\$2,111,000
	TOTAL COSTS	\$19,400,000	\$13,200,000
	11 YEAR AVERAGE (\$/YEAR)	\$1,800,000	\$1,200,000

CLOSURE

Please contact the undersigned at 403-651-7017, if you have any questions or require clarification.

Yours truly,

MPE a division of Englobe

A handwritten signature in blue ink that reads "Sarah Fratpietro".

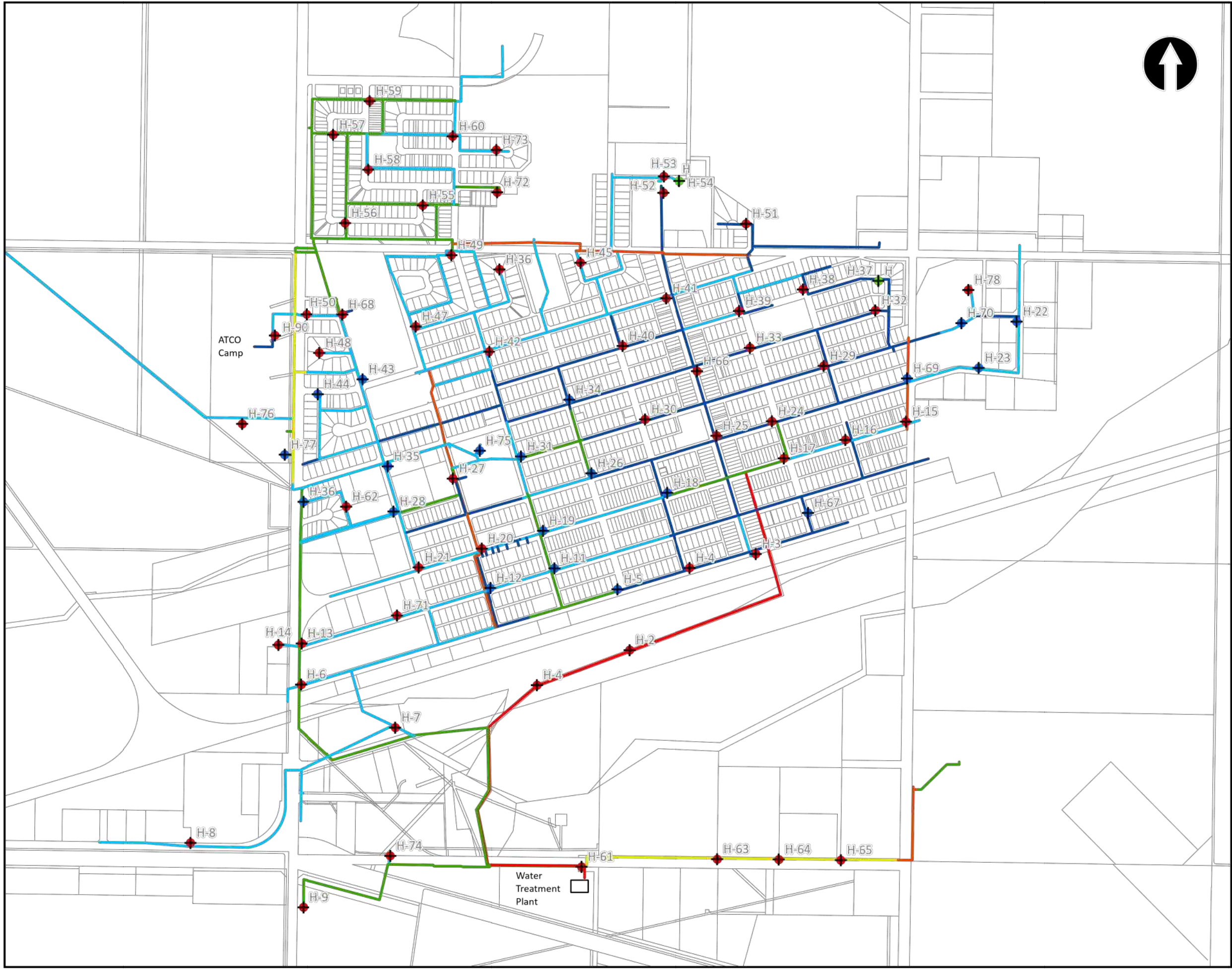
Sarah Fratpietro, P.Eng., LEED® A.P.
Project Manager

SF:sf

Enclosure: Appendix A: Figures
 Appendix B: Updated Cost Estimates

APPENDIX A

Figures



Water Mains by Diameter

- ≤ 100mm
- 150mm
- 200mm
- 250mm
- 300mm
- 400mm

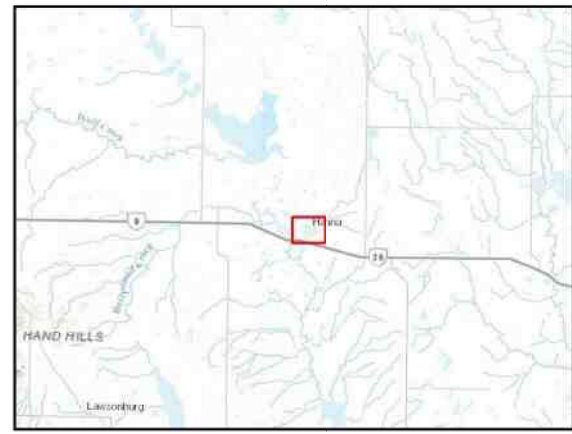
Hydrant

- ◆ Flow Test Complete
- ◆ Not Flow Tested
- ◆ Water Modelling Hydrant
- Parcel

0 500
m

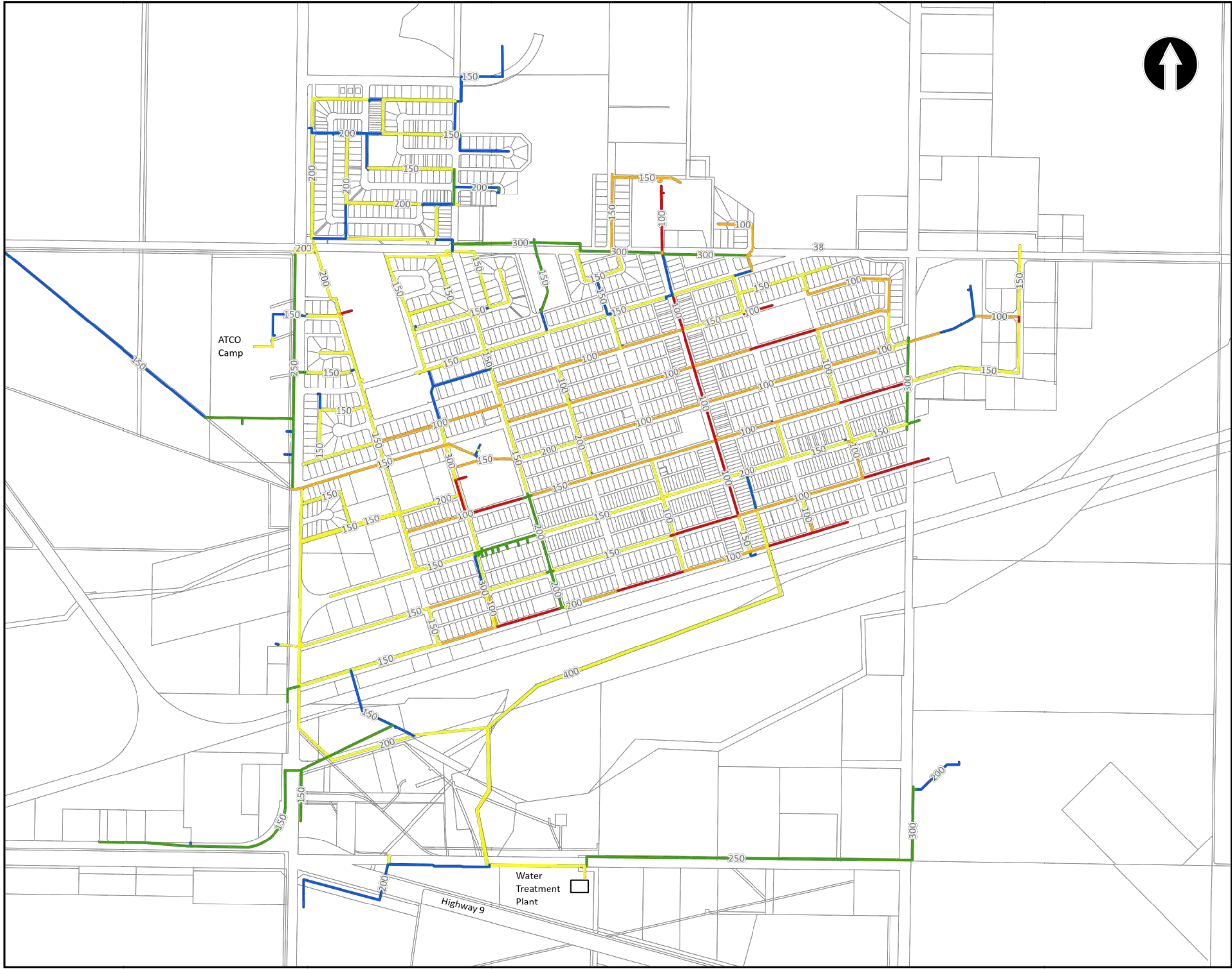
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1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAF, NRCAN
 2. Data Sources: Altalis, NRCAN, Statistics Canada
 3. Coordinate System: NAD 1983 3TM 111



TITLE
Existing Water Distribution System
 IMP Update
 Town of Hanna

LOCATION Hanna, Alberta	REVIEW Drawn by DM on 17 Oct 2023 Review by SF on 17 Oct 2023
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Existing Water Mains Priority Assessment

- 1 - Low
- 2
- 3 - Medium
- 4
- 5 - High
- Parcel



Scale: 10,000
(ANSI B 11"x17")

1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAFC, NRCAN
2. Data Sources: Altalis, NRCAN, Statistics Canada
3. Coordinate System: NAD 1983 3TM 111

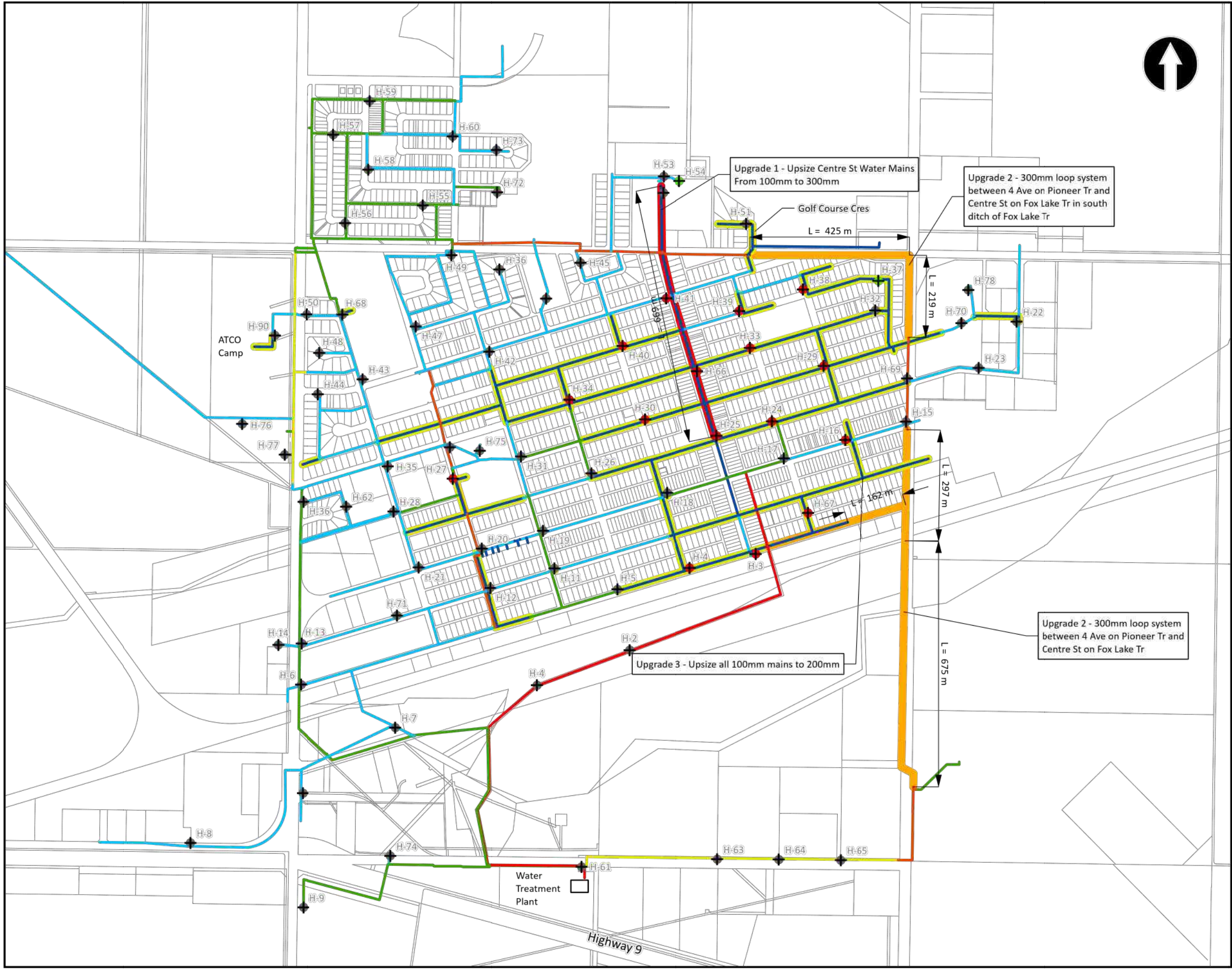


TITLE
Existing Water Distribution Priority Assessment
 IMP Update
 Town of Hanna

LOCATION Hanna, Alberta	REVIEW Drawn by DM on 18 Oct 2023 Review by SF on 18 Oct 2023
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JOB	FIGURE	PAGE	DATE
2460-041	2.2	1 / 1	30 June 2023

Date: 22 Jan 2023
 Path: \\N:\Data\2460 Town of Hanna\Asset Management\Info\project\2460-041 IMP Update.aprx | Layout: Fig.2.3 Proposed Water Upgrades | Author: dmerrick



Water Mains by Diameter

- <= 100mm
- 150mm
- 200mm
- 250mm
- 300mm
- 400mm

Proposed Water Main Upgrades

- Upgrade 1 - Upsize Centre St Mains
- Upgrade 2 - Install Looping 300mm Main
- Upgrade 3 - Upsize All Existing 100mm Mains

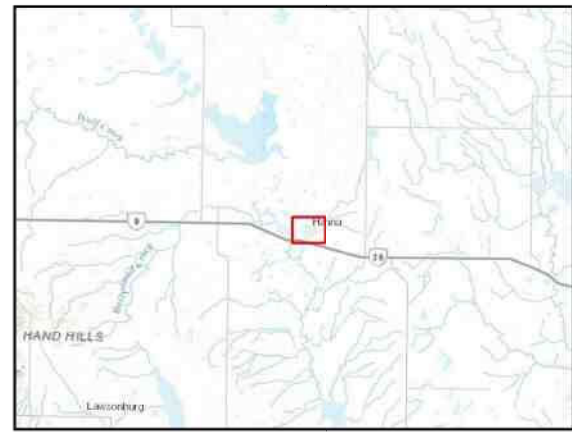
Hydrants

- ◆ Existing Hydrants
- ◆ Existing Hydrants Connected to 100mm Main
- ▭ Parcel

0 500
m

Scale: 10,000
(ANSI B 11"x17")

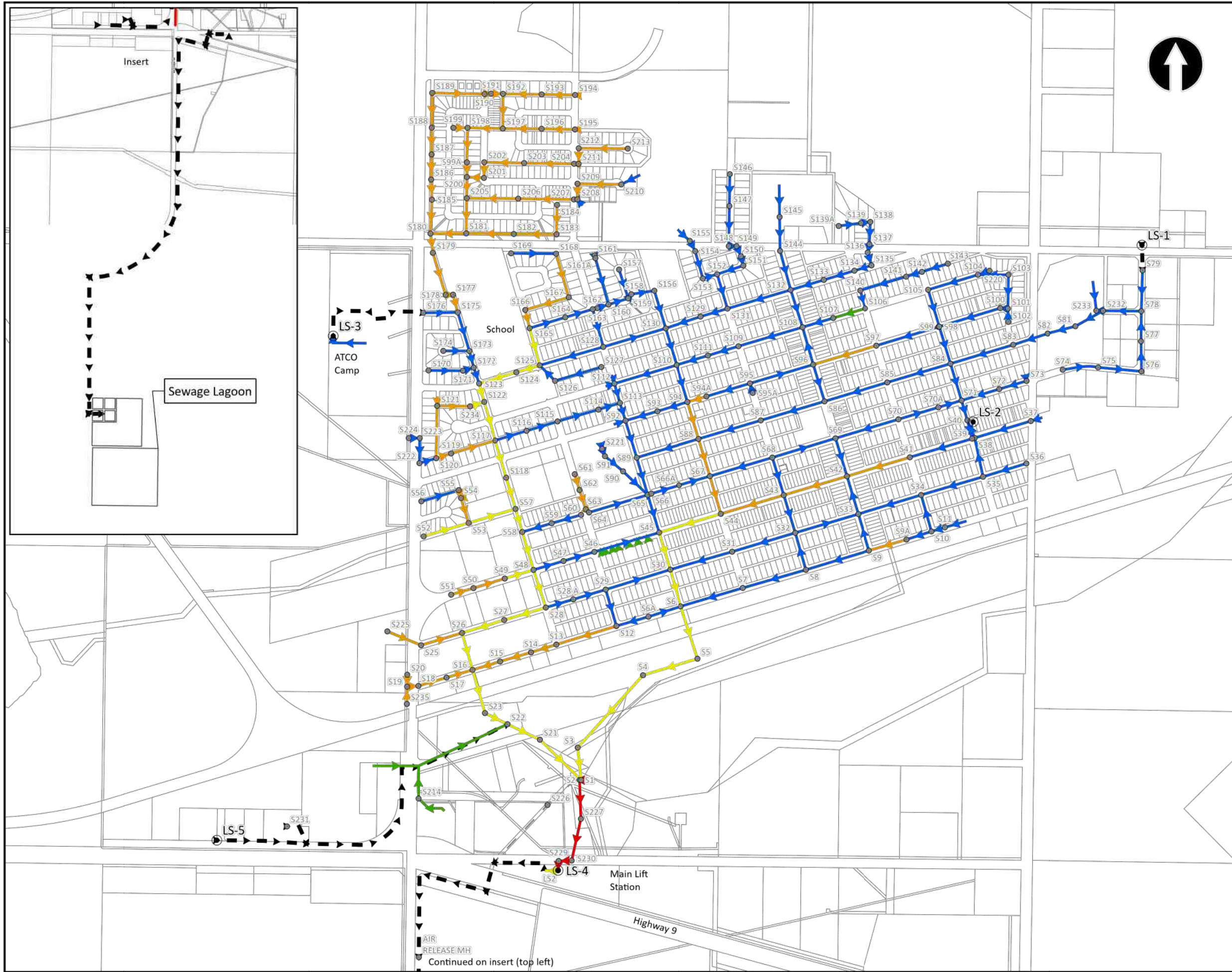
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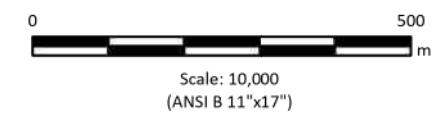
TITLE
 Proposed Water Distribution System Upgrades
 IMP Update
 Town of Hanna

LOCATION
 Hanna, Alberta

REVIEW
 Drawn by DM on 22 Nov 2023
 Review by SF on 22 Nov 2023



- Sanitary Pipe by Diameter**
- ▶ ≤ 150mm
 - ▶ 200mm
 - ▶ 250mm
 - ▶ 300mm
 - ▶ ≥ 400mm
- Sanitary Forcemain**
- Sanitary Forcemain - Abandoned
 - ▶ Sanitary Forcemain
- Sanitary Lift Station**
- Sanitary Lift Station
 - Sanitary Manhole
 - Parcel



1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAFC, NRCAN
 2. Data Sources: Ahtalis, NRCAN, Statistics Canada
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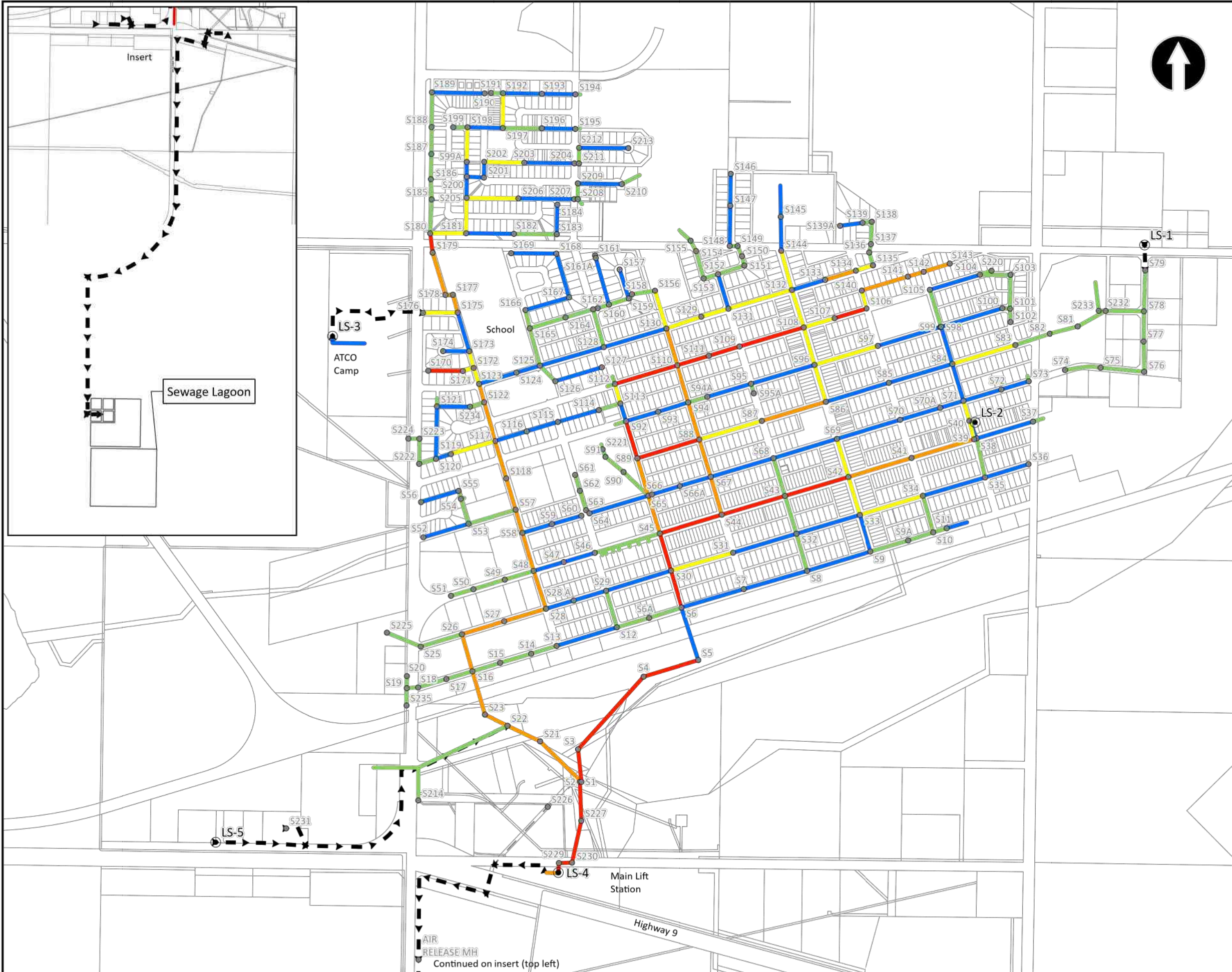


TITLE
Existing Wastewater Collection System
 IMP Update
 Town of Hanna

LOCATION Hanna, Alberta	REVIEW Drawn by DM on 18 Oct 2023 Review by SF on 18 Oct 2023
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JOB 2460-041	FIGURE 3.1	PAGE 1 / 1	DATE 30 June 2023
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Continued on insert (top left)



- Sanitary Pipe - Risk Score**
- 1 - Low
 - 2
 - 3 - Medium
 - 4
 - 5 - High
- ▶▶▶ Sanitary Forcemain
 - - - Sanitary Forcemain - Abandoned
- Sanitary Manhole
 ○ Sanitary Lift Station
 — Parcel



1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAFC, NRCAN
 2. Data Sources: Altalis, NRCAN, Statistics Canada
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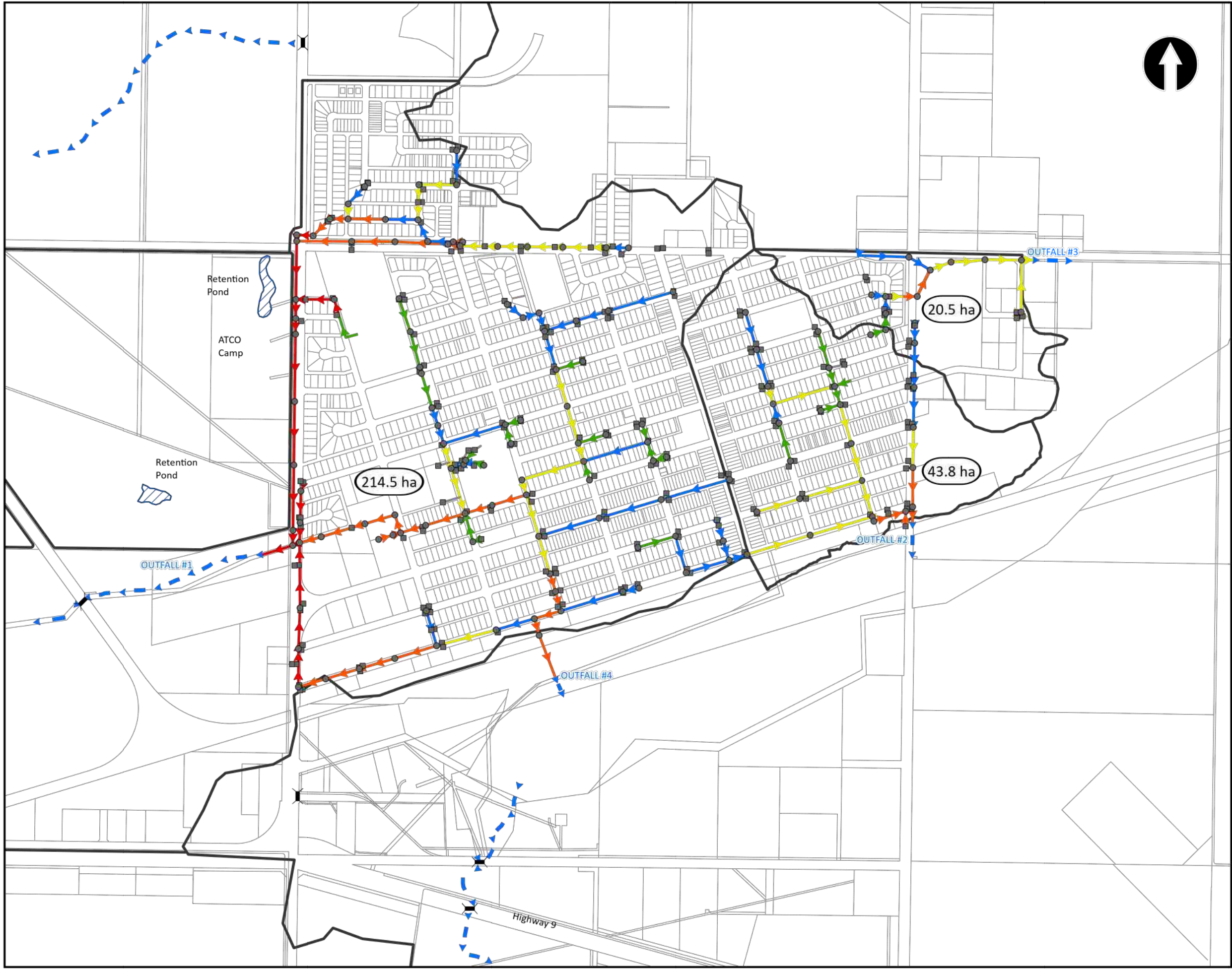


TITLE
Wastewater System Priority Assessment
 IMP Update
 Town of Hanna

LOCATION Hanna, Alberta REVIEW Drawn by DM on 17 Oct 2023
 Review by SF on 17 Oct 2023

JOB	FIGURE	PAGE	DATE
2460-041	3.2	1 / 1	30 June 2023

Continued on insert (top left)



Storm Main by Diameter

- 200-300mm
- 375-450mm
- 525-600mm
- 675-750mm
- 900mm
- Culvert
- Storm Outfall
- Catch Basin
- Storm Manhole
- Retention Pond
- Drainage Split



Scale: 10,000
(ANSI B 11"x17")

1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAFC, NRCAN
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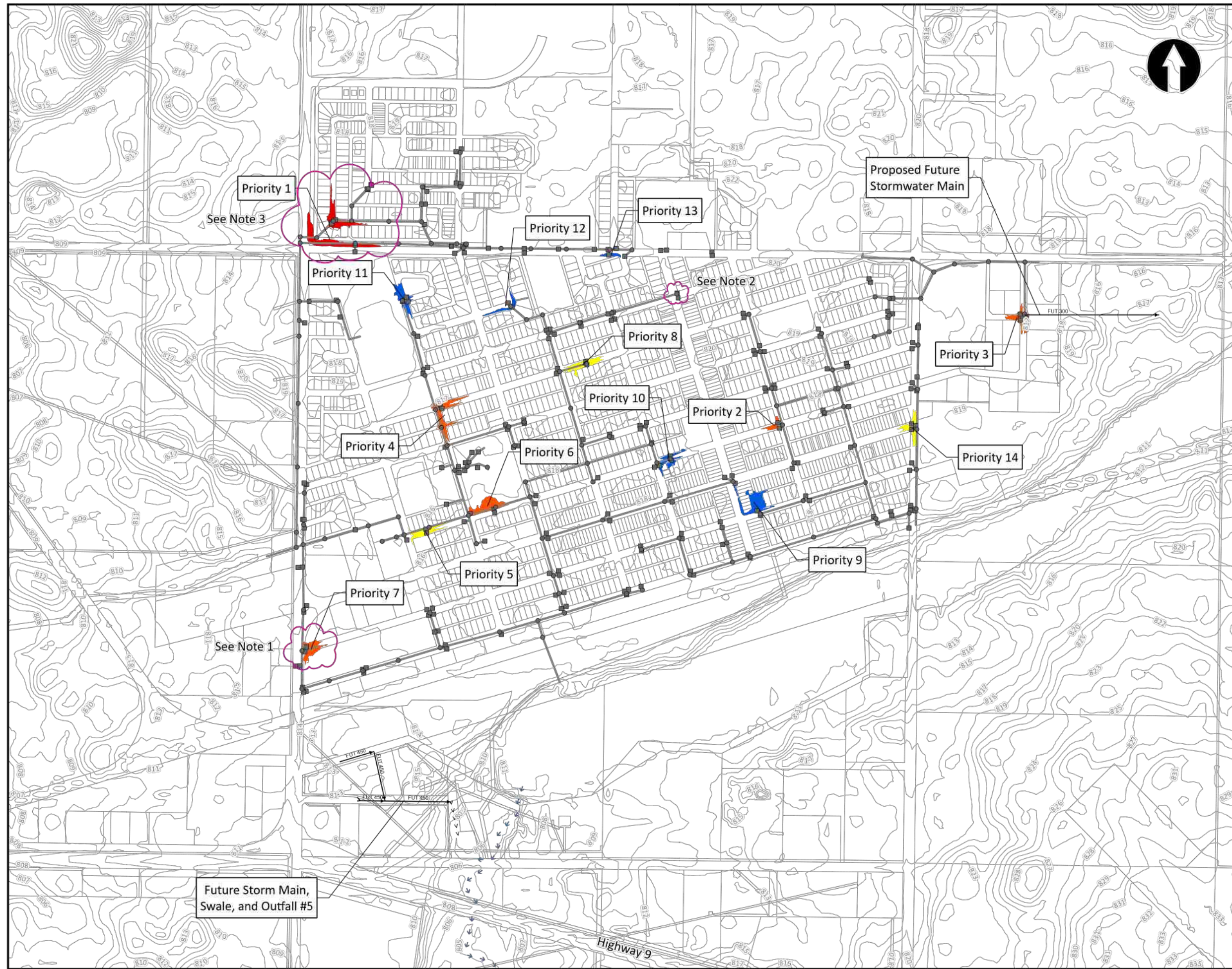


TITLE
Existing Stormwater Drainage System
 IMP Update
 Town of Hanna

LOCATION Hanna, Alberta	REVIEW Drawn by DM on 17 Oct 2023 Review by SF on 17 Oct 2023
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JOB	FIGURE	PAGE	DATE
2460-041	4.1	1 / 1	30 June 2023

Path: \\N:\Data\2460 Town of Hanna\41 Hanna Asset Management\18180 - project\2460-041 IMP Update\2460-041 IMP Update.aprx | Layout: Fig.2_ExistingStormTrapLows | Author: dmsrctk
 Date: 22 Jun 2023



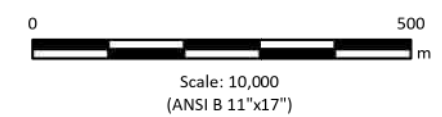
Trap Low Areas

- 1-3 - Low Priority
- 4
- 5 - Medium Priority
- 6
- 7 - High Priority

Storm Pipe
 Catch Basin
 Storm Manhole
 Proposed Future Storm Outfall
 Proposed Future Storm Main
 Proposed Future Swale

Notes:

1. Surface ponding has increased since adjacent lots have been paved.
2. Four catch basins in this area. Ponding has occurred but usually stays on street and does not overflow.
3. Ponding is generally not severe.



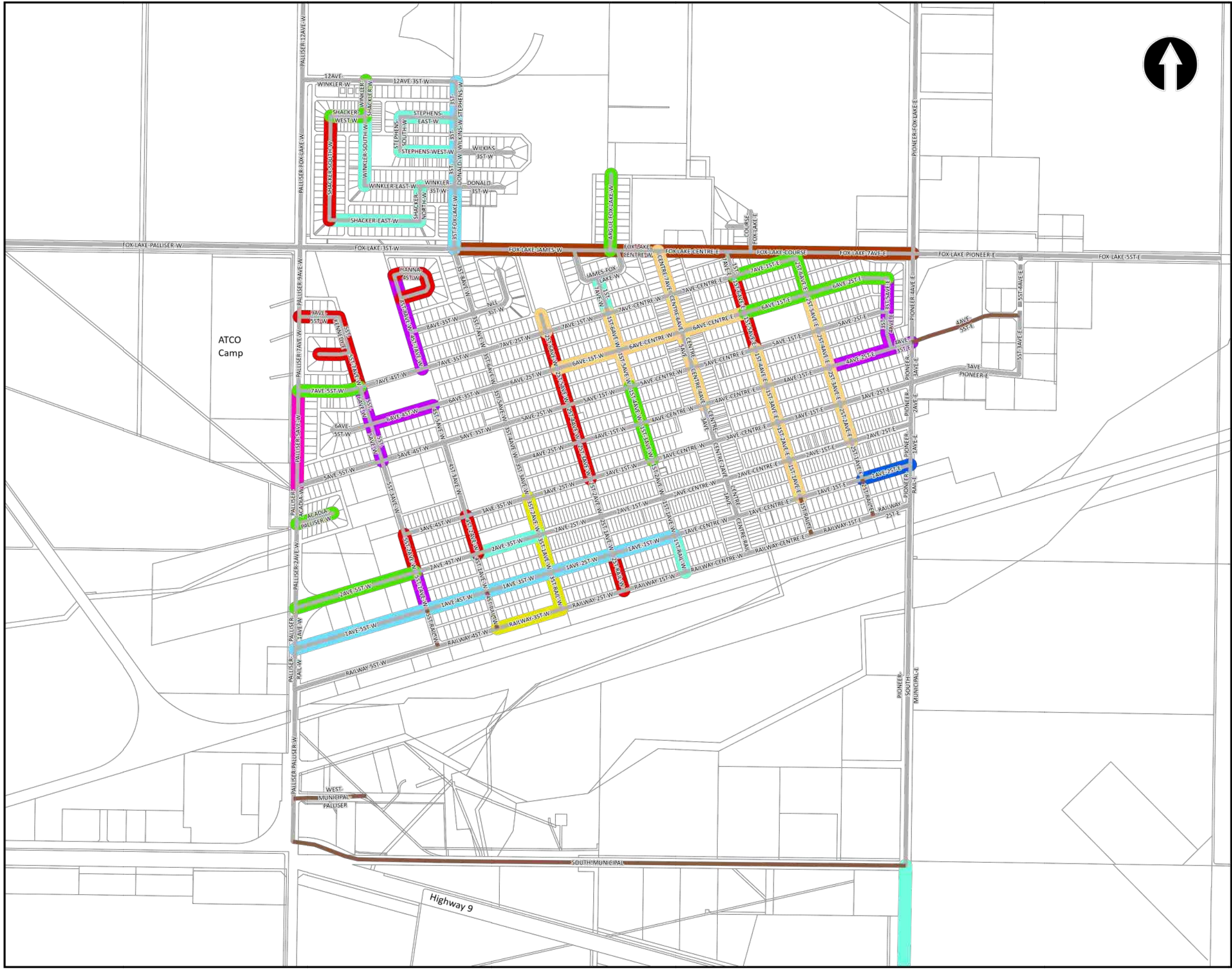
1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAFC, NRCAN
 2. Data Sources: Aitalis, NRCAN, Statistics Canada
 3. Coordinate System: NAD 1983 3TM 111



TITLE
 Existing Stormwater Drainage System Trap Lows
 IMP Update
 Town of Hanna

LOCATION
 Hanna, Alberta

REVIEW
 Drawn by DM on 18 Oct 2023
 Review by SF on 18 Oct 2023



Road Surface Material

- Asphalt
- Gravel
- Half Gravel

Road Overlay by Year

- 2020
- 2016
- 2015
- 2013
- 2011
- 2010
- 2008
- 2006
- 2004
- 2002

Parcel

0 500 m
Scale: 10,000 (ANSI B 11"x17")

- Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAF, NRCAN
- Data Sources: Aitalis, NRCAN, Statistics Canada
- Coordinate System: NAD 1983 3TM 111

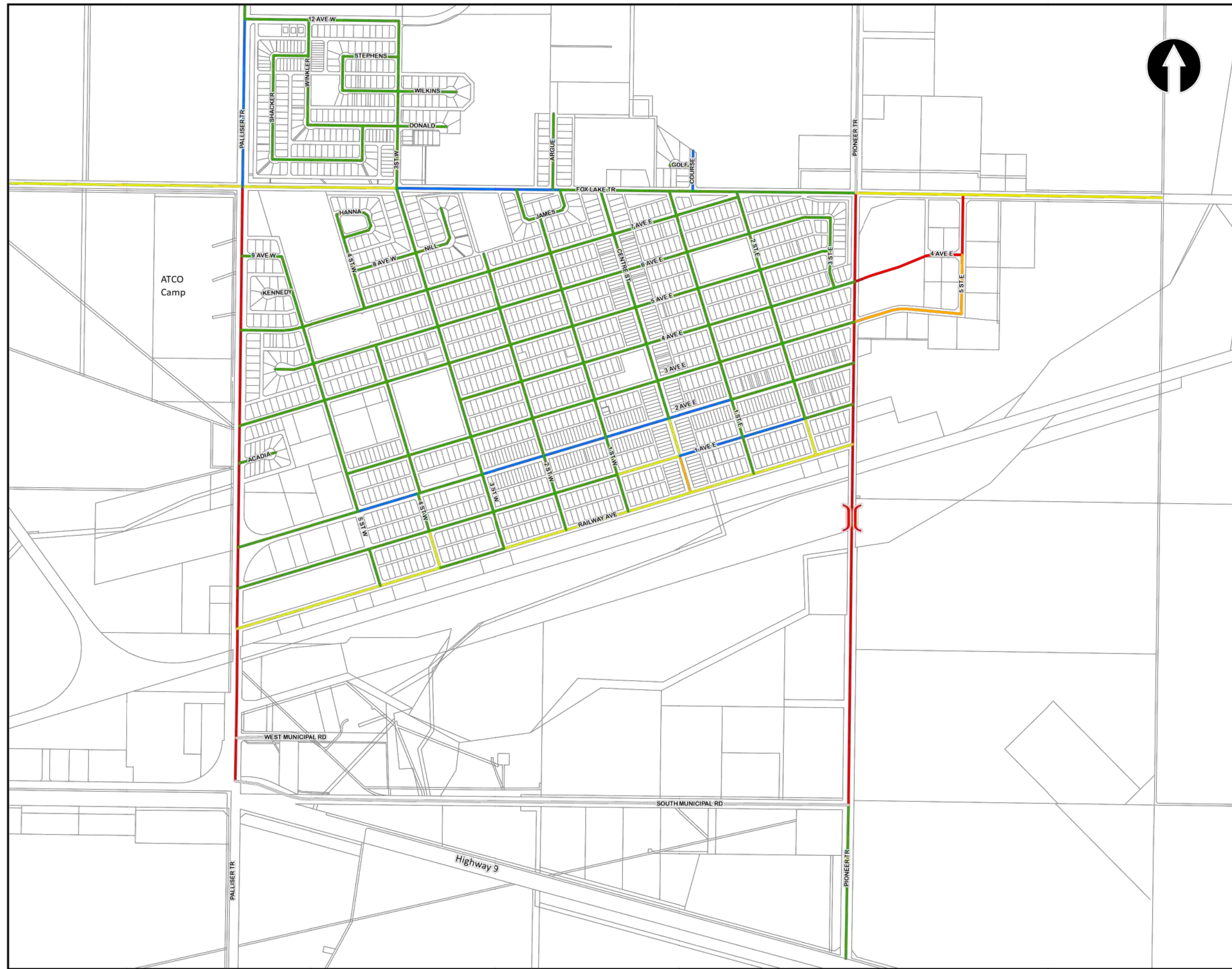


TITLE
Existing Road System - Surface Material and Overlay Year
IMP Update
Town of Hanna

LOCATION
Hanna, Alberta

REVIEW
Drawn by DM on 17 Oct 2023
Review by SF on 17 Oct 2023

JOB	FIGURE	PAGE	DATE
2460-041	5.1	1 / 1	30 June 2023



Road System Priority Categories

- 1 - Immediate (1-3 Years)
- 2 - Short Term (4-5 Years)
- 3 - Medium Term (6-7 Years)
- 4 - Long Term (7-10 Years)
- 5 - Extended Term (10+ Years)
- Gravel Road - Unrated
- Parcel



Scale: 10,000
(ANSI B 11"x17")

1. Background Layers: World Topo Map; Esri, © OpenStreetMap contributors, HERE, Garmin, FAO, USGS, EPA, NPS, AAFC, NRCAN
2. Data Sources: Altalis, NRCAN, Statistics Canada
3. Coordinate System: NAD 1983 3TM 111



TITLE
Existing Road System Priority Categories
 IMP Update
 Town of Hanna

LOCATION	REVIEW
Hanna, Alberta	Drawn by DM on 17 Oct 2023 Review by SF on 17 Oct 2023

JOB	FIGURE	PAGE	DATE
2460-041	5.2	1 / 1	30 June 2023



- Existing Concrete Surface Works**
- Attached Sidewalk Both Sides of Road
 - Attached Sidewalk One Side of Road
 - Separate Sidewalk Both Sides of Road
 - Separate Sidewalk One Side of Road
 - Separate Sidewalk and Attached Sidewalk LP
 - Curb Both Sides of Road
 - Curb One Side of Road
 - No Concrete Surface Works
 - Concrete Replacement Required
 - Parcel



Scale: 10,000
(ANSI B 11"x17")

1. Background Layers: World Topo Map; Esri, © OpenStreetMap contributors, HERE, Garmin, FAO, USGS, EPA, NPS, AAFC, NRCAN
2. Data Sources: Altalis, NRCAN, Statistics Canada
3. Coordinate System: NAD 1983 3TM 111



Asset ID	Street Name	Replace Walk (m)	Replace Curb (m)
3AVE-1ST-E	3AVE	0	5
1AVE-4ST-W	1AVE	0	10
1AVE-3ST-W	1AVE	0	12.5
2AVE-5ST-W	2AVE	0	14
2AVE-4ST-W	2AVE	0	30.5
1AVE-1ST-E	1AVE	0	33
2AVE-2ST-E	2AVE	0	40
2AVE-CENTRE-E	2AVE	0	85
RAILWAY-4ST-W	RAILWAY	0	85
2AVE-2ST-W	2AVE	0	129
7AVE-5ST-W	7AVE	22	22
9AVE-5ST-W	9AVE	25	25
2ST-1AVE-W	2ST	35	35
RAILWAY-2ST-W	RAILWAY	38	0
RAILWAY-CENTRE-W	RAILWAY	52	0
RAILWAY-3ST-W	RAILWAY	166	0

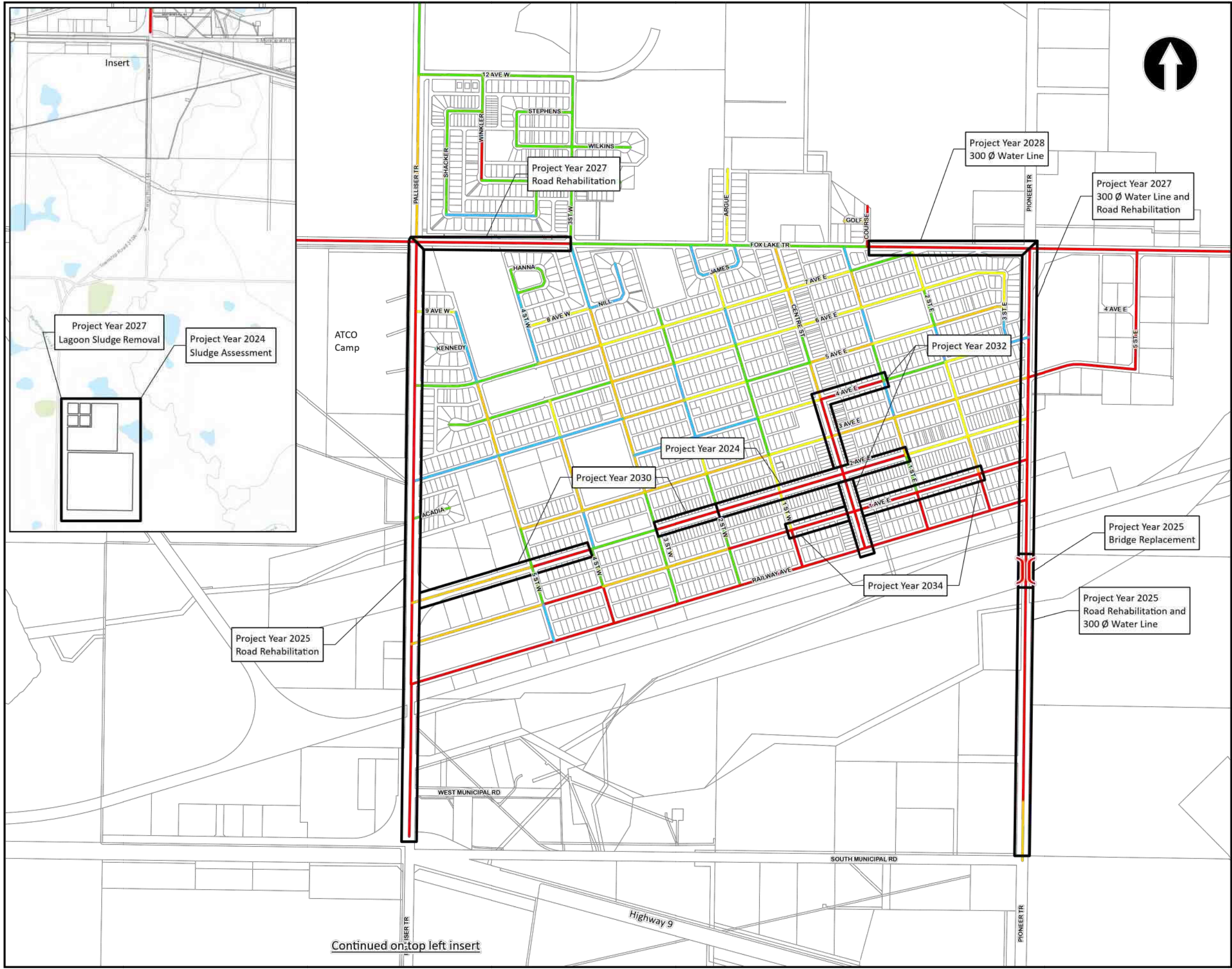


TITLE
Existing Concrete Surface Works
IMP Update
Town of Hanna

LOCATION
Hanna, Alberta

REVIEW
Drawn by DM on 18 Oct 2023
Review by SF on 18 Oct 2023

Path: \\NA-DATA\2460 Town of Hanna\041 Hanna Asset Management\jsthorpe\project\2460-041 IMP Update.aprx | Layout: Fig. 1 - Proposed Projects | Author: dmerrick Date: 22 Jun 2023



Combined Road and Water Priority Assessment

- Low Priority (Green line)
- Medium Priority (Yellow line)
- High Priority (Red line)
- Proposed Projects (Thick black outline)
- Parcel (Thin grey outline)

Scale: 10,000 (ANSI B 11"x17")

0 500 m

1. Background Layers: World Topo Map; Province of Alberta, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, METI/NASA, EPA, USDA, AAF, NRCAN; World Topo Map; Province of Alberta, Esri Canada, Esri, © OpenStreetMap contributors, HERE, Garmin, USGS, NGA, EPA, USDA, NPS, AAF, NRCAN
 2. Data Sources: Altalis, NRCAN, Statistics Canada
 3. Coordinate System: NAD 1983 3TM 111



TITLE
 Proposed Projects
 IMP Update
 Town of Hanna

LOCATION
 Hanna, Alberta

REVIEW
 Drawn by DM on 22 Nov 2023
 Review by SF on 22 Nov 2023

Continued on top left insert

APPENDIX B

Updated Cost Estimates

Town of Hanna

**COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects
SUMMARY**

June 30, 2023

	PROJECT	COST ESTIMATE
1	2nd Ave Infrastructure Replacments 2nd Ave W to 1st Ave E	\$ 5,800,000
2	Palliser Trail Overlay - Hwy 9 to Fox Lake Trail	\$ 1,374,000
3	Pioneer Trail South Overlay - S Municipal Road to Pioneer Bridge	\$ 561,000
4	Pioneer Bridge Replacement	\$ 1,697,000
5	Pioneer Trail South Water Loop - S Municipal Rd to Bridge	\$ 649,000
6	Pioneer Trail North Overlay - Bridge to Fox Lake Trail	\$ 836,000
7	Fox Lake Trail Overlay - Palliseer Tr to 3 St W	\$ 172,000
8	Fox Lake Trail Overlay - Pioneer Trail to Gold Course Rd	\$ 347,000
9	2 Avenue W - Palliser Trail to 4 St W and 3 St W to 2 St W	\$ 2,589,000
10	Center St - Railway Ave to 2nd Ave, 2nd ave to 4th ave, and Center St to	\$ 2,173,000
11	1st Ave - 1st St E to 1st St W	\$ 2,111,000
	TOTAL PROJECTS COST ESTIMATE	\$ 18,309,000

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

2nd Ave Infrastructure Replacements 2nd Ave W to 1st Ave E

	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	TOTAL COST
SCHEDULE A - 2nd ST. W TO CENTRE STREET					
1.0	General				
1.1	Mobilization and Demobilization	1	LS	\$ 200,000.00	\$ 200,000.00
1.2	Traffic Accommodation	1	LS	\$ 40,000.00	\$ 40,000.00
1.3	Care of Water	1	LS	\$ 6,000.00	\$ 6,000.00
1.4	Erosion and Sediment Control	1	LS	\$ 14,000.00	\$ 14,000.00
1.5	Temporary Construction Fence	1	LS	\$ 8,000.00	\$ 8,000.00
SUBTOTAL - GENERAL					\$ 268,000.00
2.0	Deep Utilities				
2.1	Sanitary Bypass Pumping and Temp Piping	1	L.S	\$ 30,000.00	\$ 30,000.00
2.2	Tie to Existing Sanitary Main	7	ea	\$ 2,500.00	\$ 17,500.00
2.3	Remove and Replace Type 5A SRC Manhole (3)	12	V.M.	\$ 2,200.00	\$ 26,400.00
2.4	Remove and Replace PVC SDR35 Sanitary Main				
	300 mm	6	m	\$ 380.00	\$ 2,280.00
	250 mm	470	m	\$ 340.00	\$ 159,800.00
	200 mm	108	m	\$ 280.00	\$ 30,240.00
2.5	150 mm Sanitary Service Connection	35	ea	\$ 500.00	\$ 17,500.00
2.6	150 mm Sanitary Service Pipe	420	m	\$ 200.00	\$ 84,000.00
2.7	Temporary Water Service Internal Plumbing Allowance	1	C.P.B.	\$ 10,000.00	\$ 10,000.00
2.8	Temporary Water Services to Exterior of Buildings	35	ea	\$ 500.00	\$ 17,500.00
2.9	Tie to Existing Water Main	6	ea	\$ 2,500.00	\$ 15,000.00
2.10	Remove and Replace 300 mm PVC C900 Water Main				
	300 mm	16	m	\$ 475.00	\$ 7,600.00
	200 mm	432	m	\$ 380.00	\$ 164,160.00
	150 mm	17	m	\$ 320.00	\$ 5,440.00
2.11	50 mm Water Service Connection	35	ea	\$ 900.00	\$ 31,500.00
2.12	50 mm Water Service Pipe	420	m	\$ 190.00	\$ 79,800.00
2.13	Remove and Replace Gate Valve				
	200 mm	6	ea	\$ 3,800.00	\$ 22,800.00
	150 mm	2	ea	\$ 8,000.00	\$ 16,000.00
2.14	Remove and Replace Fire Hydrant c/w Valve and Lead	1	ea	\$ 12,000.00	\$ 12,000.00
2.15	Tie to Existing Storm Main	1	ea	\$ 2,500.00	\$ 2,500.00
2.16	Remove and Replace Type 5A SRC Manhole (3)	7	V.M.	\$ 2,200.00	\$ 15,400.00
2.17	Remove and Replace 450 mm SDR35 Storm Main	388	m	\$ 400.00	\$ 155,200.00
2.18	Remove and Replace Type 'C' SRC Catch Basin	8	ea	\$ 3,000.00	\$ 24,000.00
2.19	Remove and Replace 300 mm PVC SDR35 Storm Lead	104	m	\$ 220.00	\$ 22,880.00
SUBTOTAL - DEEP UTILITIES					\$ 969,500.00
3.0	Contaminated Soil Management				
3.1	Remove and Dispose Contaminated Soil	7,267	tonne	\$ 50.00	\$ 363,330.00
3.2	Landfill Tipping Fee	7,267	tonne	\$ 19.50	\$ 141,698.70
3.3	Transport and Backfill Uncontaminated Soil	4,037	m ³	\$ 55.00	\$ 222,035.00
SUBTOTAL - CONTAMINATED SOIL MANAGEMENT					\$ 727,100.00
4.0	Surface Works				
4.1	Remove and Dispose of Existing Asphalt	8,410	m ²	\$ 5.00	\$ 42,050.00
4.2	Road Core 400 mm depth below top of asphalt	3,364	m ³	\$ 12.31	\$ 41,403.08
4.3	Subgrade Preparation	7,785	m ²	\$ 3.00	\$ 23,355.00
4.4	Granular Sub-Base 200mm Compacted Depth	7,785	m ²	\$ 20.00	\$ 155,700.00
4.5	Granular Base Course 100mm Compacted Depth	7,785	m ²	\$ 12.00	\$ 93,420.00
4.6	Asphaltic Concrete Mix 'A' c/w Prime (60 mm compacted depth)	7,785	m ²	\$ 24.00	\$ 186,840.00
4.7	Asphaltic Concrete Mix 'B' c/w Tack (40 mm compacted depth)	7,785	m ²	\$ 22.00	\$ 171,270.00
4.8	Remove and Replace 250 mm Standard Profile Curb & Gutter	572	m	\$ 220.00	\$ 125,840.00
4.9	Remove and Replace 250 mm Low Profile Curb & Gutter	295	m	\$ 220.00	\$ 64,900.00
4.10	Bump-out Concrete Sidewalk Fill	625	m ²	\$ 160.00	\$ 100,000.00
4.11	Remove and Dispose of Existing Sidewalk	719	m	\$ 15.60	\$ 11,216.40
	1.70 m Width	0	m	\$ 250.00	\$ -
	2.00 m Width	0	m	\$ 333.33	\$ -
	2.15 m Width	0	m	\$ 358.33	\$ -
4.12	Install Separate Sidewalk				
	1.20 m Width	41	m	\$ 285.00	\$ 11,599.50

	1.70 m Width	68	m	\$ 403.75	\$ 27,535.75
	2.00 m Width	189	m	\$ 475.00	\$ 89,870.00
	2.15 m Width	493	m	\$ 510.63	\$ 251,840.25
4.13	Install Reinforced Concrete Letdown	60	m ²	\$ 280.00	\$ 16,800.00
4.14	Install Wheelchair Ramps	31	ea	\$ 1,800.00	\$ 55,800.00
4.15	Adjustment of Appurtenances				
	Manholes	6	ea.	\$ 1,500.00	\$ 9,000.00
	Valves	8	ea.	\$ 750.00	\$ 6,000.00
4.16	Remove and Replace Signs	25	ea.	\$ 850.00	\$ 21,250.00
4.17	Replace Pavement Line Painting	1	L.S.	\$ 40,000.00	\$ 40,000.00
4.18	Remove and Replace Street Lights (ATCO Lump Sum)	1	L.S.	\$ 331,441.05	\$ 331,441.05
				SUBTOTAL - SURFACE WORKS	\$ 1,877,100.00
5.0	Street Furniture				
5.1	Recycling Containers	8	ea	\$ 2,070.00	\$ 16,560.00
5.2	Litter Containers	8	ea	\$ 1,911.60	\$ 15,292.80
5.3	Bollards	55	ea	\$ 1,488.00	\$ 81,840.00
5.4	Table and Chairs	4	ea	\$ 7,263.00	\$ 29,052.00
5.5	Wind Screen	0	ea	\$ 10,550.00	\$ -
5.5	Benches	5	ea	\$ 3,920.00	\$ 19,600.00
5.6	Bike Racks	6	ea	\$ 500.00	\$ 3,000.00
5.7	Planters	14	ea	\$ 3,938.40	\$ 55,137.60
				SUBTOTAL - STREET FURNITURE	\$ 220,500.00
Schedule A Subtotal					\$ 4,062,200.00
	CONTINGENCY (15%)				\$ 609,300.00
	ENGINEERING, ENVIRONMENTAL, AND MATERIALS TESTING SERVICES				\$ 340,000.00
SCHEDULE A TOTAL					\$ 5,011,500.00

SCHEDULE B - EAST OF CENTRE STREET (PROVISIONAL WORK)					
1.0	General				
1.1	Mobilization and Demobilization	1	LS	\$ 30,000.00	\$ 30,000.00
1.2	Traffic Accommodation	1	LS	\$ 6,000.00	\$ 6,000.00
1.3	Care of Water	1	LS	\$ 900.00	\$ 900.00
1.4	Erosion and Sediment Control	1	LS	\$ 2,100.00	\$ 2,100.00
1.5	Temporary Construction Fence	1	LS	\$ 1,200.00	\$ 1,200.00
				SUBTOTAL - GENERAL	\$ 40,200.00
2.0	Deep Utilities				
2.1	Tie to existing Sanitary Main	1	ea	\$ 2,500.00	\$ 2,500.00
2.2	Remove and Replace 250 mm PVC SDR35 Sanitary Main	88	m	\$ 340.00	\$ 29,920.00
2.3	150 mm Sanitary Service Connection	3	ea	\$ 500.00	\$ 1,500.00
2.4	150 mm Sanitary Service Pipe	83	m	\$ 200.00	\$ 16,685.71
2.5	Temporary Water Service Internal Plumbing Allowance	1	C.P.B	\$ 10,000.00	\$ 10,000.00
2.6	Temporary Water Services to Exterior of Buildings	7	ea	\$ 500.00	\$ 3,500.00
2.7	Tie to Existing Water Main	1	ea	\$ 2,500.00	\$ 2,500.00
2.8	Remove and Replace 150 mm PVC C900	101	m	\$ 320.00	\$ 32,320.00
2.9	Remove and Replace 150 mm Gate Valve	2	ea	\$ 8,000.00	\$ 16,000.00
2.10	50 mm Water Service Connection	3	ea	\$ 900.00	\$ 2,700.00
2.11	50 mm Water Service Pipe	86	m	\$ 190.00	\$ 16,285.71
				SUBTOTAL - DEEP UTILITIES	\$ 133,900.00
3.0	Contaminated Soil Management				
3.1	Remove and Dispose Contaminated Soil	1,359	tonne	\$ 50.00	\$ 67,950.00
3.2	Landfill Tipping Fee	1,359	tonne	\$ 19.50	\$ 26,500.50
3.3	Transport and Backfill Uncontaminated Soil	755	m ³	\$ 55.00	\$ 41,525.00
				SUBTOTAL - CONTAMINATED SOIL MANAGEMENT	\$ 136,000.00
4.0	Surface Works				
4.1	Remove and Dispose of Existing Asphalt	1,480	m ²	\$ 5.00	\$ 7,400.00
4.2	Road Core 400 mm depth below top of asphalt	592	m ³	\$ 14.15	\$ 8,379.28
4.3	Subgrade Preparation	1,660	m ²	\$ 3.00	\$ 4,980.00
4.4	Granular Sub-Base 200mm Compacted Depth	1,660	m ²	\$ 23.00	\$ 38,180.00
4.5	Granular Base Course 100mm Compacted Depth	1,660	m ²	\$ 12.00	\$ 19,920.00
4.6	Asphaltic Concrete Mix 'A' c/w Prime (60 mm compacted depth)	1,660	m ²	\$ 27.60	\$ 45,816.00
4.7	Asphaltic Concrete Mix 'B' c/w Tack (40 mm compacted depth)	1,660	m ²	\$ 22.00	\$ 36,520.00
4.8	Remove and Replace 250 mm Standard Profile Curb & Gutter	169	m	\$ 220.00	\$ 37,180.00

4.9	Remove and Dispose of Existing Sidewalk	156	m	\$ 15.60	\$ 2,433.60
4.10	Install Separate Sidewalk				
	1.10 m Width	62	m	\$ 261.25	\$ 16,093.00
	1.70 m Width	110	m	\$ 403.75	\$ 44,412.50
4.11	Install Reinforced Concrete Letdowns	25	m ²	\$ 220.00	\$ 5,500.00
4.12	Install Wheelchair Ramps	2	ea.	\$ 1,800.00	\$ 3,600.00
4.13	Remove and Replace Signs	2	ea.	\$ 850.00	\$ 1,700.00
4.14	Remove and Replace Street Lights (ATCO Lump Sum)	1	L.S.	\$ 50,000.00	\$ 50,000.00
SUBTOTAL - SURFACE WORKS					\$ 322,100.00
Schedule B Subtotal					\$ 632,200.00
CONTINGENCY (15%)					\$ 94,800.00
ENGINEERING, ENVIRONMENTAL, AND MATERIALS TESTING SERVICES					\$ 52,000.00
SCHEDULE B TOTAL					\$ 779,000.00
GRAND TOTAL					\$ 5,800,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Palliser Trail Overlay - Hwy 9 to Fox Lake Trail

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Palliser Trail Overlay - Hwy 9 to Fox Lake Trail				
Mobilization	1	L.S.	\$ 99,000.00	\$ 99,000.00
Cold Milling Asphalt Pavement	20830	m ²	\$ 5.00	\$ 104,150.00
Concrete Curb and Gutter - Remove and Replace	190	m	\$ 250.00	\$ 47,500.00
Asphalt Concrete Pavement	4460	tonne	\$ 110.00	\$ 490,600.00
Crack Repair	1	L.S.	\$ 119,500.00	\$ 119,500.00
Bi-axial Fibreglass Geogrid	14970	m ²	\$ 15.00	\$ 224,550.00
				\$ -
Subtotal				\$ 1,085,300.00
CONTINGENCY/EXTRA WORK				\$ 208,000.00
ENGINEERING - CONSTRUCTION ONLY				\$ 80,700.00
TOTAL				\$ 1,374,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Pioneer Trail South Overlay - S Municipal Road to Pioneer Bridge

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Pioneer Trail South Overlay - S Municipal Road to Pioneer Bridge				
Mobilization	1	L.S.	\$ 38,000.00	38,000.00
Cold Milling Asphalt Pavement	8770	m ²	\$ 5.00	43,850.00
Concrete Curb and Gutter - Remove and Replace	0	m	\$ 250.00	-
Asphalt Concrete Pavement	1840	tonne	\$ 110.00	202,400.00
Crack Repair	1	L.S.	\$ 49,000.00	49,000.00
Bi-axial Fibreglass Geogrid	5930	m ²	\$ 15.00	88,950.00
Subtotal				\$ 422,200.00
CONTINGENCY/EXTRA WORK				\$ 98,800.00
ENGINEERING (CONSTRUCTION ONLY)				\$ 40,000.00
TOTAL				\$ 561,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Pioneer Bridge Replacement

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	COST
Pioneer Bridge Replacement				
1 Mobilization / Demobilization	1	L.S.	111,000.00	\$ 111,000.00
2 Site Isolation	1	L.S.	25,000.00	\$ 25,000.00
3 Environmental	26	days	10,000.00	\$ 260,000.00
4 Demolition & Removal	1	L.S.	100,000.00	\$ 100,000.00
5 Excavation	1	L.S.	80,000.00	\$ 80,000.00
6 Bridge Construction	1	L.S.	600,000.00	\$ 600,000.00
7 Pavement	1	L.S.	40,000.00	\$ 40,000.00
SUBTOTAL				\$ 1,216,000.00
CONSTRUCTION CONTINGENCY ALLOWANCE (25%)				\$ 304,000.00
DESIGN ENGINEERING				\$ 73,000.00
CONSTRUCTION ENGINEERING				\$ 104,000.00
TOTAL				\$ 1,697,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Pioneer Trail North Overlay - Bridge to Fox Lake Trail

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
Pioneer Trail North Overlay - Bridge to Fox Lake Trail					
1	Mobilization and Demobilization	1	LS	\$ 30,000	\$ 30,000
2	Temporary Water Servicing	0	LS	\$ 500	\$ -
3	Asphalt Removal and Disposal	6400	m2	\$ 5	\$ 32,000
4	300mm Water Main	650	m	\$ 475	\$ 308,750
5	Tie-in to Existing Water Main	2	each	\$ 2,500	\$ 5,000
6	300mm gate valves	12	each	\$ 6,000	\$ 72,000
7	Asphalt Concrete Pavement	752	Tonne	\$ 110	\$ 82,720
8	Bi-axial Fibreglass Geogrid	3400	m2	\$ 15	\$ 51,000
SUBTOTAL					\$ 581,000
CONTINGENCY (25%)					\$ 145,300.00
ENGINEERING (15%)					\$ 108,900.00
TOTAL					\$ 836,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Pioneer Trail South Water Loop - S Municipal Rd to Bridge

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
Pioneer Trail South Water Loop - S Municipal Rd to Bridge					
1.0	General				
1.1	Mobilization and Demobilization	1	LS	\$ 23,000.00	\$ 23,000.00
1.2	Traffic Accommodation	1	LS	\$ 10,000.00	\$ 10,000.00
1.3	Care of Water	1	LS	\$ 5,000.00	\$ 5,000.00
1.4	Erosion and Sediment Control	1	LS	\$ 15,000.00	\$ 15,000.00
1.5	Temporary Construction Fence	1	LS	\$ 8,000.00	\$ 8,000.00
SUBTOTAL - GENERAL					\$ 61,000.00
2.0	Deep Utilities				
2.1	Tie to Existing Water Main	3	ea	\$ 2,500.00	\$ 7,500.00
2.2	Install 300 mm PVC C900 Water Main	755	m	\$ 475.00	\$ 358,700.00
2.3	Install 300 mm Gate Valve	4	ea	\$ 6,000.00	\$ 24,000.00
SUBTOTAL - DEEP UTILITIES					\$ 390,200.00
Subtotal					\$ 451,200.00
CONTINGENCY (25%)					\$ 112,800.00
ENGINEERING (15%)					\$ 84,600.00
TOTAL					\$ 649,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Fox Lake Trail Overlay - Palliseer Tr to 3 St W

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
Fox Lake Trail Overlay - Palliseer Tr to 3 St W					
1	Mobilization and Demobilization	1	LS	\$ 7,000	\$ 7,000
2	Crack Repair	1	LS	\$ 9,800	\$ 9,800
3	Concrete Curb and Gutter - Remove and Replace	0	m	\$ 250	\$ -
4	Asphalt Removal and Disposal	3100	m2	\$ 5	\$ 15,500
5	Asphalt Concrete Pavement	365	Tonne	\$ 110	\$ 40,150
6	Bi-axial Fibreglass Geogrid	3100	m2	\$ 15	\$ 46,500
SUBTOTAL					\$ 119,000
CONTINGENCY (25%)					\$ 29,800.00
ENGINEERING (15%)					\$ 22,300.00
TOTAL					\$ 172,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Fox Lake Trail Overlay - Pioneer Trail to Gold Course Rd

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
Fox Lake Trail Overlay - Pioneer Trail to Gold Course Rd					
1	Mobilization and Demobilization	1	LS	\$ 10,000	\$ 10,000
2	Temporary Water Servicing	0	LS	\$ 500	\$ -
3	Asphalt Removal and Disposal	0	m2	\$ 5	\$ -
4	Remove 100 mm, replace with 300mm Water Main	425	m	\$ 475	\$ 201,875
5	Tie-in to Existing Water Main	2	each	\$ 2,500	\$ 5,000
6	300mm gate valves	4	each	\$ 6,000	\$ 24,000
7	Concrete Curb and Gutter - Remove and Replace	0	m	\$ 250	\$ -
8	Asphalt Concrete Pavement	0	Tonne	\$ 110	\$ -
9	Crack Repair	0	LS	\$ 9,900	\$ -
9	Bi-axial Fibreglass Geogrid	0	m2	\$ 15	\$ -
SUBTOTAL					\$ 241,000
CONTINGENCY (25%)					\$ 60,300.00
ENGINEERING (15%)					\$ 45,200.00
TOTAL					\$ 347,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

2 Avenue W - Palliser Trail to 4 St W and 3 St W to 2 St W

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
2 Avenue W - Palliser Trail to 4 St W and 3 St W to 2 St W					
1	Mobilization and Demobilization	1	LS	\$ 160,000	\$ 160,000
2	Temporary Water Servicing	21	LS	\$ 500	\$ 10,500
3	Asphalt Removal and Disposal	9350	m2	\$ 5	\$ 46,750
4	Remove and Replace 200mm PVC SDR35 Sanitary Sewer	180	m	\$ 280	\$ 50,400
5	Remove and Replace 250mm PVC SDR35 Sanitary Sewer	225	m	\$ 340	\$ 76,500
6	Remove and Replace 300mm PVC SDR35 Sanitary Sewer	260	m	\$ 380	\$ 98,800
7	150 mm Sanitary Service Connection	21	ea	\$ 500.00	\$ 10,500.00
8	Remove and Replace Type 'C' SRC Catch Basin	2	ea	\$ 3,000.00	\$ 6,000.00
9	Remove and Replace 150mm Water Main with 200mm	665	m	\$ 380	\$ 252,700
10	Tie-in to Existing Water Main	4	each	\$ 2,500	\$ 10,000
11	Remove and Replace 450 mm SDR35 Storm Main	170	m	\$ 400.00	\$ 68,000.00
12	Reconnect and replace Ex Wastewater Services	2	each	\$ 2,500	\$ 5,000
13	Remove and Replace 200mm gate valves	8	each	\$ 5,000	\$ 40,000
14	Remove and Replace Fire Hydrant	1	each	\$ 12,000	\$ 12,000
15	Remove and Replace Type 5A SRC Manholes	21	vm	\$ 2,200	\$ 46,200
16	Tie Ex Sanitary Sewer to Manholes	4	each	\$ 2,500	\$ 10,000
17	Road Core	9350	m2	\$ 5	\$ 46,750
18	Subgrade Preparation	9350	m2	\$ 3.0	\$ 28,050
19	Sub-Base Gravel (300mm compacted to 98% SPD)	9350	m2	\$ 30	\$ 280,500
20	Base Gravel (50mm compacted to 98% SPD)	9350	m2	\$ 12	\$ 112,200
21	Asphaltic Concrete Mix 'A' c/w Prime (60 mm compacted depth)	9350	m2	\$ 24	\$ 224,400
22	Asphaltic Concrete Mix 'B' c/w Tack (40 mm compacted depth)	9350	m2	\$ 22	\$ 205,700
SUBTOTAL					\$ 1,801,000
CONTINGENCY (25%)					\$ 450,300.00
ENGINEERING (15%)					\$ 337,700.00
TOTAL					\$ 2,589,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

Center St - Railway Ave to 2nd Ave, 2nd ave to 4th ave, and Center St to 1st St on 4th Ave

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
Center St - Railway Ave to 2nd Ave, 2nd ave to 4th ave, and Center St to 1st St on 4th Ave					
1	Mobilization and Demobilization	1	LS	\$ 140,000	\$ 140,000
2	Temporary Water Servicing	28	LS	\$ 500	\$ 14,000
3	Asphalt Removal and Disposal	8000	m2	\$ 5	\$ 40,000
4	Remove and Replace 200mm PVC SDR35 Sanitary Sewer	465	m	\$ 280	\$ 130,200
5	150 mm Sanitary Service Connection	28	ea	\$ 500.00	\$ 14,000.00
6	Remove and Replace 150mm Water Main	310	m	\$ 320	\$ 99,200
7	Remove 100mm and Replace with 150mm Water Main	465	m	\$ 320	\$ 148,800
8	Tie-in to Existing Water Main	12	each	\$ 2,500	\$ 30,000
9	Remove and Replace 150mm gate valves	12	each	\$ 8,000	\$ 96,000
10	Replace Fire Hydrant	1	each	\$ 12,000	\$ 12,000
11	Remove and Replace Type 5A SRC Manholes	3	vm	\$ 2,200	\$ 6,600
12	Tie Ex Sanitary Sewer to Manholes	5	each	\$ 2,500	\$ 12,500
13	Road Core	8000	m2	\$ 5	\$ 40,000
14	Subgrade Preparation	8000	m2	\$ 3.0	\$ 24,000
15	Sub-Base Gravel (300mm compacted to 98% SPD)	8000	m2	\$ 30	\$ 240,000
16	Base Gravel (50mm compacted to 98% SPD)	8000	m2	\$ 12	\$ 96,000
17	Asphaltic Concrete Mix 'A' c/w Prime (60 mm compacted depth)	8000	m2	\$ 24	\$ 192,000
18	Asphaltic Concrete Mix 'B' c/w Tack (40 mm compacted depth)	8000	m2	\$ 22	\$ 176,000
SUBTOTAL					\$ 1,511,000
CONTINGENCY (25%)					\$ 377,800.00
ENGINEERING (15%)					\$ 283,300.00
TOTAL					\$ 2,173,000.00

Town of Hanna
COST ESTIMATE - Water & Wastewater Pipeline Replacement Projects

1st Ave - 1st St E to 1st St W

DESCRIPTION		QUANTITY	UNIT	UNIT PRICE	COST
1st Ave - 1st St E to 1st St W					
1	Mobilization and Demobilization	1	LS	\$ 130,000	\$ 130,000
2	Temporary Water Servicing	42	LS	\$ 500	\$ 21,000
3	Asphalt Removal and Disposal	7300	m2	\$ 5	\$ 36,500
4	Remove and Replace 200mm PVC SDR35 Sanitary Sewer	520	m	\$ 280	\$ 145,600
5	150 mm Sanitary Service Connection	42	ea	\$ 500.00	\$ 21,000.00
6	Remove and Replace Type 'C' SRC Catch Basin	4	ea	\$ 3,000.00	\$ 12,000.00
7	Remove and Replace 150mm Water Main	520	m	\$ 320	\$ 166,400
8	Remove and Replace Type 5A SRC Manholes	6	each	\$ 2,200	\$ 13,200
9	Tie-in to Existing Water Main	8	each	\$ 2,500	\$ 20,000
10	Remove and Replace 600 mm SDR35 Storm Main	290	m	\$ 400.00	\$ 116,000.00
11	Reconnect and replace Ex Wastewater Services	2	each	\$ 2,500	\$ 5,000
12	150mm gate valves	8	each	\$ 8,000	\$ 64,000
13	Replace Fire Hydrant	0	each	\$ 12,000	\$ -
14	Remove and Replace Type 5A SRC Manholes	3	vm	\$ 2,200	\$ 6,600
15	Tie Ex Sanitary Sewer to Manholes	4	each	\$ 2,500	\$ 10,000
16	Road Core	7300	m2	\$ 5	\$ 36,500
17	Subgrade Preparation	7300	m2	\$ 3.0	\$ 21,900
18	Sub-Base Gravel (300mm compacted to 98% SPD)	7300	m2	\$ 30	\$ 219,000
19	Base Gravel (50mm compacted to 98% SPD)	7300	m2	\$ 12	\$ 87,600
20	Asphaltic Concrete Mix 'A' c/w Prime (60 mm compacted depth)	7300	m2	\$ 24	\$ 175,200
21	Asphaltic Concrete Mix 'B' c/w Tack (40 mm compacted depth)	7300	m2	\$ 22	\$ 160,600
SUBTOTAL					\$ 1,468,000
CONTINGENCY (25%)					\$ 367,000.00
ENGINEERING (15%)					\$ 275,300.00
TOTAL					\$ 2,111,000.00

Date: February 13, 2024

Agenda Item No: 09.02

Hanna Municipal Library Board Member Appointment

Recommended Motion

That Council approves the appointment of Michelle Daviau to the Hanna Municipal Library Board as a Citizen at Large Member for a term ending October 31, 2026.

Background

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

The Library Board recommended the appointment of Peggy Sauter and Karen Gordon which was ratified by Council at the October 2023 Organizational Meeting, leaving one vacancy.

The Library Board at their January 8, 2024 Meeting recommend to Council the appointment of Michelle Daviau to serve a 2 ½ year term which would end on October 31, 2026.

<u>COMMITTEE OR BOARD</u>	<u>CURRENTLY</u>	<u>INITIAL APPOINTMENT</u>	<u>TERM ENDING</u>
HANNA LIBRARY BOARD (3-year term)			
Elaine Johnson	Nov 2021	Nov 2021	Oct 2024
Ricardo Hoar	Nov 2018	Oct 2021	Oct 2024
Carolyn Mammel	Nov 2018	Oct 2021	Oct 2024
Jean Lypka	Oct 2019	Oct 2022	Oct 2025
Sheila Taylor	Oct 2022	Oct 2022	Oct 2025
Andrea Wheat	Oct 2022	Oct 2022	Oct 2025
Peggy Sauter	Mar 2021	Oct 2023	Oct 2026
Karen Gordon	Oct 2023	Oct 2023	Oct 2026
Michelle Daviau	Feb 2024	Feb 2024	Oct 2026



Communications

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

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

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. Minutes – Regular Meeting of the Library Board – January 8, 2024
 - a. Section 8-C New Business Board Application

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Regular Meeting
Town of Hanna Library Board
Monday, January 8, 2024

Time: **4:30 pm**

Location: **Library Board Room**

Present: Director Jenn Steinbrecker, Jean Lypka, Sheila Taylor, Peggy Sauter, Sandra Murphy, Elaine Johnston, Carol Mammel

Regrets: Ricardo Hoar, Andrea Wheat, Karen Gordon

Quorum Declaration: Sheila, Vice Chair

Call to Order Time: 4:35 pm

1. Agenda

- a) Additions and/or Deletions
- b) **Motion to Adopt Agenda as circulated.**

Motion: Peggy Second: Sandra Carried

2. Previous Meeting Minutes

- a) Additions and/or Deletions
- b) Motion to Adopt **November 27, 2023** Minutes

MOTION: to adopt November 27, 2023 Minutes as circulated.

Motion: Elaine Second: Peggy Carried

3. Public Presentation - None

4. Consent Agenda

- a) Statistical Summary – November and December
- b) Gate Count
- c) Do Something Good Application – Imagination Library
- d) TD SRC

MOTION: to approve the consent agenda.

Motion: Peggy Second: Carol Carried

5. Financial / Treasurer's Report to December 31, 2023

MOTION: to accept all Financial / Treasurer's Reports as presented.

Motion: Elaine Second: Sandra Carried
ACTION: Elaine to do Financials tutorial next meeting.

6. Reports

- a) Chair's Report – None
- b) Director's Report – Jenn

MOTION to adopt Director's report.

Motion: Carol Second: Elaine Carried

- c) Committee Reports
 - Advocacy Committee – Peggy (Meeting set for Friday, Jan. 19 at 10:00 am)
 - Personnel Committee - None
 - Policy Committee - None
- d) Trustee Report – Sandra

7. Old Business

- a) Making a Difference – Tot and Me Book Club

MOTION that Jenn move forward with submitting application as presented.

Motion: Sandra Second: Peggy Carried

- b) Canada Summer Jobs – Application filed
- c) Salary Grid – Motion to accept the presented Salary Grid

MOTION to accept Salary Grid as presented.

Motion: Jean Second: Carol Carried

- d) Special Areas Mill Grant
- e) Community Services Grant

MOTION to accept Old Business reports as presented.

Motion: Peggy Second: Carol Carried

8. New Business

- a) Extending Thursday Hours

MOTION to extend Thursday hours from 10 – 4 to 10 – 6 to accommodate a Sensory Hour.

Motion: Sandra Second: Elaine Carried

- b) Annual Report
- c) Board Application

MOTION to recommend that Michelle Daviau be approved as a Hanna Municipal Library Board member.

Motion: Elaine Second: Sandra Carried

- d) PLSB Grant – Skill Development in Rural Alberta

MOTION to move forward with the Grant Application as presented and approved in principal.

Motion: Elaine Second: Carol Carried

- e) APEX donation - **ACTION: Jen will send a Thank-you.**
- f) New Printer

MOTION to approve the purchase of the HP Color LaserJet MFP M480f Printer from Bowerstone PC for \$1522.50 as per their quote (lowest bid), and to ask if 3-year warranty is an option, and if so, the price difference.

Motion: Sheila Second: Peggy Carried
(Sandra abstained from this vote due to conflict of interest.)

9. **In Camera Session - none**

10. **Round Table Discussion**

11. **Next Library Board Meeting:** Feb. 26, 2024 @ 4:30 pm

12. **Adjournment:** Time: 6:20 pm **Motion to adjourn – Peggy Carried unanimously.**

Consent Agenda

Organizations having a large number of routine matters to approve often save time by use of consent agenda. The chair allows time for the members to read the list to determine if it includes any matters on which they have a question, or which they would like to discuss or oppose. Any member has a right to remove any item from the consent agenda, in which case it is transferred to the regular agenda so that it may be considered and voted on separately. The remaining items are then unanimously approved en bloc (asa whole) without discussion, saving the time that would be required for individual votes.

- Sturgis, 2011

Secretary 

Date Jan 11, 2024

Chairperson 

Date Jan 11/24

Date: February 13, 2024

Agenda Item No: 09.03

2023 Taxation Report

Recommended Motion

That Council accepts the 2023 Taxation Report for Information.

Background

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

Tax payment deadline was August 31, 2023, and as of that date the 2023 taxes outstanding were \$828,829.29, versus the outstanding taxes on August 31, 2022, of \$718,347.86.

Penalties in the amount of \$9,625.89 were applied on September 1st, 2023 and \$5,302.89 on October 1st, 2023 (4% of current levy balance).

As of August 31, 2023, it was anticipated that of the outstanding taxes there would be a further payment of taxes from those property owners on the monthly pre-authorized payment plan in the amount of \$445,602.44 by the end of December, leaving an estimated amount of outstanding taxes at year-end of \$383,226.85 if no additional payments were made. Comparisons of outstanding taxes as of December 31st are as follows:

- December 31, 2023 the outstanding taxes were \$109,833.70
- December 31, 2022 the outstanding taxes were \$74,690.86
- December 31, 2021 the outstanding taxes were \$106,742.30
- December 31, 2020 the outstanding taxes were \$329,303.08

Letters continue to be sent regularly to property owners advising of the balance owing.

Date: February 13, 2024

Agenda Item No: 09.04

Advertising Plan Amendment

Recommended Motion

That Council approves the Advertising Plan Amendments listed below as a result of the loss of the Hanna Sentinel.

- Produce a weekly flyer to be delivered to-mailboxes covering Hanna and rural area (s) effective Wednesday February 21st.
- Statutory notices to be included in the weekly flyer as well as the ECA Review.
- Cease the production of the bi-monthly utility newsletter.

Background

2023 saw changes to how printed information was provided to Hanna & area residents:

Feb 2023: Hanna Herald ceased providing a printed newspaper.

March 2023 Council approved bylaw 1030-2023 Advertising Bylaw and Promotions and Advertising Plan to address Section 606.1 of the Municipal Government Act which states that Council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolutions, meetings, public hearing and other things referred to in Section 606.

April 19: Town of Hanna begins a pilot project which included a weekly ad in the ECA Review as well as a weekly flyer in mailboxes. Because the ECA Review requested a 6-month commitment to secure a reduced rate, the intent was to provide both the flyer and the ECA review and try to assess which method was better received and read by Hanna & area residents.

July 26: The Hanna Sentinel released the first issue.

Aug 2023: Weekly flyer was discontinued.

Oct 2023: Weekly ad in ECA Review was discontinued.

Jan 31, 2024: Hanna Sentinel ceases operation.



Administration wants to remind Council of the purpose behind newspaper/print advertising and why it is used in the first place. Other than the required statutory notices, as outlined in section 606 of the MGA, print advertising is a tool to attempt to reach those residents who do not use the internet or social media and want to be informed about Town programs, events, meetings, facility openings/closings, etc.

Under Section 606 of the Municipal Government Act, Council must give notice of resolutions, meetings, elections, certain bylaws, 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 of by another method provided in a bylaw under Section 606.1 of the Municipal Government Act.

Vendor	Hanna Herald	ECA Review	Flyer	Harvest Sky Sentinel	The Coffee Break
Commitment	n/a	Apr 19 – Oct 11	None	None	
Size	Full page	4.65" x 7.25"	8.5" x 11" double sided	Full page 9.4" x 14.4"	4.8" x 6.3"
Color	Full color	Black & White	Mixed	Full color	Full color
Circulation	50-500	26,285 of which 1,694 are in the Hanna postal area	Averages 1300 and covers Hanna, Byemoor, Craigmyle, Delia, Cessford.	2000 + Oyen	400 copies in 57 locations
Weekly cost 2023	\$365.00	\$345.80	\$435	\$365	\$302

Summary: For the difference in price, the Mail Drop got more reaction and feedback than the ECA Review, however, it also takes more time to produce.

Due to the size limitation of the ECA Review being ¼ page, many of the things the Town would typically include in a print ad would be excluded. Examples of things that were not included in the ECA Review due to size limits, but were included in the 12 weeks of flyer distribution include:

- Municipal Enforcement reminders (unsightly & parking)
- Compost Pickup
- Call for Volunteers for Boards and Committees
- Garth Hanlon Swim Challenge
- Airport Closure (drag races)



Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer



Town of Hanna

Promotions & Advertising

February 2024

This document is broken into three sections:

- Section One: Communication Channels Available currently in use.
- Section Two: Sample of examples of the different information we communicate broken into categories.
- Section Three: Matrix of what category will be promoted and where (*at a minimum*).

Section One: Methods of Communication

The following channels are available effective Jan 2024.

- Newspapers for fee (ECA Review, Drumheller Mail, The Coffee Break)
- Website hanna.ca/news
- eNews: Electronic Newsletter
- Community Calendar (<https://hanna.ca/events>)
- Digital Kiosk
- Utility Newsletter
- Facebook and/or Twitter
- Posters/Handouts
- Mail Drop
- Notification Alerts by text and phone
- Paid signage



Section Two: Information We Communicate

Statutory Notice Examples

- Notice of Proposed Bylaws
- Notice of Proposed Resolution
- Notice of a meeting, public hearing, or other things at least 5 days prior
- Elections
- Notice of nomination day
- Notice of advance votes
- Public Hearings
- Notice of Development as per Land Use Bylaw 1029-2023 section 5.5.2(b)- decision comes into effect 21 days after the date the notice is published.
- Notice of Public Auction

Non-Statutory Examples

- Proclamations
- Council Meetings, Regular, Information, Cancellations.
- Employment Ads
- Annual Financial Statements and Budgets
- Tenders, bids and request for quote.

Operational Examples

- Snow Removal and street cleaning
- Skating Schedules & open ice
- Pool Schedules
- Closures and hours of operation
- Assessment Open House
- Drive Happiness
- Board & Committees prior to Council org meeting
- Educational Information (tax notices, bylaw)
- Mayor's Message
- Holiday Greetings

Events where the Town of Hanna is the lead organizer

- Major events such as Canada Day, Senior's Week, Gord Bamford, Music in the Park
- Minor events such as Kickboxing, Registration Fair, CSB Board Grants,
- Community Youth Funding available and how to donate.



Events where the Town of Hanna is a partner or sponsor

- Community Choir, Community Volunteer Income Tax Program, Youth Club Movies, Dances, Teen Fair, Babysitter Safety
- Alberta Emergency Alerts and Test Alerts
- Dutch Elm Ban
- KidSport funding available and how to donate.
- Christmas Dinner

Community Not-For-Profit Events

- Turkey Suppers, Pancake Breakfasts, Christmas Services, Library news, events and book club, Drag Races, Hanna Indoor Pro Rodeo, Hand Hills Rodeo, Alberta Health Services events and messages (Mammography, Man Van, Dementia care)
- Events are frequently submitted by neighboring communities: Scapa, Youngstown, Pollockville, Craigmyle, Delia.

Operational Emergent

- Water line breaks
- As requested by the CAO or the DEM



Section Three: At A Glance

Type of Information	Text Notification	Website News & Electronic Newsletter	Community Events Calendar	Facebook and/or Twitter	Kiosk	Posters and/or Handouts Inc School	ECA Review	Flyer by Mail
Statutory Notices		✓		✓	✓		✓	✓
Employment & Tenders		✓		✓	✓		✓	✓
Non Statutory		✓	✓	✓	✓			✓
Proclamation Requests		✓	✓	✓	✓			✓
Operational	✓	✓	✓	✓	✓		✓	✓
Emergent Operational	✓	✓		✓	✓			✓
Events ToH		✓	✓	✓	✓	✓	✓	✓
Events ToH Supported		✓	✓	✓	✓	✓		✓
Events Community		✓	✓	✓	✓			✓



Things that fall into these categories will be promoted using the indicated channel



May or may not be promoted using this method as there are some considerations including budget and timing.



As per budget

January 2024

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

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

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

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

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

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

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

PART I BYLAW TITLE

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

PART II DEFINITIONS

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

PART III ADVERTISING METHODS

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

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

PART IV SEVERABILITY

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

PART V REVIEW AND ENACTMENT

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

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

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

PUBLIC HEARING HELD THIS 14TH DAY OF MARCH 2023.

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

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

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Date: February 13, 2024

Agenda Item No: 09.05

Uncollectable Accounts

Recommended Motion

That Council authorize the Chief Administrative Officer to:

- declare 12 utility accounts in the amount of \$2,524.47 as uncollectable and remove the funds from the utility receivable account.
- Declare 7 accounts receivable accounts in the amount of \$3,418.23 as uncollectable and remove the funds from the trade receivable account.

Background

There are 12 utility accounts that administration has determined to be uncollectable:

1. Account 17201	\$365.26
2. Account 59405	\$85.74
3. Account 62013	\$237.25
4. Account 94004	\$84.70
5. Account 77912	\$231.77
6. Account 8200	\$39.02
7. Account 93403	\$66.38
8. Account 109600	\$163.66
9. Account 116304	\$94.84
10. Account 119909	\$448.97
11. Account 152512	\$648.94
12. Account 158604	\$57.94

Administration has followed procedures to obtain the funds but determined that they are uncollectable due to a bankruptcy, the sale of properties or relocation to another community.

There are 7 trade receivable accounts that administration has determined to be uncollectable:

1. Account 1397	\$497.50
2. Account 1908	\$84.60
3. Account 2082	\$25.00
4. Account 2421	\$277.22



- 5. Account 376 \$20.00
- 6. Account 2086 \$40.79
- 7. Account 890 \$2,473.12

Administration has followed procedures to obtain the funds but determined that they are uncollectable due to sale of properties, billing discrepancies or relocation to another community.

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

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

Date: February 13, 2024

Agenda Item No: 09.06

Sale – Surplus Kitchen Equipment

Recommended Motion

That Council authorize the Chief Administrative Officer to offer for sale and advertised locally, the following items determined to be surplus to the operation of the Town of Hanna:

- 1) Community Centre Convection Oven
- 2) Community Centre Grill/Oven

by sealed bids accepted at the Town Office until Thursday, February 29, 2023, at 1:00 pm.

Background

As part of the Community Centre kitchen renovation there will be a new convection oven and a new grill/oven installed. Administration is recommending that these two items be considered surplus items that are no longer required for the operation of the Town of Hanna.

The Town of Hanna practice has been to advertise surplus items for sale with sealed bids being accepted.

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. Photos of Convection Oven and Grill/Oven.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer





Date: February 13, 2024

Agenda Item No: 10.01

Bylaw 1033-2024 – Municipal Public Utilities Amendment

Recommended Motion

That Council give first reading to Bylaw 1033-2024, the 2024 Municipal Public Utilities Amendment Bylaw.

That Council give second reading to Bylaw 1033-2024, the 2024 Municipal Public Utilities Amendment Bylaw.

That Council provide unanimous consent for third reading of Bylaw 1033-2024, the 2024 Municipal Public Utilities Amendment Bylaw at this meeting.

That Council give third and final reading to Bylaw 1033-2024, the 2024 Municipal Public Utilities Amendment Bylaw.

Background

During budget deliberations, Council was provided information regarding the increase in the cost for water from the Henry Kroeger Regional Water Services Commission from \$3.00 to \$3.06 per cubic meter, effective January 1, 2024. As a result, the Town of Hanna 2024 Budget was approved with a corresponding increase in rates for water consumption for properties serviced by the Town of Hanna.

Bylaw 1033-2024, the 2024 Municipal Public Utilities Amendment Bylaw, is being presented to Council this evening to increase the rate for water consumption from \$3.00 to \$3.06 per cubic meter.

Bylaw 1033-2024 is for the purpose of amending Bylaw 1006-2020, the Municipal Public Utilities Bylaw. Bylaw 1006-2020 was established for the control and management of the municipal public utilities and includes a schedule to establish the rates and charges pertaining to the bylaw. Each time the rates are changed, an amending bylaw is presented to Council to change Schedule A. There have been four prior amendments:

Bylaw 1014-2021 – to increase the cubic meter charge to \$2.89 for 2021

Bylaw 1019-2021 – to increase the Regional Waste Fee to \$44.00



Bylaw 1023-2021 – to increase the cubic meter charge to \$2.94 for 2022
 Bylaw 1028-2022 – to increase the cubic meter charge to \$3.00 for 2023

The rates and fees charged in Schedule A of this bylaw will be effective January 1, 2024. The minimum invoice per billing period will remain at \$140.00 for residential properties, as the only change to the bylaw is the rate for water consumed. For most commercial properties, the minimum bill per billing period will remain at \$129.00.

Communications

The utility rates will be advertised on the Town website, through the Town’s social media program and in the January 2024, newsletter included with the utility bills.

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. Municipal Government Act

Attachments

1. Bylaw 1033-2024 – The 2024 Municipal Public Utilities Amendment Bylaw.
2. Bylaw 1006-2020 – The Municipal Public Utilities Bylaw.

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

 Chief Administrative Officer

**TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1033-2024**

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR AN AMENDMENT OF MUNICIPAL PUBLIC UTILITIES BYLAW 1006-2020.

WHEREAS the Council of the Town of Hanna has adopted Bylaw 1006-2020 for the control and management of Municipal Public Utilities including water, sewer, and solid waste; and

WHEREAS the Council of the Town of Hanna deem it necessary to amend the rates and charges pertaining to the Municipal Public Utilities System bylaw.

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

PART I BYLAW TITLE

1.1 This bylaw shall be known as “the 2024 Municipal Public Utilities Amendment Bylaw”.

PART II GENERAL

2.1 Schedule A which establishes the service charges and fees shall be amended as follows:

Rates are effective January 1,2024

Water charges per cubic meter	\$3.06
-------------------------------	--------

PART VIII REVIEW AND ENACTMENT

8.1 Town of Hanna Bylaw 1006-2020 and amendments thereto are hereby amended.

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

READ A FIRST TIME THIS 13th DAY OF FEBRUARY 2024.

READ A SECOND TIME THIS 13th DAY OF FEBRUARY 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF FEBRUARY 2024.

Mayor Danny Povaschuk

Chief Administrative Officer
Kim Neill

Schedule A

Rates effective January 1, 2024

Water Charges

Fixed Operating Charge per billing period	\$ 55.00
Water charges per cubic meter	\$ 3.06

Sewer Charges

Fixed Operating Charge per billing period	\$ 30.00
Sewer charges - per cubic meter of water used over 30 cubic meters	\$ 0.30

Commercial Water Hauling Operations shall be exempt from sewer charges above the minimum charge.

Solid Waste

Garbage Pickup – Residential Properties Fixed Operating Charge per billing period for Residential properties - three (3) bag per week limit	\$11.00
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Big Country Waste Management Commission Fee -
Residential and Commercial Properties

Fixed Operating Charge per billing period	\$ 44.00
---	----------

Disconnection/Reconnection Fee

When a public works employee is dispatched to disconnect and/or reconnect a utility service a fee will be added to the account as follows:

Due to lack of payment of the utility account The fee must be paid in addition to the arrears owing for service to be reconnected.	\$ 50.00
--	----------

Upon request of the owner or contractor to perform maintenance This includes the meter, meter reader or water lines. Except in an emergency, the owner or contractor shall make the request two working days prior to disconnection.	\$ 50.00
--	----------

Manual Meter Read Charge

The Town of Hanna began a program in 2013 to modify or replace water meters for Automated Meter Readings to allow meters to be read remotely. The water meters are fitted with an Encoder Receiver Transmitter (ERT). This eliminates the need for meter readers to enter customers' property, reduces costs and identifies potential theft or loss of water.

For properties where the Town has not been provided access by the customer to install the ERT on the water meter, there will be a fee to have the meter read manually.

Manual Meter Read Charge per billing period	\$ 50.00
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**TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1006-2020**

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE CONTROL OF THE MUNICIPAL PUBLIC UTILITIES SYSTEM.

WHEREAS *the Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 provides that a council of a municipality may pass bylaws for the control and management of Municipal Public Utilities including water, sewer and solid waste; and

WHEREAS the Council of the Town of Hanna deem it necessary to set the rates and charges pertaining to the Municipal Public Utilities by bylaw.

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

PART I BYLAW TITLE

1.1 This bylaw shall be known as "the Municipal Public Utilities Bylaw".

PART II DEFINITIONS

- 2.1 "Arrears" means account balance which is unpaid after the due date shown on the invoice.
- 2.2 "Billing Period" is established as two-month cycles. Invoices shall be generated within 15 working days following each cycle. Invoices for portions of a billing period will be pro-rated accordingly.
- 2.3 "Consumer" means the person who takes delivery of the water at its place of consumption or who utilizes the sewer service and who has authorized the provision of the services to the Town.
- 2.4 "Chief Administrative Officer" is the person appointed by Council in accordance with the Municipal Government Act, or their delegate, and may be referred to throughout this bylaw as "CAO".
- 2.5 "Council" means the Council of the Municipality of the Town of Hanna.
- 2.6 "Fixed Operating Charge" is the cost to provide the service to the property, regardless of whether the service is utilized or not.
- 2.7 "Owner" means the Registered Owner of a parcel of land.
- 2.8 "Reasonable Notice" means 7 days from the date of mailing of the notice.

KW 00

- 2.9 "Service Connections" means the part of the Utility that runs from the main line of the Utility to a building or other place on a parcel of land for the purpose of providing the Utility service to the parcel or building and includes pipes or wires which;
- (i) run up to the building;
 - (ii) are located within the exterior walls of the building;
 - (iii) run from the exterior walls to couplings, stop-cocks, meters and other apparatus placed inside the building by the municipality;
- and
- (iv) those couplings, stop-cocks, meters and other apparatus.
- 2.10 "System" means the water or sanitary sewer system or works constructed by the Town of Hanna.
- 2.11 "Tenant" means a person who rents or leases a property from an "Owner".
- 2.12 "Town" means the Town of Hanna or its duly authorized representatives.
- 2.13 "Municipal Utility Service" means the service provided by the Town of Hanna from its municipal water or sewer system or both.

PART III SERVICE CONNECTION

- 3.1 The Owner of a property must make a written request to the Town of Hanna prior to the commencement of any Service Connection installation or replacement.
- 3.2 The Town is only responsible for coordinating the replacement of the line from the main to the curb stop while the property owner is responsible for coordinating and the cost of the replacement from the curb stop to the building.
- 3.3 The Owner is responsible for all costs related to the construction and installation of any Service Connection. The Town will provide the Owner with an estimate of the cost to install or replace the services from the main to the property line, including Town manpower, equipment, materials and contracted services required to complete the job satisfactorily.
- 3.4 The Owner is responsible for all costs associated with the repair and maintenance of the Service Connection. Where excavation is necessary for the repair and maintenance of a Service Connection, no work shall be commenced by an Owner without written approval of the Town. The Town will be responsible for the costs of maintenance and repair to the Service Connection, only if the repair is located between the main line and the curb stop and the repair is required because of faulty workmanship or construction or blockage caused by freezing.
- 3.5 The Town may construct, maintain or repair a Service Connection and the Town may enter any land or building for that purpose. Any costs incurred by the Town for such construction, maintenance or repair shall be the responsibility of the Owner.

1/09

- 3.6 If the Town discovers a lead service line when doing maintenance on the line the Town will:
 - 3.6.1 Provide the owner or resident with an information sheet regarding the use of water which may contain lead.
 - 3.6.2 Order a water test to determine the level of lead in the water.
 - 3.6.3 The Town will replace the lead service line and be responsible for the costs associated with the portion of the service line between the main and the curb stop.
 - 3.6.4 The Owner will be encouraged to replace the lead service line between the curb stop and the building, however the Owner will be responsible for all associated costs.

PART IV SUPPLY

- 4.1 An Owner who wishes to receive Municipal Utility Service shall contact the Town Administration and provide the required information.
- 4.2 Every Owner who wishes to receive the Municipal Utility Service shall pay the service charges and fees as established in Schedule A of this Bylaw. The Owner may request to have the utility bill mailed to the Tenant residing at the property address for payment of utilities, however the Owner will also receive a copy of the utility bill.
- 4.3 An Owner is responsible for all service charges, fees and other charges as established in Schedule A of this Bylaw for Municipal Utility Service. The Owner will be responsible for the fixed operating charges for the service at all times. The Town will not reduce the fixed costs for vacant properties for sale or extended vacations.
- 4.4 Where it is necessary for the Town to construct or repair any portion of the Municipal Utility Service the Town may, without notice to the Consumer, interrupt the Municipal Utility Service for as long as is necessary, and the Town shall not be held liable or responsible for any damages or claims arising from service interruption.
- 4.5 The Town shall have the right to limit the amount of water supplied to any Consumer where Council deems such action to be necessary.
- 4.6 The Council may at any time, by resolution, limit or restrict the use of water by Consumers for the watering of lawns, garden plots or other areas, or for any other use, for such time as Council deem advisable.
- 4.7 When an account is in Arrears the Town may, upon giving not less than seven days notice, shut off the supply of water to any Consumer.

EW

PART V DISCHARGE

- 5.1 The Consumer may be required to construct and maintain such works as the Town considers necessary for the preliminary treatment of any sewage prior to discharge into the Sanitary Sewer System.
- 5.2 Only water and waste water shall be discharged into the Sanitary Sewer System. The discharge of any flammable, explosive or other such material into the Sanitary Sewer System is prohibited. A Consumer who contravenes this section may be subject to the penalties outlined in part VII of this bylaw.
- 5.3 Unless authorized in writing by Council no sub surface storm drains, roof drains or catch basins shall be connected to the Sanitary Sewer System.

PART VI INSPECTIONS

- 6.1 For the purposes of conducting sampling tests or inspecting, repairing, placing or removing meters on any Service Connection inside or outside any house or building the Town shall have a right of entry to any parcel or building;
- (i) upon Reasonable Notice given to the Consumer, or
 - (ii) upon written authority of the Chief Administrative Officer given in respect of a special case or emergency.

PART VII PENALTY

- 7.1 Any person who contravenes Part V (2) of this bylaw is guilty of an offence and liable on summary conviction to imprisonment for a term not exceeding three months or to a fine of not more than \$ 1,000.00 and costs or to both a fine and imprisonment.

PART VIII REVIEW AND ENACTMENT

- 8.1 Town of Hanna Bylaw 952-2010 and any amendments thereto are hereby repealed.
- 8.2 This bylaw shall come into effect as of the date of final reading.

READ A FIRST TIME THIS 11th DAY OF FEBRUARY 2020.

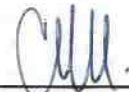
READ A SECOND TIME THIS 11th DAY OF FEBRUARY 2020.


Deputy Mayor Connie Deadlock


Chief Administrative Officer
Kim Neill

KWCD

READ A THIRD TIME AND FINALLY PASSED THIS 11th DAY OF FEBRUARY 2020.



Deputy Mayor Connie Deadlock



Chief Administrative Officer
Kim Neill

KNW

Schedule A

Rates effective January 1, 2020

Water Charges

Fixed Operating Charge per billing period	\$ 55.00
Water charges per cubic meter	\$ 2.83

Sewer Charges

Fixed Operating Charge per billing period	\$ 30.00
Sewer charges - per cubic meter of water used over 30 cubic meters	\$ 0.30

Commercial Water Hauling Operations shall be exempt from sewer charges above the minimum charge.

Solid Waste

Garbage Pickup – Residential Properties	
Fixed Operating Charge per billing period for Residential properties - three (3) bag per week limit	\$11.00

Big Country Waste Management Commission Fee - Residential and Commercial Properties	
Fixed Operating Charge per billing period	\$ 37.50

Disconnection/Reconnection Fee

When a public works employee is dispatched to disconnect and/or reconnect a utility service a fee will be added to the account as follows:

Due to lack of payment of the utility account The fee must be paid in addition to the arrears owing for service to be reconnected.	\$ 50.00
--	----------

Upon request of the owner or contractor to perform maintenance This includes the meter, meter reader or water lines. Except in an emergency, the owner or contractor shall make the request two working days prior to disconnection.	\$ 50.00
--	----------

Manual Meter Read Charge

The Town of Hanna began a program in 2013 to modify or replace water meters for Automated Meter Readings to allow meters to be read remotely. The water meters are fitted with an Encoder Receiver Transmitter (ERT). This eliminates the need for meter readers to enter customers' property, reduces costs and identifies potential theft or loss of water.

CP KN

For properties where the Town has not been provided access by the customer to install the ERT on the water meter, there will be a fee to have the meter read manually.

Manual Meter Read Charge per billing period	\$ 50.00
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CKD
FW

Date: February 13, 2024

Agenda Item No: 11.00

Council Reports & Roundtable

Recommended Motion

That Council accepts the Council Reports for information.

Background

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

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A



Attachments

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

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

COUNCIL REPORT
Council Date: Feb 13, 2024
Prepared by Sandra Beaudoin

MEETINGS ATTENDED:

Meeting: Damien Kurek Town Hall

Location: Hanna Council Chambers

Date & Time: Jan 17, 2024 3 pm – 4:30 pm

About 20 attending. Mr. Kurek indicated they are working with individuals who are having difficulty getting Passports & his office is willing to help others. Bureaucracy remains & they are working hard fighting it.

Concerns for Agriculture with rising costs to produce Food! Concerns for Legal System which punishes political viewpoint yet dangerous criminals walk free. Indicates more poor judgement by Prime Minister.

Reform Act: Confidence Review & Accountability. Good discussion.

Meeting: Chamber of Commerce

Location: Hanna Council Chambers

Date & Time: Jan 25, 2024 11:30 am – 1 :30 pm

Discussed Business Awards held in October during Small Business Week. Awards go to Chamber Member businesses unless it is an open category. Responsibilities/duties discussed. Chamber will be sharing the 2 other Town spaces. Met with potential Reflexologist new to Hanna. Harvest Sky Economic Development will be moving into one of the 2 spaces soon. Moving from Provincial Bldgs. will put HSEDC back onto main street access & be easier to find. Rent the Town will receive from the 3 occupants should provide revenue to secure space for the 3 occupants.

Additional evening meeting will be scheduled to cover items unable to cover during this meeting.

Meeting: Municipal Planning Commission

Location: Hanna Council Chambers

Date & Time: Jan 29, 2024 Noon – 1 pm

Developing Permit submitted was reviewed & approved. Since the space use was changing, a Developing Permit was required. Day Care is a Discretionary Use for the property & since it “would not unduly interfere with” neighboring amenities, affect the use or value of neighbouring properties, it was deemed “compatible with the existing developments & uses.

3 applications for MPC Appointment were discussed & request to meet with 2 who are new to Hanna.

Meeting: Council Information Session

Location: Hanna Council Chambers

Date & Time: Jan 31, 2024 8:30 am

Detailed review of the Hanna Building Condition Assessment completing by Engineering company. Most are in good shape but there are some areas of concern which may need addressing before too long.

With the disappointing closing of the newspaper The Sentinel, a discussion regarding other means of trying to reach residents with Town information. ECA will be utilized for information which is required to be in an area newspaper & a Newsletter is being considered.

Meeting: Chamber Evening Meeting

Location: Hanna Council Chambers

Date & Time: Jan 31, 7 pm – 8:30 pm

More discussion regarding the Business Awards.

UPCOMING MEETINGS:

Meeting: Council Meeting

Location: Council Chamber

Date & Time: Feb 13, 2024

6 pm

Meeting: JCC Community Engagement

Location: JCC School

Date & Time: Jan 27, 2024

6:30 pm

Meeting: Council Info Session

Location: Council Chamber

Date & Time: Jan 31, 2024

8:30 am

COUNCIL REPORTS & ROUNDTABLE

Council Date: February 13, 2024
Prepared by: Councilor Kyle Olsen

Meeting: Golf Course Board Meeting
Location: Club House
Date & Time: Jan 24, 6:00 PM

First meeting with Mel Clow as Vice President. Discussed the necessary cost cutting measures and the time investment to get better deals on supplies for the kitchen and clubhouse. Shop construction is moving along well.

Meeting: MPC Meeting
Location: Council Chambers
Date & Time: Jan 29, 12:00 PM

Approved Discretionary use change for the daycare on 2nd Ave.

Meeting: Council Info Session
Location: Council Chambers
Date & Time: Jan 31, 8:30 AM

Discussed changes to advertising plan with the Sentinel stopping production and went over the building assessment that was completed last year.

Meeting: Palliser Board Meeting
Location: Palliser Board Room
Date & Time: Feb 1, 12:00 PM

Discussed a couple larger documents for Municipalities that are moving along, and discussed RFP committee for the Safety Codes RFP that is out now. Staffing continues to be an ongoing project with our GIS Coordinator resigning. However the new addition of Delayne Bankhead as Subdivision Clerk is a great fit and she's accomplishing a lot for us, filling in gaps in several spots.

Town of Hanna Council Reports & Roundtable 2024

Council Meeting Date: February 13th, 2024

Prepared by: Councillor, Angie Warwick

Date: January 9th, 2024

Time: 6:00 PM

Meeting: Town of Hanna monthly Council Meeting

Date: Thursday, January 11, 2024

Time: 8:00 AM

Meeting: Importance of Contracts and Service Agreements (CF Meridian Futures)

*Notes attached below

Date: January 12, 2024

Time: 1:00-2:30 PM

Meeting: Healthy Communities (ABmunis Advocacy)

*Notes attached below

Date: January 17, 2024

Time: 10:00 AM

Meeting: CF Investment Review

Date: January 18, 2024

Time: 10:00 AM

Meeting: Local Government Funding Framework (LGFF)

*Notes attached

Date: January 19, 2024

Time: 7:00 AM

Meeting: CF Meridian-The Glaring Governance Gap

*Notes attached

Date: January 24, 2024

Time: 3:00-5:00 PM

Meeting: CF Mastermind Series-Small Business Contracts

*Notes Attached

Date: January 25, 2024

Time: 8:30 AM

Meeting: CF Meridian Board of Directors Meeting

- Dallas Massey resigned as Board Chair. Angie was nominated and elected Board Chair of CF Meridian Region.
- CEO search continues and interviews convened on February 7th.

Date: January 31, 2024

Time: 8:00 AM

Meeting: Town of Hanna Council Information meeting

Date: February 2, 2024

Time: 8:00-10:30 AM

Meeting: PEP Executive Directors Meeting

Date: February 6, 2024

Time: 8:00 AM

Meeting: CF Mastermind Series: People, Power & Payroll

Date: February 7, 2024

Time: 5:00-7:00 PM

Meeting: EOEP Service Delivery

Date: February 8, 2024

Time: 5:30-8:30 PM

Meeting: CF Legal Responsibilities of a Board

Date: February 9, 2024

Time: 10:00 AM

Meeting: PEP Meeting (March 8th meeting will be held in Hanna)

Date: February 12, 2024

Time: All Day

Meeting: CF Interview Committee; hiring CEO

January 11, 2024

Importance of Contracts and Service Agreements

Business Lawyer-Adrienne Ferguson (The Gentle Lawyer)

adrienne@thegentlelawyer.com

- Contracts are important but also unimportant.
- They only work when used well.
- A little knowledge/education goes a long way.
- Use the law in your favour vs finding out the hard way.
- Once a contract is in place you can always use it and tweak it.

Contracts 101

You are selling your services to customers/clients

Every time you buy something you are entering into a contract!

- **Service Agreement**-you are selling services to customers/clients
- **Product Sales Terms & Conditions**-you are selling your products to customer/clients
- **Employment Agreement**-you are retaining an employee not provide you with services

- **Contract Agreement**-when you are retaining an independent contractor to provide you with services.

What are contracts?

- An agreement or terms and conditions (same thing) other than content.
- Contracts allow you to be clear on your expectations.
- Contract will establish parameters of relationship.

Verbal vs Written

- Verbal agreement is binding.
- But.....get it in writing. Even if it is on a napkin. FOR REAL.
- Why? Very time-consuming and sometimes impossible to try to enforce a verbal agreement.
- Pro tip: plain language is your friend (legal jargon is unnecessary).

How to draft/Templates:

1. Your own knowledge

Bring out the napkin/notebook/word. Ensure basic elements are covered. Get really clear. Think about what could go wrong and address it straight on. Don't worry about legal language. Be confident. YOU know your business and your industry.

2. The Gentle Lawyer or another trusted legal advisor

3. Internet

make sure it makes sense.

<https://www.onlinelegalesentials.ca/>

Elements of a valid contract

- **Parties** (What are the legal names?)
- **Offer** (what exactly is being sold)
- **Acceptance** (by signing with a pen or clicking on accept-an email is an acceptance or a thumbs up is an acceptance.)
- **Consideration** (what does each party get out of the deal? Has to be an exchange-not necessarily equal)
- **Term** (length of contract-fixed vs ongoing)
- **Capacity** (rare but important)

In addition to the basic elements

Confidentiality

- Keep certain information confidential.
- Most important when YOUR information is being shared.

Delivering What's Promised

- What happens if either party doesn't do what they say they will do?
 - Eg Does the contract end? Does buyer get their money back? Does the seller importance just loose out or do they ensure they have partial payment up front?
- Important for ALL contracts

Limitation of Liability

What is liability?

Why do we actually limit it to? (Most important for sellers of service/products)

What do we actually limit it to? (Hint: actual fees paid)

1. This seems like a lot of work.
2. Yes, it is at the front end.
3. It is so worth it. The most basic agreement in writing is important.

ABMunis

January 12, 2024

Healthy Community Guidelines

Karen Lee: Housing for Health, U of A

- 44% of Canadian adults 20 years and over have at least 1 of 10 chronic conditions.
 - Hypertension 25%
 - Osteoporosis 12 %
 - Cancer 8%
- #1 cause of death globally
 - Physical inactivity
- Social factors contributing to multiple health priorities: social isolation and lack of social support.
- New York City changed trends in one decade with healthy policies.
 - Life expectancies increased.
 - Retail vacancies also increased.
 - Reduced crime
 - Affordable housing and housing neighborhoods improved with no increased development costs.

- Community residence got involved in
- Housing for Health
 - Partnership: 250 Multi sector AB/SK//MB/ON/QC
- Pilot Housing Development Interventions:
 - Signage
 - Well lit
 - Accessible, visible stairwells
 - Walking maps
 - Gardening boxes
 - Walking trails on site
 - Increased light crossings.
 - Benches
- Housing for Health Partnership Products
 - Goal-improve physical activity, social connections, healthy eating/access to healthy foods and beverage.
 - Purpose-evidence based, and practitioner informed.
 - Target Audience-Municipal officers etc.
- Example of Strategies:
 - Healthy food options
 - Active living spaces
 - Building setbacks that are minimized to increase transparency between street and ground floor building interiors.
 - Lighting so people feel safe from crime.
 - Way finding signage.
 - Where ground floors of multi family residential or office buildings are without main residential or office floor units

Healthier Together Initiative

Implement cross-setting, evidence -base interventions that target local priorities to improve population health in communities across Alberta.

Spencer Croil

Healthy communities

Coaldale:

- natural playground/sidewalk art/

Lethbridge Land:

- Land development involves transforming vacant land owned by the municipality.

- Survey your population to see what is perceived in your community.

Tyler Grandam-AM President

January 18, 2024

Local Government Fiscal Framework (LGFF) Capital Program

On December 15, 2023, the Government of Alberta announced the Local Government Fiscal Framework (LGFF) Capital allocation formula for the non-charter municipalities. Alberta Municipalities (ABmunis) has analyzed how the new formula works, the new program rules, and how the transition to LGFF Capital will impact member municipalities in 2024 and into the future.

Allocation Formula and Program Rules

LGFF Capital vs. LGFF Operating

MSI (2007-2023) to LGFF

- MSI-funding can be spent for up to 5 years.
- LGFF legislated under the Local Government Fiscal Framework Act
- Allocation will be the same as the MSI funding formula.

LGFF Capital Funding Pot

Deborah Reid-Mickler-Duchess; VP villages and

- LGFF Capital \$722 million
- In 2011 the province invested \$420 per Albertan for community infrastructure .
- Ask to start at \$1.5 Billion for 2024/25
- Charter cities \$382-2024
- Non-Charter \$340 million-2024
- The funding pot amount will rise and fall annually at the same rate as provincial revenue.
- Our municipalities will always know the next two years of funding.

Timelines for LGFF Allocation Formula Tanya Thorn=Township South Director

- Municipal Affairs set the goals and formula.
- Funding Pot=3% needs-based funding=40% Rural Pool (allocated to rural municipalities under 10,000 people and equalized assessment per KM of road that is less than 80% of the rural average.)
- Capital Maintenance-
 - Accumulated Amortization=(5 year average)10% weighting

Needs Based Funding

Tara Elwood, Director of Villages West

- Towns allocation=39.7%
- Must be less than \$112,000 to qualify for needs-based funding.
- Average equalization assessment per capita =\$140,000.00
140,000 X 80%=\$112,000.00
- Metis Settlements-Will use the same allocation formula.

Comparison to ABmunis recommendations and MSI

Krista Gardner-Towns West

- Minister presents a draft formula for ABmunis & RMA input (August 2023)
- Asked: Base amount to be adjusted every 3-5 years to match CPI or a related cost index
- MSI didn't have a base funding formula, but LGFF does.

Future Projections

Bill Rock, Amisk Village Mayor

- Assuming past trends in population, TCA, and amortization continue, then mid size cities will receive an increasingly higher proportion of the funding pot in the future and the proportion to municipal districts will decline over time.
- 2024=\$340 million
- 5 year \$411 million to
- 10 year \$450 million
- 15 years estimate \$492 million.
- ABmunis is advocating that the total funding pot increase!
 - 2024=\$340 million ask to increase to \$722 million
- LGFF- no project amendment in changes-no longer need the Ministers involvement (no micromanaging)

Top Up Capital Funding for 2024 Year

- Alberta's 2023 Budget communicates that the province will provide a one-time top up on 2024 is a municipality's 2024 allocation of LGFF Capital allocation is less than their 2023 MSI Capital allocation.
- This will impact 9 municipalities (3 towns), who will benefit form one-year of extra support to help make the transitions to the new program.
- Those impacts include municipalities with education property tax requisitions that far exceed comparable municipalities due to high assessment values.

"Happy to hear the requests presented from our communities finally came to fruition."

Great to hear the process, formula, challenges, and outcomes.

The recording is available for anyone that was not able to be present for the live presentation.

Community Futures Ian McCormack, Strategic Step January 19, 2024 7-10:00 AM

The Great Governance Gap

Books By Ian McCormack: The DNA of Great Leaders & Who's Driving the Grader

Governance Defined

- Governance responsibilities rather than on operational
- Setting direction through policy & budget
- Focus is on results (outputs and outcomes)
- Success through vision, mission & policy-this is how you become transparent and accountable.
- Strategic Planning-gives direction
- Recruitment-only one employee
- People get involved for
 - -public service
 - -long term success
 - -want to be the boss
 - -role of the ego.
 - -something to contribute

Break Out Groups:

What first attracted you to be on a Governance Board:

- Community Service
- Grass Roots Influence
- Service to the community
- Learning opportunity
- Use our ethics of honesty & transparency.
- Caring, betterment about your community
- Building the future
- Delivering and affective on policy
- Network and know community.
- Passion

Role Clarity

- You can't change local or federal law-you can advocate or lobby.
- Looking at the real issue and not just the symptoms.
- Understand the role you are getting into.
- What you are going to do and what you actually will be doing.
- Team building is important.
- Chair has the same voting power as anyone else.
- Staff are acting within their own statutory (law, bylaw, policy) framework.
- Define what is governance operations and what is staff roles-often governance wants to get in involved in daily operations and/or staff want to get involved in governance.
 - Boards:
 - Maintain the accountability of management.
 - Develop and evaluate the governance policies and programs.
 - Deal with anything required by statute.

Board's Role

- Look after the interest of the organization.
- Avoid conflict of interest
- Attend Board and Committee meetings.
 - Avoid informal meetings; meetings of a majority of member to discuss business that are not duty called meetings.
- Represent the small "c" community.
- Avoid focus on a single issue.

Aside from mandated duties, other tasks include acting as a representative of the organization to the broader community:

- Attending community groups events
- Giving talks or speeches to schools etc.
- Board Governs

- Management delivers-implements policy-manage the organization.

Relationship to Management

- Board legislates.
- Board has one employee.
- All other staff are led by the CEO.
- Avoid micromanaging operations-they are not yours!
 - Keep your noise in and your fingers out!
 - No you don't get to choose the books!

Leadership by Influence

- Effective members are:
 - Agents of change
 - Big picture thinkers
 - Striving for continuous improvement
 - Catalysts to hold each other accountable.
 - Proponents of well being
 - Advocates for quality of life
 - Effective planners
- ❖ Decisions are not expected to be unanimous; Value lies in debate and deliberation of conflicting choices.
- ❖ Achieve change by creating alignment with other members.
- ❖ Little is achieved by making speeches in board meetings. More is learned by asking questions.
- ❖ The board provides direction through the Strategic Plan, bylaw, policy.
- ❖ Management responds with Business Plan and recommending policies.

Effective Board Chairs

- ✓ Effective Delegator
- ✓ Effective Meeting Chair
- ✓ Even-handed
- ✓ Focused
- ✓ Firm
- ✓ Friendly
- ✓ Good Communicator
- ✓ Inspiring

Relationship Management

Expectations to Staff

- No surprises
- Stewardship

A New Board is a new group;

1. Forming
2. Storming
3. Norming
4. Performing
5. Adjourning

Successful Board Term

- Be **Visionary**; reach for a higher plain, stay out of the mud.
- **Policy**-ask lots of questions, examine alternatives, think about the whole.
- Be a **team player**; identify and build on each other strengths.
- **Communicate** internally and externally.
- **Build bridges** and partnerships-repair problems. (Get to know each other as people)
- Remember, the buck stops with the board.

Checklist for ethical decision making:

- Will my action be legal?
- Does my action comply with my role?
- Is it in the best interest of the organization as a whole?
- As a decision maker, do I have a conflict of interest.
- Would I tell my colleagues or my family?
- Am I doing the right thing?
- Can I justify my course of action?

Planning Strategically

Strategic Plan

- The gospel according to you, not the gospel
- Living document
- Resources can be lacking.
- Where have we been, where are we now, where are we going.
- Have it in front of you
- Environment shifted.
- Hit 75% of goals.
- How do your (RFD-request for decisions) decisions tie in to your ‘Strategic Plan’

From Visions to Measures

1. Vision
 - a. why do you exist?
 - b. Who could state their organizations vision statement?
2. Mission
 - a. Has an action attached to them?
 - b. How do we achieve our vision?
3. Values Goals
 - a. These are the guiding principles that help to define how the Board and the organization would behave.
 - b. Do values align with vision and missions?
 - c. What do we stand for?
 - d. How do we treat patrons, public, each other?
 - e. How do we want to be seen by the public?
4. Tactics
5. Performance Measures -reporting to the Board, members, community

Planning Overview

- ✓ 4/5-year plan based on 20–25-year vision
- ✓ Operational plan-1 to 3 years
- ✓ Annual priorities-1 year with an outlook
- ✓ How do you and your members know what your Boad priorities are?
- ✓ Budget assigns resources to priorities.

Priority Review

- ✓ Regular Cycle of engagement and review
 - Quarterly review of targets and acheivements
- ✓ Celebrate Success

Governance Role in Finance

- The organization is required to set and monitor its budget.
- Monitoring variance
 - Keep an eye on variance from what was budgeted.
- Audit of finance review
 - Annual audit or financial review may be required.
 - The Board determines the auditor or reviewers.
 - Audit/review is typically presented to the Board annually.
 - The Board may choose how to communicate financial performance to members or the public.
- Check to see that the money was spent appropriately at the end of the year.
- As noted before, keep your nose in and fingers out!

Starting with me

- ❖ Have supports in place-family, friends, colleagues, administrators, professional coaches, previous ethical members.
- ❖ Principle-keep organization business public unless there is a reason not to. Don't only release what must be released.
- ❖ Follow the spirit of the law, not just the letter.

Intra-Board Conflict (Debate)

- There will be conflict.
 - Members don't have to be friends, but they do have to deal with one another for the next couple of years at least.

Governance Tools

Legislative Paramountcy-you cannot operate outside of the law!

Enjoy your role of service to your community!

This is a 3-hour course. Ian McComack, the instructor is well versed, professional, and knowledgeable of the content. There are lots of opportunity to ask questions and have them answered.

Lots of information and a great learning experience and refresher of a governance role!

Angie Warwick

Roxann Smithers -Founder of Smithers Law Firm

January 23, 2024

3:30-5:30 PM

Small Business Master Mind Series: Understanding Contracts **Term and Agreements**

Advance Techniques for contract review negotiations and management

1. Key Considerations for Contract Reviews

- ✓ Any sort to promise to preform or not perform.
- ✓ Can be verbal/should be written.
- ✓ Can be implied.
- ✓ Can be bi-later (best) or unilateral.
- ✓ Scope of work-be clear on what is expected and/or required in the contract.
 - Work, services, goods
 - Time of performance
 - Availability
- ✓ Compensation
 - Timing of payment
 - Lien Waivers
 - Receipt of payment from other sources
- ✓ Potential Limitations
 - Can limit termination rights and other tools to force payment.
 - “Set off” or “Recoupment” provisions.
- ✓ Termination

- Written notice
- Expiration date
- Understand how to end a relationship early and consequences.
- A chance to fix problem/some provisions.
 - Confidentiality
 - Indemnity
- ✓ Flow Down and Up Provisions
 - Understand the secret terms as well.
 - Critical law or rules
 - Internal policies or procedures
 - Note exceptions or carve outs-dispute.
 - Right and obligations to review and incorporated.
 - Materials
- ✓ Indemnity
 - Obligation to make good on/or reimburse someone.
 - Whether it is mutual
 - Whether it is indemnified?
 - Whether a defense is required and the terms
 - What type of actions or claims trigger the obligations
 - Whether it is subject to a limitation of liability or insurance
- ✓ Insurance
 - Commercial general liability
 - Errors and omissions
 - Workers' compensation
 - Additional Insured
 - Additional named insured
 - Primary Coverage
 - Waiver of Subrogation
 - Insurance policies
 - Workmen's Compensation
 - Commercial General Liability
 - Errors and Omissions
- ✓ Limitation of Liability
 - Consequential Damages
 - Loss of profits
 - Loss of use or loss of revenue
 - Losses of cost of capital
 - All damages
 - Liquidated Damages
- ✓ Dispute Resolution-Disputes-big and small=-are inevitable. It is important to have a road map for resolutions.
 - Mediation vs Arbitration vs Litigation
 - Governing Law

- Forum Selection
- Shifting of attorney's fees and costs
- ✓ Work Product or Ownership
 - Work product may include.
 - Inventions
 - Processes
 - Customer Information
 - Creative Materials
- ✓ Confidentiality
 - Customer personal or financial information
 - Confidentially in agreement and who has access to the agreement.
 - How the information is designated.
 - Fate of information at the end of the relationship
 - Consequences of breaching of agreement
- ✓ Warranty and Representations
 - Good workmanlike condition
 - Industry standards
 - Time period of the warranty
 - Excluded items.
 - Potential
 - Authorization to contracts
 - Ownership of the subject assets
 - Ability to perform.
 - Clear title to subject asset
 - Good standing with governing authorities
 - Access to information
- ✓ Assignment-Be clear on if, when, and how the rights and obligations under the contract can be passed off to another entity.
 - Is approval required?
 - Are there conditions for approval?
 - Any residual rights or obligations?
 - Exemptions for "familial" entities
- ✓ Merger Provisions
 - It can control how the contract is amended.
 - It can control whether or not rights and obligations that are not contained with in the four corners of the contract.

Final Thoughts on Contract Reviews

It is imperative to know the terms whether or not they can be negotiated.

Signing and/or performing implies reading and understanding.

There are no good or bad provisions, just different positions, and goals.

2. Principals of Contract Negotiations

- ✓ Understanding the multiple hats, you wear
 - Protecting the company
 - Representing the company
 - Minding the branch/department
- ✓ Motivation
 - Goals for relationship
 - Hammer the nail.
 - Know the market.
- ✓ Know your standards.
 - Approval hierarchy
 - Matrix of preferred terms and positions
- ✓ Practical Considerations
 - Track changes
 - DeltaView or CompareWrite
 - Review letter or email
- ✓ Impasse
 - Get to the decision makes on both sides.
 - Be creative.
 - Ask why, why, why, and why again.
 - When vague is good and when specificity is crucial
- ✓ Ask for more or less.
 - Brackets
 - Minimums
- ✓ Do not agree to the impossible
- ✓ Calendar deadlines
- ✓ Archive contracts with back up
 - Hard copy and electronic
- ✓ Catalogue of contracts
- ✓ Keep key stake holders informed.
- ✓ Beware of modifying behavior

3. Control Management Techniques

- ❖ Prioritize your goals for the contract.
- ❖ Understand
- ❖ Know
- ❖ Keep copies.

Date: February 13, 2024

Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence items 12.01 – 12.04 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. Plant Based Treaty
2. Letter to PEP from Ministry of Jobs, Economy, Trades
3. Marigold Library Systems – January 2024 Notes to Council
4. David Thompson Health Advisory Council Meeting Invitation

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

Chief Administrative Officer

FW: Include the Plant Based Treaty in your climate action plan

Hanna Town Office <admin@hanna.ca>

Fri 1/19/2024 3:57 PM

To: Kim Neil <kneil@hanna.ca>



, Box 430

hanna.ca   

Live the Lifestyle

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From: Andrew Garner <civicinput@newmode.org>

Sent: 19 January, 2024 3:52 PM

To: Hanna Town Office <admin@hanna.ca>

Subject: Include the Plant Based Treaty in your climate action plan

Dear Mayor Chris Warwick,

In October 2022, Los Angeles became the largest US city to pass a resolution endorsing the Plant Based Treaty, this was later followed by the capital of Scotland, Edinburgh endorsing in January 2023.

A coalition of groups, including Toronto 350.org, Reimagine Agriculture and Plant Based Data, is urging town and city councillors across the country to support sustainable diets by signing the Plant Based Treaty initiative.

The UN Secretary-General António Guterres' described the release of the IPCC sixth assessment as a 'code red' for humanity and our last chance to avoid catastrophic climate breakdown.

Greenhouse gases must be cut in a rapid and sustained manner to avoid temperatures rising above 1.5C. According to the 2021 UN Global Methane Assessment, methane, of which a third comes from animal agriculture, must be cut by 45% by 2030. Doing so will prevent a 0.3C temperature rise by 2045, buying us time for carbon dioxide, a longer-lived gas, to reduce.

The Plant Based Treaty is designed to put food systems at the forefront of combating the climate crisis. Modeled on the popular Fossil Fuel Treaty, the treaty aims to halt the widespread degradation of critical ecosystems caused by animal farming and promote a shift towards healthier, sustainable plant-based diets.

More than 650 politicians back the treaty, along with IPCC scientists Dr. Peter Carter and Professor Julia

Steinberger, and Nobel Laureates, including Klaus Hasselmann and Roger D. Kornberg.

More than 3,000 groups and businesses have signed on, including Canadian fast food chain Odd Burger, Tofurky, Ocean Preservation Society, Fridays For Future Digital, and chapters of Greenpeace and Friends of the Earth.

Leah Taylor Roy MP for Aurora—Oak Ridges—Richmond Hill, Ontario said, “We can all support this! You don’t need to be vegan - eating more plant-based meals is easy. You can make a difference in fighting climate change.”

Please visit www.plantbasedtreaty.org, where you can sign your name to endorse the Plant Based Treaty or consider putting forward a motion for your city to endorse. You can email hello@plantbasedtreaty.org for a sample motion.

Thank you for taking climate action today to secure a future for all.

Sincerely,
Andrew Garner
andrew.p.garner1991ca@gmail.com

Canada

Plant Based Treaty Supporter

|



ALBERTA

JOBS, ECONOMY AND TRADE

Office of the Minister
MLA, Calgary-South East

AR 85105

January 19, 2024

His Worship Doug Jones
Mayor, Town of Oyen
Chair, Palliser Economic Partnership
badlandscharters@gmail.com

Ms. Barb Kulyk
Executive Director
Palliser Economic Partnership
Box 1046
Medicine Hat, AB T1A 7H1
exdir@palliseralberta.com

Dear Mayor Jones and Ms. Kulyk:

Thank you for your August 2, 2023, letter outlining a proposed funding approach for Regional Economic Development Alliances (REDAs), and for meeting with me and your fellow REDAs on September 26, 2023. As Minister of Jobs, Economy and Trade, I appreciate the work that your organization does on behalf of your membership. By working together, communities can seize opportunities and pursue a shared economic vision.

Alberta's government is committed to regional economic development and values the work of many stakeholders involved in this important work, including REDAs. To help optimize the use of provincial and local resources and create more targeted investments, my ministry is shifting to competitive, project-based economic development initiatives that recognize all actors in the regional economic development ecosystem. In the future, impactful projects delivered by collaborative partnerships will be a key aspect of our approach.

In recognition of the valued historical relationship with Palliser Economic Partnership, my ministry is offering a funding approach that will support your transition to becoming operationally self-sustaining. Over the next three fiscal years, transitional funding will be available to your organization for predictability, stability and support.

.../2

The funding will have the following conditions to ensure prudent use of public funds:

- for fiscal years 2024/2025 to 2026/2027, your organization may receive up to \$125,000 per year;
- annual funding will be based on membership revenues raised by your organization;
- for 2024/2025, funding will be based on the peak membership revenue collected by your organization in any of 2020/2021, 2021/2022 and 2022/2023 fiscal years for your organization to receive the maximum potential funding;
- funding will match membership revenues using a ratio of grant funding to membership revenue of 2:1 in 2024/2025, 1.5:1 in 2025/2026 and 1:1 in 2026/2027; and
- the proportion of annual grant funds used for project-based activities must represent at a minimum 25 per cent in 2025/2026 and 50 per cent in 2026/2027. There are no restrictions on use of the funds in 2024/2025.

In addition to this funding, an independent consultant will be available to work with your organization to help you plan and prepare for this transition away from operational support. Your organization may continue to apply for funding through available regional economic development initiatives or other Alberta government grant programs; however, further operational or direct funding to REDAs will not be available at the end of this three-year funding agreement.

Department staff will be in contact with you shortly to schedule a meeting that provides additional information on how to apply for this funding and access the consultant services. If you have questions in the meantime, please contact Ms. Merry Turtiak, Executive Director, Regional and Northern Economic Development, at 780-619-8311.

On behalf of Alberta's government, thank you for your important work. I wish you all the best in your future economic development efforts and continued success in supporting regional collaboration.

Sincerely,



Honourable Matt Jones
Minister of Jobs, Economy and Trade

cc: Chris McPherson, Deputy Minister, Jobs, Economy and Trade
Sylvia Lepki, Assistant Deputy Minister, Economic Development and Business Supports
Merry Turtiak, Executive Director, Regional and Northern Economic Development
Tammy Powell, Director, Regional Economic Development Services

Notes to Council



January 27, 2024 Board Meeting Highlights

Welcome

Marigold Board welcomed recently appointed representatives:

- Libby McMenamon, M.D. of Bighorn
- Lorette La Plante, Town of High River
- Norah Bonsteel, Town of Canmore
- Doreen Saunderson, Alternate, Town of Canmore
- Barb Castell, Alternate, Foothills County

Marigold Board Orientation 2024

A Marigold Board Orientation Session will be held on **Tuesday, February 20, 2024 at 3:00 PM** virtually on TEAMS.

For more information or to schedule an individual session, contact CEO Lynne Price.



Financial Statements

Unaudited financial statements to December 31, 2023 were accepted as presented.

Budget 2024: Operating and Capital & Projects Budgets

The Operating and Capital & Projects Budgets were approved.

Schedule C Levy Rates for 2025-2026

The Board approved the Schedule C levy rates for 2025—2026.

Policy Approval & Decision

Policies reviewed & approved:

- Collection Management Policy and Schedules A, B, C, and D
- IT Capacity Fund Policy and Schedule A
- Security & Awareness Training Policy
- Transfer Payments Policy and Schedules A and B
- Withdrawal or Termination of Library Services Policy

Library Service Points policies:

- Workplace Violence Policy



Upcoming Board Meetings:

Saturday, April 20, 2024 9:30 AM

Marigold Library System & Western Irrigation District Community Room, Strathmore

Saturday, August 24, 2024 9:30 AM

Marigold Library System & Western Irrigation District Community Room, Strathmore

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

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

Notes to Council—January 27, 2024

Tap to Donate Technology

Marigold's Director of Service Delivery, Kristine den boon presented on [Tip Tap Pay](#) as a possible fundraising option for member libraries. Further information will be sent to member libraries for their consideration.

Library Staff & Board Trustee Satisfaction Survey

COO Laura Taylor presented an overview of the results of the 2023 Library Staff & Board Trustee Satisfaction Survey.

Marigold management staff will review all areas of the survey to address the comments, areas for improvement, and suggestions for change.



Indigenous Services Update—Rose Reid

The Board heard a presentation from Indigenous Outreach Specialist Rose Reid about programming and library services to residents of the Stoney Nakoda First Nation.

Rose shared details about the opening of the Mîni Thnî Book Deposit, the 2023 Summer Reading Program, a family activity day with Stoney Health Services, the Nakoda Youth Council Powwow, and her promotion of Marigold e-resources and L2U at a number of schools.

Rose continues to develop relationships with organizations on the reserve, and is considered a team member at Stoney Health, Chiniki College, and the Stoney Family Resource Network.

CEO & COO Updates

COO L. Taylor told the Board about a recent meeting with the Banff Public Library and I.D.9 to discuss collaborating on service expansion in the area. Laura also informed the Board about meetings and presentations in Acme, Strathmore, Three Hills, and Trochu. Lastly, the Board heard updates about staffing, hosting SAIT practicum students, and the Marigold Conference.

CEO L. Price shared Marigold's 2023 staff highlights and accomplishment. Updates were provided about the presentation made to the Rocky View County Public Presentation Committee on January 17th, and plans for further council visits. The Board also heard about work by the Regional Systems Advocacy Committee, support for Airdrie Library as they prepare for the transition to their new facility, and the new *Marigold Media Guide for Libraries* document.



Save the Date!

The annual conference will be held **Wednesday, May 15th** at the **Best Western Premier Calgary Plaza Hotel & Conference Centre**. Visit marigoldconference.ca for more details.

Join the healthcare conversation:



Attend a David Thompson Health Advisory Council Meeting!

Join us for the Central Zone Leadership update, learn about the work of Council and its members. You will also get an opportunity to discuss how you can promote your own mental wellbeing.

Date: Thursday, February 15, 2024

Time: 5:00 p.m. – 8:00 p.m.

[Click Here](#) to register to attend via Zoom or Email DavidThompson@ahs.ca.



More info:

call: 1-877-275-8830

email: DavidThompson@ahs.ca



David Thompson
Health Advisory Council