

**TOWN OF HANNA  
REGULAR COUNCIL MEETING  
AGENDA  
February 11, 2025**

**1 CALL TO ORDER – 6:00 pm**

**2 ADOPTION OF THE AGENDA**

**3 DELEGATION**

3.01 Big Al's Truck and Car Wash

**4 PUBLIC PRESENTATION**

**5 ADOPTION OF MINUTES**

5.01 Minutes of the Regular Meeting of Council – January 14, 2025

5.02 Minutes of the Information Meeting of Council – January 29, 2025

**6 FINANCE REPORTS**

6.01 Accounts Payable

6.02 Statement of Revenues & Expenses – January 2025

6.03 Budget Overview – January 2025

**7 COMMITTEE REPORTS**

**8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS**

8.01 Chief Administrative Officer

8.01.1 Community Services Facilities Manager

8.01.2 Community Services Coordinator

8.02 Director of Business & Communication

8.03 Director of Public Works



**9**

**BUSINESS ITEMS**

- 9.01 Library Board Member Appointment
- 9.02 Approval for Donation of 2006 Accessible Handivan
- 9.03 AI Policy 2025-01

**10**

**BYLAWS**

- 10.01 Bylaw 1037-2025 Amend Schedule A Fees

**11**

**COUNCIL REPORTS & ROUNDTABLE**

**12**

**CORRESPONDENCE ITEMS**

- 12.1 PLPSD News Release – January 14, 2025 – UNB REDS Scholarship
- 12.2 PLPSD News Release – January 14, 2025 – Altario Agriculture Academy
- 12.3 CUPW.STTP – Industrial Inquiry Commission Reviewing Canada Post
- 12.4 Marigold January 25, 2025, Board Updates
- 12.5 Hanna RCMP – Media Release – Deploy Body Cameras

**13**

**CLOSED SESSION**

**14**

**ADJOURNMENT**

Date: February 11, 2025

Agenda Item No: 03.01

## Big Al's Truck and Car Wash Tammy MacMillan and Kyle Rosin

### Recommended Motion

That Council thanks Tammy MacMillan and Kyle Rosin of Big Al's Truck and Car Wash for their presentation on the current condition of South Municipal Road.

### Background

CAO Norburn met with Tammy MacMillan and Kyle Rosin who own and operate Big Al's Truck and Car Wash, they have concerns about the current condition of South Municipal Road which their business is located.

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

### Communications

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

### Financial Implications

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

### Policy and/or Legislative Implications

N/A



## Attachments

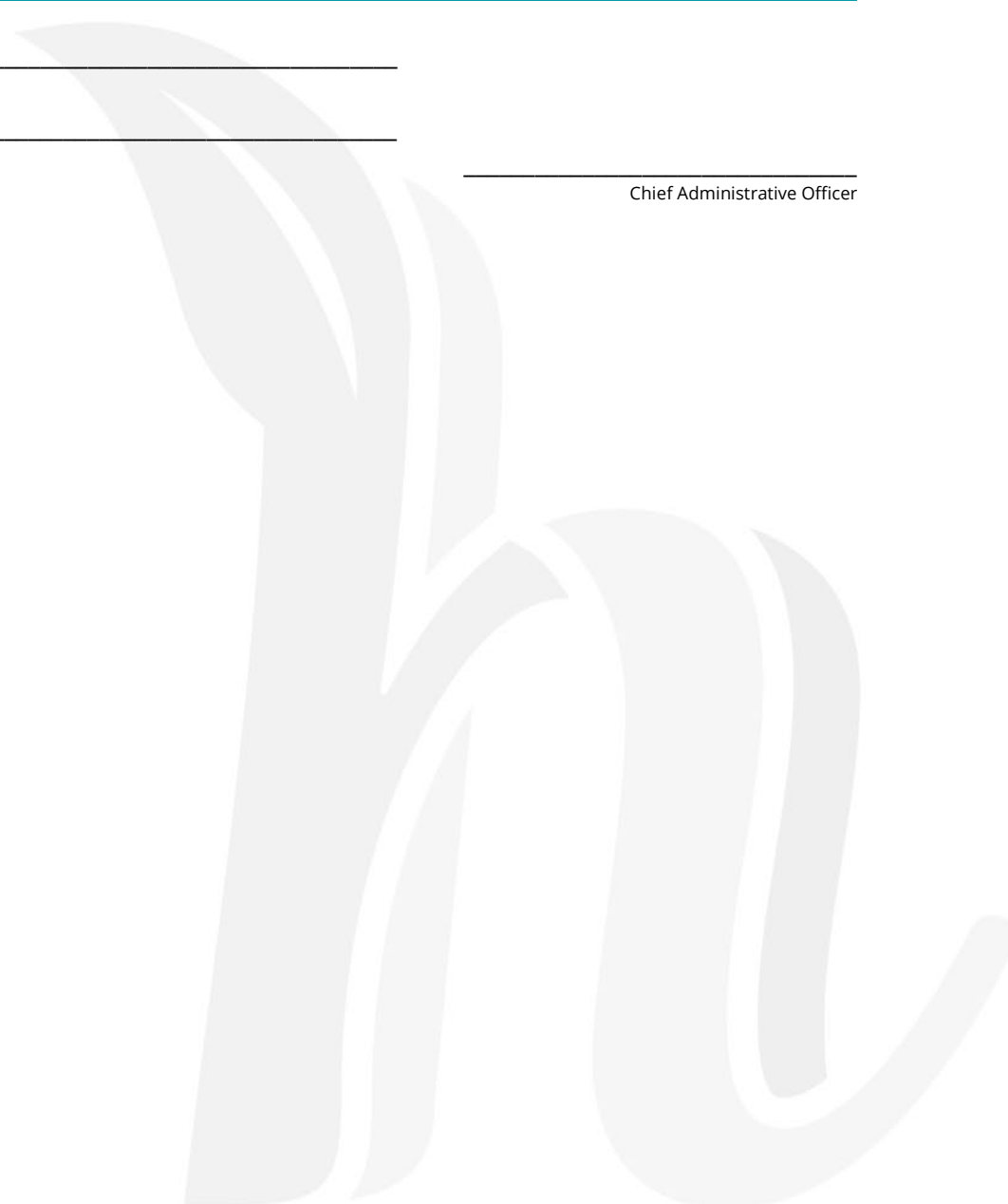
1. Images (4)

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer















Date: February 11, 2025

Agenda Item No: 05.00

## Council Meeting Minutes

### Recommended Motion

That the Minutes of the Regular Meeting of Council held January 14, 2025, be adopted as presented.

That the Minutes of the Information Meeting of Council held January 29, 2025, 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 14, 2025
2. Minutes of the Information Meeting of Council – January 29, 2025

### Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

# MINUTES

## REGULAR MEETING OF COUNCIL

### January 14, 2025

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, January 14, 2025, at 6:00 p.m. in the Town Council Chambers.

**Council Members Present:**

Danny Povaschuk  
Sandra Beaudoin  
Fred Crowle  
Sandra Murphy  
Angie Warwick

**Council Members Absent**

Kyle Olsen  
Vernon Thuroo

**Administration Present:**

Matthew Norburn – 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 Danny Povaschuk called the meeting to order at 6:01 p.m.

**2.0 ADOPTION OF AGENDA**

**001-2025** Moved by Councillor Warwick that the agenda for January 14, 2025, Regular Council Meeting be adopted as presented.

Motion Carried.

**3.0 DELEGATIONS**

Thomas Trout, Harvest Sky Economic Development Officer provided Council with a presentation on the Harvest Sky Roundhouse Project.



#### **4.0 PUBLIC PRESENTATION**

Judith Isack presented to Council the concerns of the chlorine in the Town of Hanna drinking water.

#### **5.0 ADOPTION OF MINUTES**

5.01 Minutes of the Special Meeting of Council – December 9, 2024

**002-2025** Moved by Councillor Warwick that the Minutes of the Special Meeting of Council held December 9, 2024, be adopted as presented.

Motion Carried.

5.02 Minutes of the Regular Meeting of Council – December 10, 2024

**003-2025** Moved by Councillor Crowle that the Minutes of the Regular Meeting of Council held December 10, 2024, be adopted as presented.

Motion Carried.

#### **5.0 FINANCE REPORTS**

6.01 Accounts Payable

**004-2025** Moved by Councillor Murphy that Council accepts the accounts payable listings for general account cheques 43293 - 43309, direct deposits 003641 - 003716, and Electronic Funds Transfer Batches 912 & 915 for information.

Motion Carried.





6.02 Statement of Revenue & Expense – December 2024

**005-2025** Moved by Councillor Murphy that Council accepts the Statement of Revenue & Expense Report for December 2024 for information.

Motion Carried.

6.03 Budget Overview – December 2024

**006-2025** Moved by Councillor Crowle that Council accepts the Budget Overview for December 2024 for information.

Motion Carried.

6.04 Capital Budget Update – December 2024

**007-2025** Moved by Councillor Murphy that Council accepts the Capital Budget Update for December 2024 for information.

Motion Carried.

## **7.0 COMMITTEE REPORTS**

There were no committee reports submitted.

## **8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS**

8.01 Chief Administrative Officer  
8.01.1 Community Services Facilities Manager  
8.01.2 Community Services Coordinator

8.02 Director of Business & Communication

8.03 Director of Public Works

**008-2025** Moved by Councillor Beaudoin that Council accepts the Senior Administrative Officials reports 8.01 to 8.03 as presented for information.

Motion Carried.



## 9.0 BUSINESS ITEMS

9.01 Development Permit Report – 2024 4<sup>th</sup> Quarter

**009-2025** Moved by Councillor Warwick that Council accepts the Town of Hanna Development Permit Statistics Report for the 2024 4<sup>th</sup> Quarter (October – December) for information and thanks Development Officer David Mohl for his presentation this evening.

Motion Carried.

9.02 Emergency Management Report – 2024 4<sup>th</sup> Quarter

**010-2025** Moved by Councillor Beaudoin that Council accepts the Town of Hanna Director of Emergency Management 2024 4<sup>th</sup> Quarter Report (October-December) for information and thanks the Director of Emergency Management David Mohl for his presentation.

Motion Carried.

9.03 Hanna Fire Department Report – 2024 4<sup>th</sup> Quarter

**011-2025** Moved by Councillor Warwick that Council accepts the Hanna Fire Department 2024 4<sup>th</sup> Quarter Report (October-December) and thanks Fire Chief David Mohl for his presentation this evening.

Motion Carried.

9.04 Streetlight Head Replacement Proposal by ATCO

**012-2025** Moved by Councillor Crowle that Council approve the conversion of nine (9) non-invested streetlights to invested streetlights under ATCO's Rate Schedule D61B, at zero cost to the Town of Hanna, and authorize the Chief Administrative Officer to sign the agreement with ATCO.

Motion Carried.



9.05 Approval to Initiate New Real Estate Service Agreement

**013-2025** Moved by Councillor Warwick that Council approves that the Chief Administrative Officer be authorized to prepare and advertise a Request for Proposals (RFP) for Real Estate Services for the Town of Hanna to secure a new real estate service provider.

Motion Carried.

9.06 2025 Alberta Municipalities Spring Municipal Leaders' Caucus

**014-2025** Moved by Councillor Warwick that Council authorizes the attendance of Councillors at the 2025 Alberta Municipalities Spring Municipal Leaders' Caucus.

Motion Carried.

**10.0 BYLAWS**

10.01 Municipal Public Utilities Amendment Bylaw #1036-2025

**015-2025** Moved by Councillor Murphy that Council give first reading to Bylaw 1036-2025, the Municipal Public Utilities Amendment Bylaw.

Motion Carried.

**016-2025** Moved by Councillor Beaudoin that Council give second reading to Bylaw 1036-2025, the Municipal Public Utilities Amendment Bylaw.

Motion Carried.

**017-2025** Moved by Mayor Povaschuk that Council provide unanimous consent for third reading of Bylaw 1036-2025, the Municipal Public Utilities Amendment Bylaw, at this meeting.

Motion Carried.



**018-2025** Moved by Councillor Crowle that Council give third and final reading to Bylaw 1036-2025, the Municipal Public Utilities Amendment Bylaw.

Motion Carried.

## **11.0 COUNCIL REPORTS AND ROUNDTABLE**

**019-2025** Moved by Councillor Beaudoin that Council accepts the Council Reports for information.

Motion Carried.

## **12.0 CORRESPONDENCE**

There was no correspondence provided to Council

## **13.0 CLOSED SESSION**

**020-2025** Moved by Mayor Povaschuk that Council move to Closed Session at 7:36 p.m. to discuss the following agenda item.

Motion Carried.

13.1 Legal Matter as per FOIP Sections 27(1)(a)

13.2 Legal Matter as per FOIP Sections 16 & 17

Mayor Povaschuk called a recess at 7:37 p.m.

Mayor Povaschuk resumed the meeting at 7:50 p.m.

**021-2025** Moved by Mayor Povaschuk that Council move to Regular Session at 9:37 p.m.

Motion Carried.





**022-2025** Moved by Councillor Beaudoin that Administration request Mr. Limpert to continue with the garbage contract until the end of January 2025.

Motion Carried.

**023-2025** Moved by Councillor Murphy that Council award the residential garbage collection contract to Registered Company Alberta 2626438, effective February 1, 2025, for a 2-year term as their proposal received the highest evaluation score.

Motion Carried.

#### **14.0 ADJOURNMENT**

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 9:39 p.m.

These minutes approved this 11<sup>th</sup> day of February 2025.

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Mayor Danny Povaschuk

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Chief Administrative Officer  
Matthew Norburn

# MINUTES

## INFORMATION MEETING OF COUNCIL

### January 29, 2025

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, January 29, 2025, at 8:30 a.m. in the Town Council Chambers.

#### Council Members Present:

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

#### Council Members Absent

#### Administration Present:

Matthew Norburn – Chief Administrative Officer  
Winona Gutsche – Director of Corporate Services  
Laurie Armstrong – Director of Business & Communication

#### **1.0 CALL TO ORDER**

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

#### **2.0 ADOPTION OF AGENDA**

**024-2025** Moved by Councillor Warwick that the agenda for January 29, 2025, Information Council Meeting be adopted 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 Norburn provided Council with a verbal review of his report.

## **6.0 BUSINESS ITEMS**

### **6.01 Report on Staff Usage of Artificial Intelligence (AI)**

Chief Administrative Officer Norburn shared how staff have been exploring and utilizing Artificial Intelligence tools to enhance efficiency and improve communication with residents. These efforts align with the municipality's goals to modernize operations and enhance engagement with the community.

### **6.02 Disposition of the 2006 Wheelchair-Accessible Handi Van**

Chief Administrative Officer Norburn provided Council with information regarding the disposition of the 2006 Pontiac Uplander that was used as the wheelchair accessible handi van and asking for consideration to either donate or sell. Council instructed Administration to provide Council with a resolution at the February 11, 2025, Council Meeting.

### **6.03 Discussion on Proposed Solar Farm and Related Land Use Bylaw Updates**

Chief Administrative Officer Norburn provided Council with key issues for discussion of the proposed solar farm project located within the Town of Hanna limits.

### **6.04 Proposed Amendments to Bylaw 1035-2024: Service Animal Provisions**

Chief Administrative Officer Norburn provided information to Council on the proposed amendments aim to enhance the inclusivity and accessibility of municipal policies concerning service animals. These changes are designed to



align with best practices and applicable provincial and federal laws, ensuring equitable treatment for individuals requiring service animals.

### **Key Amendments:**

#### **1. Definitions:**

- **Service Animal:** A trained and certified animal assisting person with disabilities.
- **Retired Service Animal:** Previously active service animals now supporting their owner personally.
- **Service Animal in Training:** Animals undergoing supervised training to become service animals.

#### **2. Licensing Fees:**

- Introduce a \$0 fee structure for service animals, retired service animals, and service animals in training for both annual and lifetime licenses.

#### **3. Eligibility and Documentation:**

- Requirement for supporting documents such as certification, medical professional letters, or training enrollment proof to qualify for exemptions.

#### **4. Service Animal Protections:**

- Service animals are guaranteed access to public areas in compliance with laws.
- Exemptions from penalties or fines for minor infractions, barring immediate public safety concerns.

#### **5. Public Awareness Initiative:**

- Rollout of educational programs, including workshops, flyers, and online resources to inform residents about service animals' roles, rights, and responsibilities.

## **7.0 COUNCIL REPORTS AND ROUNDTABLE**

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the January 14, 2025, Regular Council Meeting.





## **8.0 ADJOURNMENT**

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 9:50 a.m.

These minutes approved this 11<sup>th</sup> day of February 2025.

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Mayor Danny Povaschuk

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Chief Administrative Officer  
Matthew Norburn

Date: February 11, 2025

Agenda Item No: 06.01

## Accounts Payable

### Recommended Motion

That Council accepts the accounts payable listings from the general account for information:

- Cheques 43310 - 43339
- Direct Deposits 003717 - 003810
- Electronic Funds Transfer – Batch Number 918, 919 & 924

### 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, direct deposits, and EFT's. 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 43310 - 43339        | totaling \$61,035.34  |
| 2. Accounts Payable Listing – Direct Dep 003717 - 003810   | totaling \$530,819.19 |
| 3. Accounts Payable Listing – EFT Batch No. 918, 919 & 924 | totaling \$41,523.65  |

### Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

Date: February 11, 2025

Agenda Item No: 06.02

## Statement of Revenue & Expense

### Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for January 2025 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 2025 Operating and Capital budgets approved by Council at the December 10, 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, 2025.

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 - December 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 01/01/2025  
 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>GENERAL MUNICIPAL</b>				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	0.00	2,515,767.00-	2,515,767.00-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	0.00	965,106.00-	965,106.00-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	0.00	72,557.00-	72,557.00-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	0.00	1,337.00-	1,337.00-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	0.00	155,322.00-	155,322.00-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	0.00	69,314.00-	69,314.00-
PENALTY & COST ON TAX	1-01-0000-510	8,428.15-	19,865.00-	11,436.85-
CONCESSION & FRANCHISE	1-01-0000-540	0.00	533,600.00-	533,600.00-
RETURN ON INVESTMENTS	1-01-0000-550	0.00	287,000.00-	287,000.00-
	TOTAL GENERAL MUNICIPAL 01:	8,428.15-	4,619,868.00-	4,611,439.85-
<b>COUNCIL REVENUE</b>				
COUNCIL OTHER REVENUE	1-11-0000-590	0.00	2,000.00-	2,000.00-
	TOTAL COUNCIL REVENUE 11:	0.00	2,000.00-	2,000.00-
<b>GENERAL ADMINISTRATION</b>				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	140.00-	5,700.00-	5,560.00-
ADMIN SOUVENIR	1-12-0000-419	0.00	1,600.00-	1,600.00-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	1,125.00-	12,000.00-	10,875.00-
ADMIN OTHER REVENUE	1-12-0000-590	23.81-	11,200.00-	11,176.19-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	470,700.00-	470,700.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	725,000.00-	725,000.00-
ADMIN DRAWN FROM SURPLUS (OPERATING	1-12-0000-920	0.00	5,000.00-	5,000.00-
	TOTAL GENERAL ADMINISTRATION 12:	1,288.81-	1,231,200.00-	1,229,911.19-
<b>POLICE</b>				
POLICE PROVINCIAL FINES	1-21-0000-530	0.00	4,100.00-	4,100.00-
	TOTAL POLICE:	0.00	4,100.00-	4,100.00-
<b>SAFETY &amp; RISK MANAGEMENT</b>				
<b>FIRE</b>				
FIRE FIRE FIGHTING FEES	1-23-0000-410	0.00	91,600.00-	91,600.00-
FIRE OTHER	1-23-0000-590	0.00	100,000.00-	100,000.00-
FIRE SPECIAL AREAS OPERATIONS GRANT	1-23-0000-850	0.00	209,220.00-	209,220.00-
	TOTAL FIRE:	0.00	400,820.00-	400,820.00-
<b>FIRE - ECETP</b>				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	0.00	7,900.00-	7,900.00-
FIRE ECETP - DRAWN FROM SURPLUS	1-23-0200-920	0.00	7,946.00-	7,946.00-
	FIRE - ECETP TOTAL:	0.00	15,846.00-	15,846.00-
<b>BY-LAW ENFORCEMENT</b>				
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	20.00-	500.00-	480.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	20,400.00-	18,100.00-	2,300.00-
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:	20,445.00-	23,300.00-	2,855.00-
<b>DOG CONTROL</b>				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	6,440.00-	4,500.00-	1,940.00
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	6,440.00-	4,600.00-	1,840.00
<b>COMMON SERVICES</b>				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	0.00	9,600.00-	9,600.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	0.00	300.00-	300.00-
COMMON SERV DRAWN FROM SURPLUS (OPER	1-31-0000-920	0.00	314,952.00-	314,952.00-
	TOTAL COMMON SERVICES:	0.00	324,852.00-	324,852.00-
<b>STREETS &amp; ROADS</b>				
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	1,827,464.00-	1,827,464.00-
S & R DRAWN FROM DEFERRED REVENUE -	1-32-0000-930	0.00	1,924,850.00-	1,924,850.00-
	TOTAL STREETS & ROADS:	0.00	3,752,314.00-	3,752,314.00-
<b>AIRPORT</b>				

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025  
 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	0.00	8,600.00-	8,600.00-
AIRPORT OTHER REVENUE	1-33-0000-590	0.00	100.00-	100.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	13,715.00-	13,715.00-
	TOTAL AIRPORT:	0.00	22,415.00-	22,415.00-
<b>WATER SUPPLY &amp; DISTRIBUTION</b>				
WATER SALE OF WATER	1-41-0000-410	0.00	1,193,139.00-	1,193,139.00-
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	104,200.00-	104,200.00-
	TOTAL WATER SUPPLY & DISTRIBUTION:	0.00	1,298,639.00-	1,298,639.00-
<b>WATER LINES &amp; DISTRIBUTION</b>				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	56.38-	0.00	56.38
	TOTAL WATER LINES & DISTRIBUTION:	56.38-	0.00	56.38
<b>SANITARY SEWERS</b>				
SEWER CHARGES	1-42-0000-410	0.00	260,100.00-	260,100.00-
SEWER DRAWN FROM SURPLUS (OPERATING)	1-42-0000-920	0.00	25,000.00-	25,000.00-
	TOTAL SANITARY SEWERS:	0.00	285,100.00-	285,100.00-
<b>GARBAGE COLLECTION &amp; DISPOSAL</b>				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	0.00	74,300.00-	74,300.00-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	0.00	74,300.00-	74,300.00-
<b>BIG COUNTRY WASTE AUTHORITY</b>				
REGIONAL WASTE SITE FEES	1-44-0000-410	0.00	353,800.00-	353,800.00-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	0.00	353,900.00-	353,900.00-
<b>F.C.S.S.</b>				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	300.00-	300.00-
FCSS VAN RENTAL	1-51-0000-561	153.15-	1,000.00-	846.85-
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-	93,800.00-	70,340.25-
	TOTAL F.C.S.S.:	23,612.90-	98,500.00-	74,887.10-
<b>CEMETERY</b>				
CEMETERY CHARGES	1-56-0000-410	600.00-	13,200.00-	12,600.00-
CEMETERY OTHER	1-56-0000-590	300.00-	500.00-	200.00-
	TOTAL CEMETERY:	900.00-	13,700.00-	12,800.00-
<b>SUBDIVISION</b>				
SUBDIVISION SALE OF LAND	1-66-0000-400	22,499.00-	0.00	22,499.00
	TOTAL SUBDIVISION:	22,499.00-	0.00	22,499.00
<b>RECREATION &amp; PARKS FACILITIES</b>				
RECREATION SALES & SERVICE	1-72-0000-410	45.00-	2,510.00-	2,465.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	1,929.60-	7,600.00-	5,670.40-
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	25,800.00-	25,800.00-
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	9,200.00-	9,200.00-
	TOTAL RECREATION REVENUE:	1,974.60-	242,110.00-	240,135.40-
<b>SWIMMING POOLS</b>				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	557.14-	23,300.00-	22,742.86-
POOL LESSON REGISTRATIONS	1-72-0100-411	0.00	37,100.00-	37,100.00-
POOL DAILY ADMISSIONS	1-72-0100-412	0.00	12,900.00-	12,900.00-
POOL RETAIL SALES	1-72-0100-419	0.00	4,000.00-	4,000.00-
POOL RENTAL REVENUE	1-72-0100-560	0.00	7,600.00-	7,600.00-
POOL DONATIONS	1-72-0100-590	0.00	23,500.00-	23,500.00-
	TOTAL SWIMMING POOLS:	557.14-	108,400.00-	107,842.86-
<b>ARENA</b>				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	6,750.00-	12,100.00-	5,350.00-
ARENA RENTAL REVENUE	1-72-0200-560	135.00-	84,200.00-	84,065.00-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	0.00	3,300.00-	3,300.00-
ARENA DRAWN FROM SURPLUS (OPERATING)	1-72-0200-920	0.00	5,000.00-	5,000.00-
	TOTAL ARENA:	6,885.00-	104,600.00-	97,715.00-
<b>CURLING RINK</b>				

For All Revenue, Expense Accounts  
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Description	Account	YTD Actual	YTD Budget	YTD Variance
CURLING RINK SALE OF SERVICES	1-72-0400-410	0.00	51,700.00-	51,700.00-
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	15,000.00-	15,000.00-
	CURLING RINK TOTAL:	0.00	76,000.00-	76,000.00-
<b>BALL DIAMONDS</b>				
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-
<b>FOX LAKE &amp; HELMER DAM</b>				
FOX LAKE REVENUE	1-72-0700-410	0.00	5,700.00-	5,700.00-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	0.00	259.00-	259.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	0.00	99,800.00-	99,800.00-
	TOTAL FOX LAKE & HELMER DAM:	0.00	105,759.00-	105,759.00-
<b>PLAYGROUND PROGRAM</b>				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	0.00	14,498.00-	14,498.00-
	TOTAL PLAYGROUND PROGRAM:	0.00	14,498.00-	14,498.00-
<b>SOCCER FIELDS</b>				
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-
<b>LIBRARY</b>				
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-
<b>REGIONAL COMMUNITY SERVICES CENTRE</b>				
RCSC RENTAL REVENUE	1-74-0800-560	2,400.63-	12,200.00-	9,799.37-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	21.00-	0.00	21.00-
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	19,050.00-	19,050.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	3,555.15-	32,303.00-	28,747.85-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	5,976.78-	83,553.00-	77,576.22-
<b>COMMUNITY CENTRE</b>				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	875.00-	29,363.00-	28,488.00-
COMMUNITY CENTRE PROVINCIAL CONDITIO	1-74-0900-840	0.00	13,000.00-	13,000.00-
	TOTAL COMMUNITY CENTRE:	875.00-	42,363.00-	41,488.00-
<b>LIONS HALL</b>				
LIONS HALL RENTAL REVENUE	1-74-1000-560	600.00-	3,150.00-	2,550.00-
	LIONS HALL TOTAL:	600.00-	3,150.00-	2,550.00-
	TOTAL REVENUE:	100,538.76-	13,322,687.00-	13,222,148.24-
<b>COUNCIL</b>				
COUNCIL WAGES	2-11-0000-110	10,543.65	99,700.00	89,156.35
COUNCIL BENEFITS	2-11-0000-130	60.40	4,200.00	4,139.60
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	1,075.00	13,300.00	12,225.00
COUNCIL GOODS	2-11-0000-500	5,531.40	17,400.00	11,868.60
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	9,200.00	9,200.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	0.00	2,500.00	2,500.00
	TOTAL COUNCIL:	17,210.45	161,250.00	144,039.55
<b>ADMINISTRATION</b>				
ADMINISTRATION SALARIES	2-12-0000-110	33,882.85	315,600.00	281,717.15
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	9,000.00	9,000.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	922.20	20,900.00	19,977.80
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	4,694.15	39,900.00	35,205.85
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	5,149.99	5,400.00	250.01
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	0.00	23,800.00	23,800.00
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	7,100.00	7,100.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	215.00	5,900.00	5,685.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	0.00	10,600.00	10,600.00
ADMINISTRATION TELEPHONE	2-12-0000-217	309.50	8,200.00	7,890.50
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	587.56	9,400.00	8,812.44
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	2,064.53	9,900.00	7,835.47

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Description	Account	YTD Actual	YTD Budget	YTD Variance
ADMINISTRATION AUDIT	2-12-0000-230	0.00	36,000.00	36,000.00
ADMINISTRATION LEGAL	2-12-0000-231	0.00	155,000.00	155,000.00
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	31,198.77	128,154.00	96,955.23
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	0.00	45,000.00	45,000.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	1,137.57	5,000.00	3,862.43
ADMINISTRATION INSURANCE	2-12-0000-274	0.00	19,760.00	19,760.00
ADMINISTRATION ASSESSOR	2-12-0000-280	0.00	50,400.00	50,400.00
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	100.00	1,000.00	900.00
ADMINISTRATION GOODS	2-12-0000-500	0.00	13,000.00	13,000.00
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	1,000.00	1,000.00
ADMINISTRATION POWER	2-12-0000-541	0.00	26,900.00	26,900.00
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	0.00	133,900.00	133,900.00
ADMINISTRATION BANK CHARGES	2-12-0000-810	0.00	7,300.00	7,300.00
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	0.00	1,340.00	1,340.00
ADMINISTRATION OTHER	2-12-0000-990	82.59	27,000.00	27,082.59
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	0.00	1,000.00	1,000.00
	TOTAL ADMINISTRATION:	80,179.53	1,118,054.00	1,037,874.47
<b>POLICE</b>				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	0.00	142,350.00	142,350.00
	TOTAL POLICE:	0.00	142,350.00	142,350.00
<b>SAFETY &amp; RISK MANAGEMENT</b>				
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	1,200.00	1,200.00
	TOTAL SAFETY & RISK MANAGEMENT:	0.00	6,350.00	6,350.00
<b>FIRE</b>				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	136,300.00	136,300.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	239.47	9,600.00	9,360.53
FIRE NON T4 BENEFITS	2-23-0000-133	0.00	1,500.00	1,500.00
FIRE TRAVEL	2-23-0000-211	0.00	10,100.00	10,100.00
FIRE TRAINING	2-23-0000-212	0.00	39,500.00	39,500.00
FIRE FREIGHT	2-23-0000-215	126.04	1,000.00	873.96
FIRE TELEPHONE	2-23-0000-217	93.90	7,200.00	7,106.10
FIRE ADVERTISING	2-23-0000-220	0.00	800.00	800.00
FIRE MEMBERSHIPS	2-23-0000-221	1,015.00	1,200.00	185.00
FIRE CONTRACTED SERVICES	2-23-0000-232	0.00	38,100.00	38,100.00
FIRE CONTRACTED REPAIRS	2-23-0000-250	2,614.00	14,400.00	11,786.00
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	0.00	15,000.00	15,000.00
FIRE INSURANCE	2-23-0000-274	0.00	22,990.00	22,990.00
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	0.00	23,069.00	23,069.00
FIRE PETROLEUM PRODUCTS	2-23-0000-521	0.00	9,500.00	9,500.00
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	300.00	300.00
FIRE HEATING	2-23-0000-540	0.00	11,700.00	11,700.00
FIRE POWER	2-23-0000-541	0.00	15,300.00	15,300.00
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	0.00	17,000.00	17,000.00
	TOTAL FIRE:	4,088.41	375,159.00	371,070.59
<b>FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP</b>				
FIRE - ECETP TRAINING	2-23-0200-212	0.00	7,960.00	7,960.00
FIRE - ECETP ADDED TO OPERATING RESE	2-23-0200-764	0.00	7,900.00	7,900.00
	TOTAL FIRE - ECETP:	0.00	15,860.00	15,860.00
<b>EMERGENCY SERVICES</b>				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVICI	2-24-0000-232	866.67	10,400.00	9,533.33
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	800.00	800.00
	TOTAL EMERGENCY SERVICES:	866.67	13,200.00	12,333.33
<b>BY-LAW ENFORCEMENT</b>				
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	101.28	1,250.00	1,148.72
BYLAW ADVERTISING	2-26-0000-220	0.00	1,900.00	1,900.00
BYLAW MEMBERSHIP	2-26-0000-221	0.00	200.00	200.00

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Description	Account	YTD Actual	YTD Budget	YTD Variance
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	3,413.63	47,800.00	44,386.37
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	3,000.00	3,000.00
BYLAW INSURANCE	2-26-0000-274	0.00	550.00	550.00
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
<b>TOTAL BY-LAW ENFORCEMENT:</b>		<b>3,514.91</b>	<b>64,100.00</b>	<b>60,585.09</b>
<b>DOG CONTROL</b>				
DOG CONTROL POSTAGE	2-28-0000-215	64.23	700.00	635.77
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	400.00	400.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,235.22	1,500.00	264.78
DOG CONTROL GOODS	2-28-0000-500	285.00	600.00	315.00
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	0.00	10,000.00	10,000.00
<b>TOTAL DOG CONTROL:</b>		<b>1,584.45</b>	<b>13,200.00</b>	<b>11,615.55</b>
<b>COMMON SERVICES</b>				
COMMON SERVICES SALARIES	2-31-0000-110	25,683.73	263,500.00	237,816.27
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	4,408.78	3,700.00	708.78
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	806.13	20,300.00	19,493.87
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	346.36	300.00	46.36
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	4,698.54	44,800.00	40,101.46
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	1,800.00	1,800.00
COMMON SERVICES TELEPHONE	2-31-0000-217	163.80	5,400.00	5,236.20
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	600.00	600.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	292.57	2,800.00	2,507.43
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	0.00	33,000.00	33,000.00
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	0.00	16,500.00	16,500.00
COMMON SERVICES INSURANCE	2-31-0000-274	0.00	33,610.00	33,610.00
COMMON SERVICES GOODS	2-31-0000-500	1,455.20	20,039.00	18,583.80
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	0.00	52,800.00	52,800.00
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	158.89	7,500.00	7,341.11
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	591.47	17,200.00	16,608.53
COMMON SERVICES HEATING	2-31-0000-540	0.00	21,500.00	21,500.00
COMMON SERVICES POWER	2-31-0000-541	0.00	17,900.00	17,900.00
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
<b>TOTAL COMMON SERVICES:</b>		<b>38,605.47</b>	<b>620,029.00</b>	<b>581,423.53</b>
<b>STREETS &amp; ROADS</b>				
S & R SALARIES	2-32-0000-110	12,895.47	91,300.00	78,404.53
S & R SEASONAL SALARIES	2-32-0000-111	1,204.88	5,500.00	4,295.12
S & R BENEFITS	2-32-0000-130	294.53	6,800.00	6,505.47
S & R SEASONAL BENEFITS	2-32-0000-131	92.95	400.00	307.05
S & R NON T4 BENEFITS	2-32-0000-133	1,220.92	14,900.00	13,679.08
S & R FREIGHT	2-32-0000-215	0.00	1,000.00	1,000.00
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	135,000.00	135,000.00
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	0.00	5,000.00	5,000.00
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	74.28	30,500.00	30,425.72
S & R EQUIPMENT GOODS	2-32-0000-522	0.00	7,000.00	7,000.00
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	0.00	127,400.00	127,400.00
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	841,214.00	841,214.00
S & R ADDED TO OPERATING RESERVE	2-32-0000-764	0.00	52,500.00	52,500.00
<b>TOTAL STREETS &amp; ROADS:</b>		<b>15,783.03</b>	<b>1,337,514.00</b>	<b>1,321,730.97</b>
<b>AIRPORT</b>				
AIRPORT SALARIES	2-33-0000-110	586.70	2,300.00	1,713.30
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,800.00	3,800.00
AIRPORT BENEFITS	2-33-0000-130	16.99	200.00	183.01
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	300.00	300.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	81.63	400.00	318.37
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	2,647.62	2,100.00	547.62



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AIRPORT CONTRACTED REPAIRS	2-33-0000-250	0.00	7,300.00	7,300.00
AIRPORT VEHICLE REPAIRS	2-33-0000-255	0.00	200.00	200.00
AIRPORT INSURANCE	2-33-0000-274	2,794.00	5,480.00	2,686.00
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	2,300.00	2,300.00
AIRPORT POWER	2-33-0000-541	0.00	9,500.00	9,500.00
AIRPORT WATER & SEWER	2-33-0000-542	0.00	500.00	500.00
	<b>TOTAL AIRPORT:</b>	<b>6,126.94</b>	<b>36,130.00</b>	<b>30,003.06</b>
<b>WATER PLANT</b>				
WATER PLANT CONTRACTED REPAIRS	2-41-0100-250	0.00	25,000.00	25,000.00
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	0.00	934,700.00	934,700.00
WATER PLANT POWER	2-41-0100-541	0.00	31,400.00	31,400.00
	<b>TOTAL WATER PLANT:</b>	<b>0.00</b>	<b>991,100.00</b>	<b>991,100.00</b>
<b>WATER LINES &amp; DISTRIBUTION</b>				
WATER LINES SALARIES	2-41-0200-110	10,229.27	150,800.00	140,570.73
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	277.95	12,500.00	12,222.05
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	1,332.06	26,600.00	25,267.94
WATER LINES TRAVEL & TRAINING	2-41-0200-211	947.14	7,000.00	6,052.86
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	71.10	9,200.00	9,128.90
WATER LINES ADVERTISING	2-41-0200-220	0.00	2,000.00	2,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	5,095.97	11,900.00	6,804.03
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	9,290.00	35,000.00	25,710.00
WATER LINES GOODS	2-41-0200-500	204.87	27,007.00	26,802.13
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	25,000.00	25,000.00
	<b>TOTAL WATER LINES &amp; DISTRIBUTION:</b>	<b>27,448.36</b>	<b>310,207.00</b>	<b>282,758.64</b>
<b>SANITARY SEWERS</b>				
SEWERS SALARIES	2-42-0000-110	1,819.92	31,100.00	29,280.08
SEWERS SEASONAL SALARIES	2-42-0000-111	27.38	0.00	27.38-
SEWERS BENEFITS	2-42-0000-130	55.47	2,400.00	2,344.53
SEWERS SEASONAL BENEFITS	2-42-0000-131	2.16	0.00	2.16-
SEWERS NON T4 BENEFITS	2-42-0000-133	258.29	5,400.00	5,141.71
SEWERS FREIGHT & POSTAGE	2-42-0000-215	174.99	500.00	325.01
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	85,000.00	85,000.00
SEWERS INSURANCE	2-42-0000-274	0.00	4,580.00	4,580.00
SEWERS GOODS	2-42-0000-500	4,770.50	22,000.00	17,229.50
SEWERS HEATING	2-42-0000-540	0.00	1,300.00	1,300.00
SEWERS POWER	2-42-0000-541	0.00	12,900.00	12,900.00
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	<b>TOTAL SANITARY SEWERS:</b>	<b>7,108.71</b>	<b>216,980.00</b>	<b>209,871.29</b>
<b>GARBAGE</b>				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	5,800.00	75,400.00	69,600.00
GARBAGE GOODS	2-43-0000-500	0.00	400.00	400.00
	<b>TOTAL GARBAGE:</b>	<b>5,800.00</b>	<b>75,800.00</b>	<b>70,000.00</b>
<b>REGIONAL WASTE</b>				
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
	<b>TOTAL REGIONAL WASTE SYSTEM:</b>	<b>83,638.72</b>	<b>353,800.00</b>	<b>270,161.28</b>
<b>FCSS</b>				
FCSS SALARIES	2-51-0100-110	589.74	5,700.00	5,110.26
FCSS BENEFITS	2-51-0100-130	16.08	500.00	483.92
FCSS NON T4 BENEFITS	2-51-0100-133	93.75	1,100.00	1,006.25
FCSS TRAVEL	2-51-0100-211	0.00	1,800.00	1,800.00
FCSS TRAINING	2-51-0100-212	0.00	800.00	800.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	0.00	300.00	300.00
FCSS ADVERTISING	2-51-0100-220	0.00	1,100.00	1,100.00
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	600.00	600.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025  
 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>TOTAL FCSS:</b>		2,449.57	37,311.00	34,861.43
<b>FCSS COORDINATOR</b>				
COORDINATOR SALARIES	2-51-0200-110	1,179.47	11,300.00	10,120.53
COORDINATOR BENEFITS	2-51-0200-130	32.13	1,000.00	967.87
COORDINATOR NON T4 BENEFITS	2-51-0200-133	187.48	2,300.00	2,112.52
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	125.00	700.00	575.00
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	2,100.00	2,100.00
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	7,050.00	1,200.00	5,850.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	0.00	99,800.00	99,800.00
<b>TOTAL COORDINATOR:</b>		10,074.08	139,900.00	129,825.92
<b>YOUTH CLUB SUPPORT</b>				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	589.74	5,700.00	5,110.26
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	16.08	500.00	483.92
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	93.75	1,100.00	1,006.25
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,300.00	2,300.00
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
<b>TOTAL FCSS YOUTH CLUB SUPPORT:</b>		1,449.57	20,100.00	18,650.43
<b>COMMUNITY SERVICES VANS</b>				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	0.00	400.00	400.00
CSD VAN INSURANCE	2-51-0500-274	0.00	3,660.00	3,660.00
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	419.50	600.00	180.50
<b>TOTAL COMMUNITY SERVICES VANS:</b>		419.50	4,860.00	4,440.50
<b>CEMETERY</b>				
CEMETERY SALARIES	2-56-0000-110	506.94	10,200.00	9,693.06
CEMETERY SEASONAL SALARIES	2-56-0000-111	54.77	6,300.00	6,245.23
CEMETERY BENEFITS	2-56-0000-130	11.88	900.00	888.12
CEMETERY SEASONAL BENEFITS	2-56-0000-131	4.19	400.00	395.81
CEMETERY NON T-4 BENEFITS	2-56-0000-133	47.74	1,800.00	1,752.26
CEMETERY ADVERTISING	2-56-0000-220	0.00	300.00	300.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	658.79	4,200.00	3,541.21
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	0.00	30.00	30.00
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
<b>TOTAL CEMETERY:</b>		1,284.31	31,330.00	30,045.69
<b>MUNICIPAL PLANNING COMMISSION</b>				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
<b>TOTAL MUNICIPAL PLANNING COMMISSION:</b>		0.00	500.00	500.00
<b>TOURISM</b>				
TOURISM SALARIES	2-61-0300-110	2,306.77	23,600.00	21,293.23
TOURISM BENEFITS	2-61-0300-130	51.71	2,000.00	1,948.29
TOURISM NON T4 BENEFITS	2-61-0300-133	250.13	4,800.00	4,549.87
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	1,700.00	1,700.00
TOURISM GOODS	2-61-0300-500	0.00	500.00	500.00
<b>TOTAL TOURISM:</b>		2,608.61	33,200.00	30,591.39
<b>BUSINESS &amp; COMMUNICATIONS</b>				
B & C SALARIES	2-61-0400-110	9,227.04	94,400.00	85,172.96
B & C BENEFITS	2-61-0400-130	206.78	7,900.00	7,693.22
B & C NON T4 BENEFIT	2-61-0400-133	1,000.53	19,000.00	17,999.47
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

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025  
 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	2,200.00	2,200.00
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	4,200.00	4,200.00
<b>TOTAL BUSINESS &amp; COMMUNICATIONS:</b>		<b>33,009.35</b>	<b>186,650.00</b>	<b>153,640.65</b>

**VISITOR INFORMATION CENTRE**

VIC SALARIES	2-62-0000-110	79.58	3,400.00	3,320.42
VIC SEASONAL SALARIES	2-62-0000-111	0.00	1,200.00	1,200.00
VIC BENEFITS	2-62-0000-130	1.53	300.00	298.47
VIC SEASONAL BENEFITS	2-62-0000-131	0.00	100.00	100.00
VIC NON T4 BENEFITS	2-62-0000-133	6.94	500.00	493.06
VIC TELEPHONES	2-62-0000-217	30.95	400.00	369.05
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	200.00	200.00
VIC CONTRACTED SERVICES	2-62-0000-232	0.00	600.00	600.00
VIC CONTRACTED REPAIR	2-62-0000-250	0.00	1,000.00	1,000.00
VIC INSURANCE	2-62-0000-274	0.00	1,360.00	1,360.00
VIC GOODS	2-62-0000-500	0.00	6,200.00	6,200.00
VIC HEATING	2-62-0000-540	0.00	1,300.00	1,300.00
VIC POWER	2-62-0000-541	0.00	2,800.00	2,800.00
VIC WATER	2-62-0000-963	0.00	4,100.00	4,100.00
<b>TOTAL VISITOR INFORMATION CENTRE:</b>		<b>119.00</b>	<b>23,460.00</b>	<b>23,341.00</b>

**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
<b>TOTAL COMMUNITY SERVICES BOARD:</b>		<b>0.00</b>	<b>3,500.00</b>	<b>3,500.00</b>

**RECREATION**

RECREATION SALARIES	2-72-0000-110	2,151.51	11,300.00	9,148.49
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	50.81	1,000.00	949.19
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	270.32	2,300.00	2,029.68
RECREATION TRAVEL	2-72-0000-211	0.00	1,800.00	1,800.00
RECREATION TRAINING	2-72-0000-212	0.00	2,700.00	2,700.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	0.00	300.00	300.00
RECREATION TELEPHONE	2-72-0000-217	0.00	2,200.00	2,200.00
RECREATION ADVERTISING	2-72-0000-220	0.00	1,800.00	1,800.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	441.00	900.00	459.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	750.00	24,000.00	23,250.00
RECREATION INSURANCE	2-72-0000-274	0.00	12,650.00	12,650.00
RECREATION GOODS	2-72-0000-500	337.80	1,200.00	862.20
RECREATION PROGRAM EXPENSES	2-72-0000-510	0.00	5,203.00	5,203.00
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	0.00	2,400.00	2,400.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	0.00	300.00	300.00
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	0.00	5,800.00	5,800.00
<b>TOTAL RECREATION:</b>		<b>4,001.44</b>	<b>177,053.00</b>	<b>173,051.56</b>

**SWIMMING & WADING POOLS**

POOLS SALARIES	2-72-0100-110	0.00	18,500.00	18,500.00
POOL SEASONAL SALARIES	2-72-0100-111	0.00	141,600.00	141,600.00
POOLS BENEFITS	2-72-0100-130	0.00	1,600.00	1,600.00
POOL SEASONAL BENEFITS	2-72-0100-131	0.00	9,700.00	9,700.00
POOLS NON T-4 BENEFITS	2-72-0100-133	0.00	3,000.00	3,000.00
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	2,700.00	2,700.00
POOLS TELEPHONE	2-72-0100-217	30.95	480.00	449.05
POOLS ADVERTISING	2-72-0100-220	0.00	1,000.00	1,000.00
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	9,530.00	9,530.00
POOLS GOODS	2-72-0100-500	164.16	17,572.00	17,407.84
POOL RETAIL GOODS	2-72-0100-501	0.00	2,000.00	2,000.00
POOLS CHEMICALS	2-72-0100-531	0.00	24,400.00	24,400.00

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

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 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
POOLS HEATING	2-72-0100-540	0.00	18,700.00	18,700.00
POOLS POWER	2-72-0100-541	0.00	23,300.00	23,300.00
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	0.00	5,080.00	5,080.00
	TOTAL SWIMMING POOLS:	195.11	290,962.00	290,766.89
<b>ARENA</b>				
ARENA SALARIES	2-72-0200-110	19,730.28	177,000.00	157,269.72
ARENA SEASONAL SALARIES	2-72-0200-111	0.00	12,500.00	12,500.00
ARENA BENEFITS	2-72-0200-130	562.16	14,800.00	14,237.84
ARENA SEASONAL BENEFITS	2-72-0200-131	0.00	900.00	900.00
ARENA NON T4 BENEFITS	2-72-0200-133	3,032.38	27,200.00	24,167.62
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	129.00	900.00	771.00
ARENA TELEPHONE	2-72-0200-217	30.95	360.00	329.05
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	500.00	500.00
ARENA CONTRACTED SERVICES	2-72-0200-232	285.10	4,800.00	4,514.90
ARENA CONTRACTED REPAIRS	2-72-0200-250	0.00	17,800.00	17,800.00
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	7,200.00	7,200.00
ARENA INSURANCE	2-72-0200-274	0.00	14,760.00	14,760.00
ARENA GOODS	2-72-0200-500	1,255.17	17,900.00	16,644.83
ARENA PETROLEUM PRODUCTS	2-72-0200-521	0.00	5,200.00	5,200.00
ARENA HEATING	2-72-0200-540	0.00	31,700.00	31,700.00
ARENA POWER	2-72-0200-541	0.00	24,500.00	24,500.00
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	0.00	4,310.00	4,310.00
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	0.00	14,300.00	14,300.00
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	0.00	19,400.00	19,400.00
	TOTAL ARENA:	25,025.04	400,730.00	375,704.96
<b>PARKS SHOP</b>				
PARKS SHOP TELEPHONE	2-72-0300-217	61.90	720.00	658.10
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	29.50	1,000.00	970.50
PARKS SHOP INSURANCE	2-72-0300-274	0.00	2,050.00	2,050.00
PARKS SHOP GOODS	2-72-0300-500	55.49	1,300.00	1,244.51
PARKS SHOP HEATING	2-72-0300-540	0.00	6,500.00	6,500.00
PARKS SHOP POWER	2-72-0300-541	0.00	3,700.00	3,700.00
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	0.00	700.00	700.00
	TOTAL PARKS SHOP:	146.89	15,970.00	15,823.11
<b>CURLING RINK</b>				
CURLING RINK SALARIES	2-72-0400-110	255.69	6,700.00	6,444.31
CURLING RINK SEASONAL SALARIES	2-72-0400-111	0.00	2,500.00	2,500.00
CURLING RINK BENEFITS	2-72-0400-130	4.93	600.00	595.07
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	0.00	200.00	200.00
CURLING RINK NON T4 BENEFITS	2-72-0400-133	21.88	1,100.00	1,078.12
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	5,820.87	5,600.00	220.87
CURLING RINK INSURANCE	2-72-0400-274	0.00	10,330.00	10,330.00
CURLING RINK GOODS	2-72-0400-500	17.98	5,100.00	5,082.02
CURLING RINK HEATING	2-72-0400-540	0.00	19,700.00	19,700.00
CURLING RINK POWER	2-72-0400-541	0.00	12,900.00	12,900.00
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	1,960.00	1,960.00
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	0.00	14,300.00	14,300.00
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	19,400.00	19,400.00
	TOTAL CURLING RINK:	6,121.35	118,390.00	112,268.65
<b>BALL DIAMONDS</b>				
BALL DIAMOND SALARIES	2-72-0500-110	68.16	6,700.00	6,631.84
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	0.00	3,800.00	3,800.00
BALL DIAMOND BENEFITS	2-72-0500-130	1.31	600.00	598.69
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	0.00	300.00	300.00
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	5.76	1,100.00	1,094.24
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	9,500.00	9,500.00
BALL DIAMOND POWER	2-72-0500-541	0.00	1,100.00	1,100.00
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	0.00	11,260.00	11,260.00
	TOTAL BALL DIAMONDS:	75.23	35,360.00	35,284.77
<b>GOLF COURSE</b>				

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
GOLF COURSE INSURANCE	2-72-0600-274	0.00	3,680.00	3,680.00
	TOTAL GOLF COURSE:	0.00	3,680.00	3,680.00
<b>FOX LAKE PARK</b>				
FOX LAKE SALARIES	2-72-0700-110	0.00	6,700.00	6,700.00
FOX LAKE SEASONAL SALARIES	2-72-0700-111	0.00	2,500.00	2,500.00
FOX LAKE BENEFITS	2-72-0700-130	0.00	600.00	600.00
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	1,100.00	1,100.00
FOX LAKE FREIGHT	2-72-0700-215	0.00	200.00	200.00
FOX LAKE ADVERTISING	2-72-0700-220	0.00	600.00	600.00
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	320.00	320.00
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	500.00	500.00
FOX LAKE POWER	2-72-0700-541	0.00	12,100.00	12,100.00
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,590.00	8,590.00
	TOTAL FOX LAKE PARK:	0.00	78,710.00	78,710.00
<b>PARKS</b>				
PARKS SALARIES	2-72-0800-110	7,239.26	104,300.00	97,060.74
PARKS SEASONAL SALARIES	2-72-0800-111	0.00	76,300.00	76,300.00
PARKS BENEFITS	2-72-0800-130	156.87	8,900.00	8,743.13
PARKS SEASONAL BENEFITS	2-72-0800-131	0.00	5,300.00	5,300.00
PARKS NON T4 BENEFITS	2-72-0800-133	739.70	16,300.00	15,560.30
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	0.00	1,000.00	1,000.00
PARKS FREIGHT	2-72-0800-215	1,500.00	800.00	700.00-
PARKS CONTRACTED REPAIRS	2-72-0800-250	0.00	25,200.00	25,200.00
PARKS EQUIPMENT REPAIRS	2-72-0800-253	0.00	7,700.00	7,700.00
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	0.00	5,700.00	5,700.00
PARKS INSURANCE	2-72-0800-274	0.00	5,400.00	5,400.00
PARKS GOODS	2-72-0800-500	0.00	24,100.00	24,100.00
PARKS PETROLEUM PRODUCTS	2-72-0800-521	0.00	13,600.00	13,600.00
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	0.00	12,935.00	12,935.00
PARKS VEHICLE MAINTENANCE	2-72-0800-523	0.00	4,900.00	4,900.00
PARKS POWER	2-72-0800-541	0.00	3,200.00	3,200.00
PARKS RECOVERIES TO OPERATING	2-72-0800-963	0.00	27,710.00	27,710.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	9,635.83	344,945.00	335,309.17
<b>PLAYGROUND PROGRAM</b>				
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	0.00	23,100.00	23,100.00
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	0.00	1,600.00	1,600.00
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	0.00	300.00	300.00
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	0.00	140.00	140.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,000.00	1,000.00
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:	250.00	38,860.00	38,610.00
<b>SPRAY PARK</b>				
SPRAY PARK SALARIES	2-72-1200-110	318.32	1,700.00	1,381.68
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	0.00	2,600.00	2,600.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	6.12	100.00	93.88
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	27.29	300.00	272.71
SPRAY PARK FREIGHT	2-72-1200-215	0.00	500.00	500.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	0.00	500.00	500.00
SPRAY PARK INSURANCE	2-72-1200-274	0.00	840.00	840.00
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	2,000.00	2,000.00
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	0.00	2,430.00	2,430.00
	TOTAL SPRAY PARK:	351.73	12,970.00	12,618.27

For All Revenue, Expense Accounts  
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025  
To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>KING HUNTER PARK</b>				
KING HUNTER PARK SALARIES	2-72-1300-110	0.00	6,700.00	6,700.00
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	0.00	10,000.00	10,000.00
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	0.00	600.00	600.00
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	0.00	700.00	700.00
KING HUNTER PARK EMP NON T4 BEN	2-72-1300-133	0.00	1,100.00	1,100.00
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	180.00	180.00
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	1,800.00	1,800.00
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	0.00	8,620.00	8,620.00
	TOTAL KING HUNTER PARK:	0.00	35,700.00	35,700.00
<b>SOCCER FIELDS</b>				
SOCCER FIELD SALARIES	2-72-1400-110	0.00	3,400.00	3,400.00
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,300.00	1,300.00
SOCCER FIELD BENEFITS	2-72-1400-130	0.00	300.00	300.00
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	1,100.00	1,100.00
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	0.00	5,010.00	5,010.00
	TOTAL SOCCER FIELDS:	0.00	13,210.00	13,210.00
<b>MUSEUM</b>				
MUSEUM GAS	2-74-0100-540	0.00	5,800.00	5,800.00
MUSEUM POWER	2-74-0100-541	0.00	3,900.00	3,900.00
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	TOTAL MUSEUM:	0.00	16,700.00	16,700.00
<b>LIBRARY</b>				
LIBRARY TELEPHONE	2-74-0200-217	61.90	700.00	638.10
LIBRARY ADVERTISING	2-74-0200-220	0.00	300.00	300.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	0.00	2,400.00	2,400.00
LIBRARY INSURANCE	2-74-0200-274	0.00	5,300.00	5,300.00
LIBRARY GOODS	2-74-0200-500	0.00	1,300.00	1,300.00
LIBRARY HEATING	2-74-0200-540	0.00	5,500.00	5,500.00
LIBRARY POWER	2-74-0200-541	0.00	7,800.00	7,800.00
LIBRARY GRANTS	2-74-0200-770	0.00	20,900.00	20,900.00
LIBRARY PERSONNEL GRANTS	2-74-0200-771	0.00	72,900.00	72,900.00
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	0.00	1,930.00	1,930.00
	TOTAL LIBRARY:	61.90	119,030.00	118,968.10
<b>CENTENNIAL PLACE</b>				
RCSC SALARIES	2-74-0800-110	7,696.89	71,500.00	63,803.11
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	3,944.56	49,800.00	45,855.44
RCSC BENEFITS	2-74-0800-130	204.59	6,500.00	6,295.41
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	173.15	3,500.00	3,326.85
RCSC NON T4 BENEFITS	2-74-0800-133	957.42	11,800.00	10,842.58
RCSC STAFF TRAINING	2-74-0800-212	0.00	2,100.00	2,100.00
RCSC FREIGHT	2-74-0800-215	0.00	300.00	300.00
RCSC TELEPHONE	2-74-0800-217	30.95	1,440.00	1,409.05
RCSC ADVERTISING	2-74-0800-220	0.00	2,787.00	2,787.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	0.00	15,800.00	15,800.00
RCSC CONTRACTED REPAIRS	2-74-0800-250	0.00	3,300.00	3,300.00
RCSC INSURANCE	2-74-0800-274	0.00	11,200.00	11,200.00
RCSC GOODS	2-74-0800-500	181.54	10,100.00	9,918.46
RCSC HEATING	2-74-0800-540	0.00	9,300.00	9,300.00
RCSC POWER	2-74-0800-541	0.00	20,900.00	20,900.00
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	0.00	1,100.00	1,100.00
	TOTAL CENTENNIAL PLACE:	13,189.10	221,427.00	208,237.90
<b>COMMUNITY CENTRE</b>				
COMMUNITY CENTRE SALARIES	2-74-0900-110	448.93	6,877.00	6,428.07
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,300.00	1,300.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	8.64	600.00	591.36
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	38.65	1,000.00	961.35
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	0.00	500.00	500.00



For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025  
 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	30.95	400.00	369.05
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	500.00	500.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	2,095.24	33,700.00	31,604.76
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	2,894.20	14,300.00	11,405.80
COMMUNITY CENTRE INSURANCE	2-74-0900-274	0.00	6,840.00	6,840.00
COMMUNITY CENTRE GOODS	2-74-0900-500	0.00	6,000.00	6,000.00
COMMUNITY CENTRE HEAT	2-74-0900-540	0.00	6,200.00	6,200.00
COMMUNITY CENTRE POWER	2-74-0900-541	0.00	12,500.00	12,500.00
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	0.00	1,860.00	1,860.00
	TOTAL COMMUNITY CENTRE:	5,516.61	92,677.00	87,160.39
<b>LIONS HALL</b>				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	0.00	2,000.00	2,000.00
LIONS HALL INSURANCE	2-74-1000-274	0.00	780.00	780.00
LIONS HALL GOODS	2-74-1000-500	0.00	500.00	500.00
LIONS HALL HEAT	2-74-1000-540	0.00	3,100.00	3,100.00
LIONS HALL POWER	2-74-1000-541	0.00	1,600.00	1,600.00
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	0.00	560.00	560.00
	TOTAL LIONS HALL:	0.00	8,540.00	8,540.00
<b>GOVERNMENT REQUISITIONS</b>				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	0.00	665,000.00	665,000.00
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	0.00	174,100.00	174,100.00
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	680.00	680.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	0.00	2,500.00	2,500.00
	TOTAL GOVERNMENT REQUISITIONS:	0.00	842,280.00	842,280.00
	TOTAL EXPENDITURES:	407,939.87	9,199,088.00	8,791,148.13
	TOTAL REVENUE & EXPENSES:	307,401.11	4,123,599.00	4,431,000.11

For All Revenue, Expense Accounts  
 Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025  
 To 31/01/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
<b>ASSETS - OPERATING</b>				
<b>CAPITAL FINANCES APPLIED (EXPENDITURES)</b>				
<b>ADMINISTRATION</b>				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	0.00	350,000.00	350,000.00
	TOTAL ADMINISTRATION:	0.00	350,000.00	350,000.00
<b>FIRE DEPARTMENT</b>				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	0.00	240,000.00	240,000.00
	TOTAL FIRE DEPARTMENT:	0.00	240,000.00	240,000.00
<b>COMMON SERVICES</b>				
COMMON SERV MACHINES, EQUIPMENT	8-31-0000-630	0.00	318,000.00	318,000.00
COMMON SERVICES VEHICLES	8-31-0000-650	0.00	60,000.00	60,000.00
	TOTAL COMMON SERVICES DEPARTMENT:	0.00	378,000.00	378,000.00
<b>STREETS &amp; ROADS</b>				
S & R ENGINEERING STRUCTURES	8-32-0000-610	0.00	2,815,600.00	2,815,600.00
	TOTAL STREETS & ROADS:	0.00	2,815,600.00	2,815,600.00
<b>ECONOMIC DEVELOPMENT</b>				
ECONOMIC DEVELOPMENT BUILDINGS	8-61-0000-620	0.00	7,000.00	7,000.00
	TOTAL ECONOMIC DEVELOPMENT:	0.00	7,000.00	7,000.00
<b>RECREATION</b>				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	53,000.00	53,000.00
RECREATION ARENA BUILDING	8-72-0200-620	0.00	20,000.00	20,000.00
RECREATION ARENA MACHINES & EQUIPMEN	8-72-0200-630	18,432.62	20,000.00	1,567.38
RECREATION CURLING RINK BUILDING	8-72-0400-620	0.00	50,000.00	50,000.00
RECREATION FOX LAKE PARK BUILDINGS	8-72-0700-620	0.00	20,000.00	20,000.00
RECREATION FLP EQUIPMENT	8-72-0700-630	0.00	10,000.00	10,000.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	51,500.00	100,000.00	48,500.00
RECREATION PARKS VEHICLES	8-72-0800-650	0.00	65,000.00	65,000.00
	TOTAL RECREATION:	69,932.62	338,000.00	268,067.38
<b>CULTURE</b>				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
RCSC BUILDING - CENTENNIAL PLACE	8-74-0800-620	10,517.38	19,000.00	8,482.62
COMMUNITY CENTRE BUILDING	8-74-0900-610	0.00	26,000.00	26,000.00
	TOTAL CULTURE:	10,517.38	55,000.00	44,482.62
	TOTAL CAPITAL FINANCES APPLIED:	80,450.00	4,183,600.00	4,103,150.00
	GRAND TOTAL OF ALL ACCOUNTS:	80,450.00	4,183,600.00	4,103,150.00
	REPORT TOTALS:	387,851.11	60,001.00	327,850.11-

\*\*\* End of Report \*\*\*

Date: February 11, 2025

Agenda Item No: 06.03

## Budget Overview

### Recommended Motion

That Council accepts the Budget Overview for January 2025 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 2025 Operating and Capital budgets approved by Council at the December 10, 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, 2025.

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

### Communications

N/A



### Financial Implications

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

### Policy and/or Legislative Implications

N/A

### Attachments

1. Budget Overview – January 2025

### Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

JANUARY, 2025		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2025 BUDGET Adopted Dec 10, 2024	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-8,428			-4,619,868			-4,611,440
DRAW FROM RESERVES				0	0		
REQUISITIONS		0			839,780		839,780
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-8,428			-3,777,588	
COUNCIL	0			0			0
COUNCIL		17,210			161,250		144,040
			17,210			161,250	
GENERAL ADMINISTRATION	-1,289			-1,233,200			-1,231,911
ADMINISTRATION		80,180			1,118,054		1,037,874
CAPITAL -		0			350,000		350,000
			78,891			234,854	
POLICE	0			-4,100			-4,100
POLICE		0			142,350		142,350
			0			138,250	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		0			6,350		6,350
			0			6,350	
FIRE	0			-400,820			-400,820
FIRE		4,088			375,159		371,071
CAPITAL - EQUIPMENT		0			18,000		18,000
CAPITAL - MOBILE RADIO		0			12,000		12,000
CAPITAL - FIRE HALL REPAIR		0			100,000		100,000
CAPITAL - AIRLIFT BAG KIT		0			10,000		10,000
CAPITAL - TRAINING TOWER		0			100,000		100,000
			4,088			214,339	
FIRE - ECETP	0			-15,846			-15,846
FIRE - TRAINING		0			15,860		15,860
			0			14	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		867			13,200		12,333
			867			13,200	
BY-LAW ENFORCEMENT	-20,445			-23,300			-2,855
BYLAW		3,515			64,100		60,585
			-16,930			40,800	
DOG CONTROL	-6,440			-4,600			1,840
ANIMAL CONTROL		1,584			13,200		11,616
			-4,856			8,600	

JANUARY, 2025		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2025 BUDGET Adopted Dec 10, 2024	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	0			-324,852			-324,852
PUBLIC WORKS		38,605			620,029		581,424
CAPITAL - SKID STEER		0			75,000		75,000
CAPITAL - SKID ATTACH		0			65,000		65,000
CAPITAL - SNOW BLOWER		0			178,000		178,000
			38,605			295,177	
STREETS & ROADS	0			-3,752,314			-3,752,314
STREETS & ROADS		15,783			1,337,514		1,321,731
CAPITAL - PALLISER/PIONEER		0			1,500,600		1,500,600
CAPITAL - BRIDGE PROJ		0			1,315,000		1,315,000
			15,783			400,800	
AIRPORT	0			-22,415			-22,415
AIRPORT		6,127			36,130		30,003
			6,127			13,715	
WATER							0
TREATMENT	0			-1,298,639			-1,298,639
TREATMENT		0			991,100		991,100
LINES & DISTRIBUTION	-56			0			56
LINES & DISTRIBUTION		27,448			310,207		282,759
			27,392			2,668	
SANITARY SEWERS	0			-285,100			-285,100
SEWERS		7,109			216,980		209,871
			7,109			-68,120	
GARBAGE	0			-74,300			-74,300
GARBAGE		5,800			75,800		70,000
			5,800			1,500	
REGIONAL WASTE SYSTEM	0			-353,900			-353,900
ANNUAL CONTRACT		83,639			353,800		270,161
			83,639			-100	
F.C.S.S.	-23,613			-98,500			-74,887
ADMINISTRATION		2,450			37,311		34,861
PROGRAMS		10,074			139,900		129,826
YOUTH CLUB SUPPORT		1,450			20,100		18,650
VAN OPERATIONS		420			4,860		4,441
			-9,220			103,671	



JANUARY, 2025		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2025 BUDGET Adopted Dec 10, 2024	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-900			-13,700			-12,800
CEMETERY		1,284			31,330		30,046
			384			17,630	
MUNICIPAL 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		2,609			33,200		30,591
			2,609			33,200	
BUSINESS	0			0			0
& COMMUNICATION		33,009			186,650		153,641
			33,009			186,650	
VISITOR INFORMATION	0			0			0
BOOTH		119			23,460		23,341
CAPITAL - LED LIGHTS		0			7,000		7,000
			119			23,460	
SUBDIVISION	-22,499			0			22,499
SUBDIVISION		0			0		0
			-22,499			0	
RECREATION	-1,975			-242,110			-240,135
CS BOARD		0			3,500		3,500
RECREATION		4,001			177,053		173,052
			2,027			-61,557	
SWIMMING POOLS	-557			-108,400			-107,843
POOLS		195			290,962		290,767
CAPITAL - DIVING BLOCKS		0			35,000		35,000
CAPITAL - SHADE STRUCTURES		0			18,000		18,000
			-362			235,562	
ARENA	-6,885			-104,600			-97,715
ARENA		25,025			366,530		341,505
ICE PLANT		0			34,200		34,200
CAPITAL - ROOF REPAIRS		0			20,000		20,000
CAPITAL - FLOOR SCRUBBER		18,433			20,000		1,567
			36,573			336,130	

<b>JANUARY, 2025</b>		<b>BUDGET OVERVIEW - OPERATING REVENUE &amp; EXPENSES</b>					
<b>Council may use the Revenue &amp; Expense Report (06.02) to review more detailed entries for each department</b>							
<b>2025 BUDGET</b> Adopted Dec 10, 2024	<b>2025</b> <b>ACTUAL</b> <b>REVENUES</b>	<b>2025</b> <b>ACTUAL</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>2025</b> <b>BUDGET</b> <b>REVENUES</b>	<b>2025</b> <b>BUDGET</b> <b>EXPENSES</b>	<b>REVENUE</b> <b>LESS</b> <b>EXPENSES</b>	<b>DIFFERENCE</b> <b>BUDGET TO</b> <b>ACTUAL</b>
PARKS SHOP	0			0			0
PARKS SHOP		147			15,970		15,823
			147			15,970	
CURLING RINK	0			-76,000			-76,000
CURLING RINK		6,121			84,190		78,069
ICE PLANT		0			34,200		34,200
CAPITAL - INTERIOR WALL REPAIR					50,000		50,000
			6,121			92,390	
BALL DIAMONDS	0			-4,300			-4,300
BALL DIAMONDS		75			35,360		35,285
			75			31,060	
GOLF COURSE	0			0			0
GOLF COURSE		0			3,680		3,680
			0			3,680	
FOX LAKE PARK	0			-105,759			-105,759
FLP		0			78,710		78,710
CAPITAL - FLOOR/TREES					30,000		30,000
			0			-75,759	
PARKS	0			0			0
PARKS		9,636			344,945		335,309
CAPITAL - FORK LIFT		51,500			100,000		48,500
CAPITAL - 1/2 TON TRUCK		0			65,000		65,000
			61,136			509,945	
SUMMER YOUTH PROGRAM	0			-14,498			-14,498
		250			38,860		38,610
			250			24,362	
SPRAY PARK	0			0			0
SPRAY PARK		352			12,970		12,618
			352			12,970	
KING-HUNTER PIONEER PARK	0			0			0
KING-HUNTER PIONEER PARK		0			35,700		35,700
			0			35,700	
SOCCER FIELDS	0			-2,500			-2,500
SOCCER FIELDS		0			13,210		13,210
			0			10,710	

JANUARY, 2025		BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES					
Council may use the Revenue & Expense Report (06.02) to review more detailed entries for each department							
2025 BUDGET Adopted Dec 10, 2024	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
MUSEUM	0			0			0
MUSEUM		0			16,700		16,700
			0			16,700	
LIBRARY	0			-10,000			-10,000
LIBRARY		62			119,030		118,968
CAPITAL - WATER DIV		0			10,000		10,000
			62			119,030	
CENTENNIAL PLACE	-5,977			-83,553			-77,576
CENTENNIAL PLACE		13,189			221,427		208,238
CAPITAL - FITNESS CENTRE		10,517			19,000		8,483
			17,730			156,874	
COMMUNITY CENTRE	-875			-42,363			-41,488
CENTRE		5,517			92,677		87,160
CAPITAL - LED LIGHTS		0			26,000		26,000
			4,642			76,314	
LIONS HALL	-600			-3,150			-2,550
LIONS HALL		0			8,540		8,540
			-600			5,390	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-100,539			-13,322,687			-13,222,148
TOTAL EXPENDITURES		488,390			13,322,689		12,834,299
TOTAL SURPLUS (DEFICIT)			387,851			2	

Date: February 11, 2025

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 Facility Manager
  - 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

CAO Report to Town of Hanna Council  
February 11, 2025

1. Safety & Infrastructure

- Participated in a Safety Meeting and conducted a walk-through of the arena to identify potential issues.
- Proposed a Mass Gathering Plan, which is currently under review and will be brought back for discussion at the next meeting.

2. Economic Development & Strategic Planning

- Attended an Economic Strategy Committee Meeting with Alberta Municipalities (AB Munis). Key topics included:
  - A presentation by BILD Alberta on current industry trends.
  - Alberta's AI Data Centre Attraction Strategy, highlighting potential opportunities for investment in our region.
  - Strategies for Enabling Growth and Housing Affordability in our municipality.
- In collaboration with Harvest Sky Region Economic Development, I have engaged in multiple discussions regarding the Housing Building Initiative. Meetings have included Special Areas, Prairie Land School Division, and potential contractors to explore feasible development opportunities.

3. Community Sponsorship & Engagement

- Gwen Snell has initiated outreach to previous sponsors at Centennial Place, and sponsorship renewal contracts have been distributed.

4. Law Enforcement & Governance

- The new By-law Officer has officially started and is actively familiarizing herself with municipal by-laws and policies to ensure effective enforcement.

5. Legal & Energy Developments

- I continue to work closely with our Legal Team on matters related to the PACE Solar Farm Project.

## 6. Healthcare & Medical Attraction

- Attended a meeting of the Hanna and District Medical Attraction & Retention Committee. Key discussions included:
  - Strategies to attract and retain medical staff in our community.
  - The establishment of a charitable initiative to support recruitment efforts.
  - Efforts to furnish accommodations for visiting healthcare professionals.
  - Dr. Fortna has expressed interest in attending the March council meeting to further discuss local healthcare initiatives.



## **Feb 2025 COUNCIL REPORT**

### **KEVIN OLSEN – COMMUNITY SERVICES FACILITIES MANAGER**

#### **Arena**

Regular season will be ending in mid-February, with teams moving to playoffs

U7 Tourney Feb 1<sup>st</sup>

Cowboys Tourney Feb 7-9th

#### **Parks / Cemetery**

#### **Centennial Place**

Coordinating timeline for replacement of Fitness Centre flooring as it will need to be shut down for a week and all equipment removed and then reinstalled.

#### **Swimming Pool / Spray Park**

#### **Parks Shop**

Working on picnic tables both new and rebuilt/repair

Facility maintenance and Inspections are ongoing

Will filter through applications and run interviews the beginning of February

#### **Lions Hall**

#### **Other**

MCCAC Lighting Grant update

Town office quote \$18,032.00

Grant amount      \$9,016.00

I inadvertently budgeted \$30,000 for this and in turn have \$15,000 expected revenue

Community Centre quote \$24,307.28

Grant amount              \$7,122.11

Prorated grant due to low usage/hours

Visitor Information Centre quote \$6,470.60

Grant not approved as it did not meet the minimum of \$10,000

My recommendation is to approve the Community Centre and Town Office to proceed. I will follow up by applying for an ATCO grant for the upgrading of the Visitor Information Centre.

We have hired Brian Chittka to fill the Recreation Operator 3 role. He starts on Feb 10<sup>th</sup>.

## **Community Services Coordinator Report – Michele Toews – February 2025**

### **Summer Employment**

We are now accepting applications for summer employment, including both Manager and Leader roles with EPIC Adventures for this year. Applications can be found online at [hanna.ca/employment](http://hanna.ca/employment).

### **Food Bank AGM**

I attended the Food Bank AGM representing the Town and our shared volunteer slot. While usage continues to be elevated the food bank received enough donations and grant funding to keep up and not have to utilize reserves for the year. In discussing if the food items offered in each hamper should be adjusted I have taken on the role of connecting our local AHS Nutritionist with the Food Bank. They will conduct a review to see if there are suggested additions or substitutions of items to create a balanced hamper, keeping in mind costs and shelf life requirements of the food bank.

### **Spring and Summer Events**

Planning is now underway for the Spring Community Showcase, Volunteer Appreciation Night, Seniors Week, and Canada Day celebrations. Watch [hanna.ca/events](http://hanna.ca/events), the enews, and weekly mailout flyer for more details coming soon.

### **Youth Club**

The Youth Club held their AGM on February 5<sup>th</sup>. Two new board members joined, replacing the youth members who had moved on to post secondary this fall. Neala-Rea Sprinkhuysen will continue to be President of the club, with Kalli Cooper taking on the Vice President role. For 2025 the board is focusing on meeting skills with youth taking turns acting as the chair and secretary roles at monthly meetings to learn more about rules for governing good meetings, as well as minute taking skills. For activities this year the Youth Club is looking at bringing in a mobile laser tag game, holding a June dance to celebrate the end of the school year, and hosting their annual Pumpkin Parade.

### **DAGASHI Day**

For the third year we have been contacted by our friends in Wake, Japan to participate in their DAGASHI Day celebration. They will be shipping us the DAGASHI candies again and we will be partnering throughout the community to share DAGASHI and smiles as per the initiative. There has also been interest from some teachers in starting a pen pal project with children in Japan and we are making the connections between the schools to facilitate this.

## Report to Council

Date: Feb 11, 2025

Submitted by: Laurie Armstrong, Director of Business & Communication

- Performed computer maintenance, software updates, troubleshooting and assisting staff.
- Prep for marketing Town programs and events.
- Weekly flyer: General feedback from the public has been that they have missed the flyer during the postal strike and welcome its' return.
- Last month I reported on two major and time-consuming changes to the website. I was getting closer to rolling out a new menu and to have the search function working as expected. Unfortunately, I ran into more troubles with other features that stopped me from proceeding with these two projects. After much troubleshooting, long days and many support forums and emails, I finally feel as though I have enough information to formulate a plan to attack the issues. Keeping the site functioning, while testing and implementing this plan will be a challenge but I am hopeful there will be no impact to the user. In fact, my hope is that the site will perform better.
- Also related to the website and of great importance, is the addition of candidate and election information avail. Dir. Gutsche was able to complete the documents, now I am just building out the site (in between support requests). It is my understanding that candidates can submit their nomination papers at any time. They do not have to wait for nomination day to arrive.
- The forms project is proceeding, starting with some internal Health and Safety processes and procedures for Accounts Payable. Again, these changes are internal and will not have an impact on the public at this time.
- Annual Microsoft Licensing is up for renewal so it's time to study what we have been paying for vs. what we actually require.
- Approved and ordered decals for the Handi-Van and the bylaw car. Soon, Town vehicles will receive branding that will be visible on the back windows. We are testing one before ordering multiple to ensure the size and location isn't a safety concern.

## **COUNCIL REPORT**

**DATE:** Feb 11<sup>th</sup>, 2025

**PRESENTED BY:** Brent Olesen, Director of Public Works

- Since the Jan 14th, 2025, Council meeting, the public works department has been busy with the following items:
  - Water & Sewer
    - We have turned a couple water services off that residence have requested to do work in their houses.
  - Road Maintenance
    - With the small amount of snow every other day we have cleaned up some streets that had excessive build up and some of the main arteries that have become rough with ruts.
    - We have been sanding intersections as needed.
  - Meetings
    - I am attending the Monday morning Director's meetings.
  - Airport
    - We have been doing routine maintenance at the airport.
  - Cemetery
    - We opened and closed a casket burial this month this month.
  - Other
    - Wes has been busy in the shop getting the new plow truck ready, preparing our bigger trucks for commercial inspections as well as regular maintenance on the park trucks.

Date: February 11, 2025

Agenda Item No: 09.01

## Hanna Municipal Library Board Member Appointment

### Recommended Motion

That Council approves the appointment of Elaine Johnson to the Hanna Municipal Library Board as a Citizen at Large Member for a term ending October 31, 2028.

### 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 would like to make a recommendation to Council the appointment of Elaine Johnson to serve a year term which would end on October 31, 2028.

<u>COMMITTEE OR BOARD</u>	<u>CURRENTLY</u>	<u>INITIAL APPOINTMENT</u>	<u>TERM ENDING</u>
HANNA LIBRARY BOARD (3-year term)			
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
Will Warwick	Oct 2024	Oct 2024	Oct 2027
Elaine Johnson	Feb 2025	Nov 2021	Oct 2028



**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**

**Reviewed by and Approved for Submission to Council**

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

Date: February 11, 2025

Agenda Item No: 09.02

## Approval for the Donation of the 2006 Wheelchair- Accessible Handi-Van

### Recommended Motion

That Council approve administration to identify and engage with a suitable municipality or community service organization to donate the 2006 wheelchair-accessible handi-van.

### Background

With the recent purchase of a new handi-van, the Town of Hanna is looking for the best course of action for the 2006 Pontiac Uplander wheelchair-accessible van. The van, originally acquired in 2006 for approximately \$52,000, was funded through a \$40,000 bequest from Ruby Catherine Schmitz and additional support from the Clifford Wall Foundation.

Given the vehicle's continued serviceability, administration recommends donating the van to another municipality or community services organization that could benefit from its use. Identifying a suitable recipient aligns with the spirit of the original funding, ensuring continued community benefit.

### Communications

N/A

### Financial Implications

Operating:	<u>          N/A          </u>	Capital Cost:	<u>          N/A          </u>
Budget Available:	<u>                                  </u>	Budget Available:	<u>                                  </u>
Unbudgeted Costs:	<u>                                  </u>	Unbudgeted Costs:	<u>                                  </u>
Source of Funds:	<u>                                  </u>	Source of Funds:	<u>                                  </u>





**Policy and/or Legislative Implications**

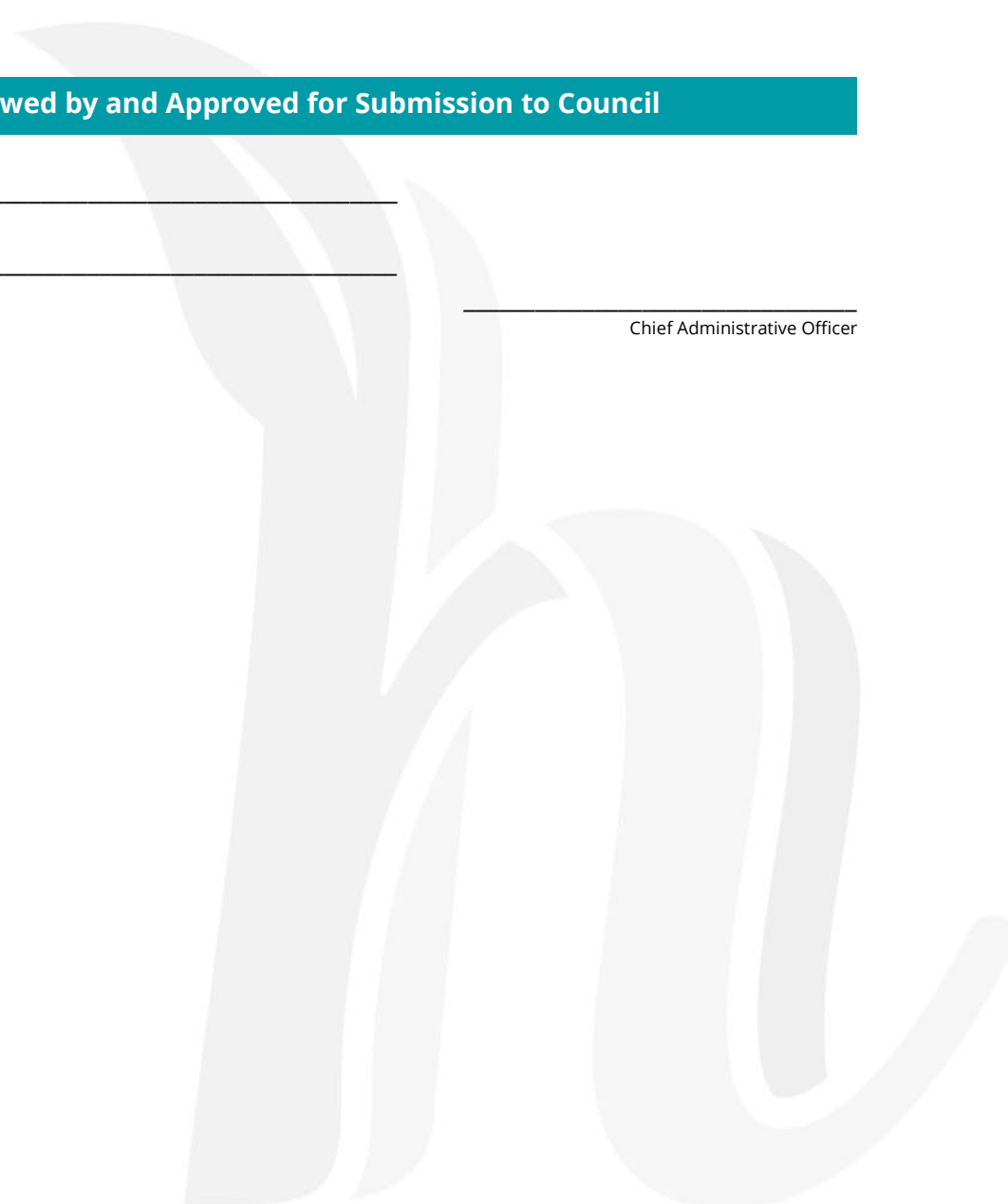
**Attachments**

**Reviewed by and Approved for Submission to Council**

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer



Date: February 11, 2025

Agenda Item No: 9.03

## Recommended Motion

That Council approve the Town of Hanna Artificial Intelligence (AI) Governance Policy 2025-01, as presented, to ensure responsible, ethical, and transparent AI implementation in municipal operations.

## Background

The use of artificial intelligence (AI) in municipal government is growing, offering opportunities for increased efficiency, enhanced public service delivery, and data-driven decision-making. However, AI also presents risks related to transparency, accountability, and data privacy.

To address these concerns and align with provincial and federal guidelines, the Town of Hanna has developed an **AI Governance Policy**. This policy provides a framework for the responsible acquisition, development, and deployment of AI technologies in town operations. It ensures that AI usage remains ethical, secure, and aligned with public interest while reducing risks associated with bias, privacy breaches, and errors.

The policy was developed based on best practices from:

- **Government of Canada's AI Guidelines**
- **City of Edmonton's Generative AI Standards**
- **Alberta Municipalities AI Policy Recommendations**

Additionally, the Town of Hanna has created an **AI Risk Assessment Template** and an **AI System Inventory** to support the governance process.

## 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

**Municipal Government Act (MGA)** – Ensures the Town remains compliant with governance and service delivery regulations.

**Freedom of Information and Protection of Privacy Act (FOIP)** – Ensures AI-related data handling aligns with privacy laws.

**Canada’s AI Governance Framework** – Aligns AI adoption with national principles of transparency and ethical AI use.

## Attachments

**AI Governance Policy**  
**AI Risk Assessment Template**  
**AI System Inventory Template**

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

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Title:	Artificial Intelligence Policy	Policy No:	2025-01
		Supersedes:	
Authority:	Council	Approval Date:	February 11, 2025
		Effective Date:	February 11, 2025

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## 1.0 DEFINITIONS

**Artificial Intelligence (AI):** The science that enables machines and software to perform tasks that require human intelligence such as learning, reasoning, problem solving, perception and language understanding.

**AI Tools:** Platforms that leverage artificial intelligence to automate tasks, enhance productivity and improve decision-making. These tools use machines to perform functions that typically require human intelligence.

**Users:** Includes but it not limited to all Departments Employees, Contractors and Elected Officials of the Town of Hanna.

## 2.0 PURPOSE

The Town of Hanna recognizes the potential of artificial intelligence (AI) technologies and their role in enhancing public services and operations. Publicly available applications driven by AI offer attractive opportunities to streamline work functions and increase efficiency. These tools come with serious security, accuracy and intellectual property risks. This policy establishes a framework for the responsible use, management, and governance of AI in alignment with federal, provincial, and municipal guidelines, ensuring ethical, transparent, and accountable AI integration.

## 3.0 SCOPE

This policy applies to all Users involved in the acquisition, development, deployment, or use of any third-party or publicly available AI tools in the operations or representation of the Town of Hanna. It aims to help Users understand the acceptable use and protects the Town of Hanna's confidential or sensitive information, intellectual property, workplace culture and brand.



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Title:	Artificial Intelligence Policy	Policy No:	2025-01
		Supersedes:	
Authority:	Council	Approval Date:	February 11, 2025
		Effective Date:	February 11, 2025

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#### 4.0 GUIDING PRINCIPLES

Users are expected to adhere to the following security practises and standards:

1. **Accountability:** AI tools will be deployed with clear lines of accountability to ensure oversight, compliance and consistency with this policy and applicable laws.
2. **Transparency:** Decisions made by AI tools will be explainable to stakeholders, ensuring clarity about how outcomes are reached.
3. **Privacy and Security:** Users will adhere to privacy regulations, including but not limited to the Freedom of Information and Protection of Privacy Act (FOIP).
4. **Fairness:** AI tools will be designed to minimize bias and promote equitable treatment across all demographic groups.
5. **Ethical Use:** AI will not replace human decision making.
6. **Innovation and Public Benefit:** AI will be used to enhance public services, reduce inefficiencies, and support informed decision-making.

#### 4.1 AI Governance Structure

- **Chief Administrative Officer (CAO):** Responsible for overall governance and ensuring alignment with the Town's objectives.
- **IT Staff and/or IT Contractor:** Works with staff to evaluate all AI usage requests for compliance with this policy.

#### 5.0 Operational Requirements

Reputable tools may be available to users who meet the Town of Hanna security and data protection standards and who complete the training requirements authorized and provided by the Town of Hanna CAO or the IT Department.



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Title:	Artificial Intelligence Policy	Policy No:	2025-01
		Supersedes:	
Authority:	Council	Approval Date:	February 11, 2025
		Effective Date:	February 11, 2025

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### **1. Acquisition and Deployment**

- Users will review and evaluate any AI tool before using and ensure vendors comply with recognized AI standards. Evaluation criteria include but is not limited to:
  - Security features, terms of service and privacy policy.
  - The reputation of the developer and any third-party services used by the tool.
- AI tools will not be integrated with internal software without first receiving specific permission from your supervisor and the IT Staff.
- Users will conduct due diligence and evaluate potential impacts, including data security and ethical considerations.

### **2. Data Privacy**

- Users must not upload or share any data that is confidential, proprietary or protected by regulation
- Only public information and documents are to be input into AI tools.
- Users must apply the same security practices that are used for all Town of Hanna systems including strong passwords, keeping software updated and following data retention policies.
- Every piece of information provided must be treated as if it will go viral on the internet and attributed to the Town of Hanna.

### **3. Public Engagement and Transparency**

- Residents will be notified when AI is used in public facing services.
- Town of Hanna will provide avenues for feedback.
- Supervisors are to be informed when an AI tool has been used to perform a task.

### **4. Access Control**

- Town of Hanna will provide training on AI ethics, transparency and data privacy.
- Only users trained on AI ethics, transparency, and data privacy will be permitted to use AI tools.
- Users will not give access to Town of Hanna AI tools without consent.



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Title:	Artificial Intelligence Policy	Policy No:	2025-01
		Supersedes:	
Authority:	Council	Approval Date:	February 11, 2025
		Effective Date:	February 11, 2025

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## 6.0 Ethical Use and Limitations

- AI is not a substitute for human judgement and creativity, especially where human rights and safety are concerned.
- All decisions, especially as they relate to financial penalties or public safety measures must involve human oversight.
- AI will not be used to make or to help make employment decisions about applicants or employees, including recruitment, retention, promotions, transfers, performance monitoring, discipline, demotion or terminations.
- AI will not be used for surveillance purposes without prior approval and compliance with relevant laws.
- AI generated content will be carefully verified by a human to ensure it is accurate, appropriate, not biased, not a violation of any other individual or entity's intellectual property or privacy and is consistent with Town of Hanna policies and applicable laws.
- Human oversight must be given to identify and avoid using content that is subject to copyright, plagiarism, misinformation, legal issues and reputational damage.

## 7.0 Compliance and Enforcement

- Violations of this policy may result in corrective measures, including a written warning, suspension of AI system use or disciplinary action which may include immediate termination and could result in legal action.

## 8.0 Policy Review

- This policy will be reviewed annually or as required to reflect advancements in technology, regulatory changes, or feedback from stakeholders.

## 9.0 Attachments

- Sample Risk Assessment Template to be used when evaluating the acquisition of hardware and/or software that may have access to confidential or sensitive information, intellectual property or workplace culture.



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Title:	Artificial Intelligence Policy	Policy No:	2025-01
		Supersedes:	
Authority:	Council	Approval Date:	February 11, 2025
		Effective Date:	February 11, 2025

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Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_





## Town of Hanna: AI Risk Assessment

**Project Name:**

**Department:**

**Assessment Date:**

**Assessor(s):**

---

### Section 1: Project Overview

- **AI Tool Description:**  
*[Provide a brief summary of the AI tool, its purpose, and expected outcomes.]*
  
- **Key Stakeholders:**  
*[List stakeholders involved or impacted, including residents, staff, or external partners.]*
  
- **Data Sources Used:**  
*[Specify the data sets, their origin, and any associated sensitivities.]*

## Section 2: Risk Identification

### 2.1 Ethical Risks

<b>Risk</b>	<b>Description</b>	<b>Likelihood</b> <i>(Low/Med/High)</i>	<b>Impact</b> <i>(Low/Med/High)</i>	<b>Mitigation Plan</b>
Bias in Decision-Making	Potential bias in data or algorithms leading to unfair outcomes.			
Lack of Transparency	Inability to explain AI outcomes to stakeholders.			
Over-Reliance on Automation	Diminished human oversight in critical decisions.			

### 2.2 Privacy and Security Risks

<b>Risk</b>	<b>Description</b>	<b>Likelihood</b> <i>(Low/Med/High)</i>	<b>Impact</b> <i>(Low/Med/High)</i>	<b>Mitigation Plan</b>
Data Breach	Unauthorized access to sensitive data.			
Misuse of Data	Data used for unintended purposes.			
Insufficient Anonymization	Risk of re-identifying individuals from anonymized data.			

## 2.3 Operational Risks

<b>Risk</b>	<b>Description</b>	<b>Likelihood</b> <i>(Low/Med/High)</i>	<b>Impact</b> <i>(Low/Med/High)</i>	<b>Mitigation Plan</b>
System Reliability	AI fails to perform as expected.			
Resource Limitations	Insufficient staff or budget to maintain the system.			
Vendor Dependency	Over-reliance on external providers.			

## Section 3: Risk Mitigation and Management

### 1. High-Risk Items:

*[List the identified high-risk items and explain the immediate steps to mitigate them.]*

### 2. Monitoring Plan:

*[Describe how ongoing monitoring of risks will be performed and reported.]*

### 3. Accountability:

- **Responsible Parties:** *[List individuals or teams responsible for risk management.]*
  
- **Review Schedule:** *[Define intervals for reviewing and updating the risk assessment.]*

**Section 4: Review and Approval**

**Assessor Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved or Rejected by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**CAO:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Template for AI System Inventory

AI System Name	Department	Purpose/Function	Vendor/Provider	Data Sources Used	Date Implemented	Risk Assessment Status	Compliance Notes	Review Date
Example: ChatGPT	IT Services	Resident FAQs and Support	OpenAI	User Queries, FAQs	January 1, 2025	Completed (Low Risk)	FOIP Compliance Verified	January 1, 2026

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### Key Fields Explained

1. **AI System Name:** The official name or product name of the AI system.
2. **Department:** The Town department is responsible for managing or using the system.
3. **Purpose/Function:** A brief description of what the AI system does or its intended outcomes.
4. **Vendor/Provider:** The company or entity that developed or maintains the system.
5. **Data Sources Used:** The type of data the AI system relies on, e.g., public data, private data, or specific datasets.
6. **Date Implemented:** When the system was first put into use.
7. **Risk Assessment Status:** Summary of the risk evaluation, such as "Completed," "In Progress," or "Pending Review."
8. **Compliance Notes:** Details on compliance with privacy laws, ethical standards, and other regulations.
9. **Review Date:** Scheduled date for the next assessment or audit.

Date: February 11, 2025

Agenda Item No: 10.01

## By-Law 1037-2025

### Updating Schedule A Dog License Fees

#### Recommended Motion

That Council give first reading to Bylaw 1037-25, being a bylaw to amend Schedule A: Fees and Penalties of the Animal Control Bylaw, as presented.

That Council give a second reading to Bylaw 1037-2025, the bylaw to amend Schedule A: Fees and Penalties of the Animal Control Bylaw.

That Council unanimously consent to proceed to third reading of Bylaw 1037-2025, the bylaw to amend Schedule A: Fees and Penalties of the Animal Control Bylaw.

That Council give third and final reading to Bylaw 1037-2025.

That Council authorize the administration to process reimbursements/credits for residents who have already paid the previously higher fees in 2025.

#### Background

The Town of Hanna currently charges \$35 annually for a spayed/neutered dog and \$125 annually for a non-spayed/non-neutered dog. In response to resident feedback that these fees are higher than those of neighbouring municipalities, the administration conducted a comparative review of dog licensing fees in similar towns.

Based on this review, the following fee adjustments are recommended to ensure Hanna remains competitive:

- **Annual Dog License Fees:**
  - Spayed or Neutered Dog: \$25.00 (previously \$35.00)
  - Non-Spayed or Non-Neutered Dog: \$50.00 (previously \$125.00)
  - Additional Dog(s): \$15.00 per dog (unchanged)
- **Lifetime Dog License Fees:**
  - Spayed or Neutered Dog: \$125.00 (previously \$200.00)



- Non-Spayed or Non-Neutered Dog: \$175.00 (new option)
- **Late Fee for Renewal:** \$10.00 (unchanged)
- **Registered Service Dogs:** No Fee

The revised fee schedule aligns with comparable municipalities such as Oyen, Drumheller, Strathmore, Coronation, and Taber, ensuring the Town's fees are fair while still covering administrative costs.

Some residents have already paid under the previous fee structure. If approved, the Town will notify these residents and issue refunds or credits as appropriate.

## Communications

### Communications

If approved, the new fee structure will be communicated through the following channels:

- The Town's website and social media platforms
- A direct notification to affected residents regarding reimbursements
- Inclusion in the next municipal newsletter

## Financial Implications

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

## Policy and/or Legislative Implications

The adjustment aligns with the Town of Hanna's commitment to fair and reasonable fee structures and promotes responsible pet ownership within the community.

## Attachments

- 1.0 Bylaw 1037-2025 Updating Schedule "A" Dog License Fees
- 2.0 Revised Schedule "A": Fees and Penalties



**Reviewed by and Approved for Submission to Council**

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer





**TOWN OF HANNA  
PROVINCE OF ALBERTA  
BY-LAW 1037-2025**

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO REGULATE, CONTROL, LICENSE WILD AND DOMESTIC ANIMALS AND ACTIVITIES IN RELATION TO THEM.

WHEREAS the Council of the Town of Hanna deems it necessary and in the public interest to amend the Animal Control Bylaw No 1035-2024 to update the dog licencing fee structure outlined in Schedule A;

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

**PART I            ANIMAL CONTROL BYLAW AMENDMENT**

1.1     This bylaw shall be known as the “ANIMAL CONTROL BYLAW AMENDMENT”.

**PART II           AMENDMENT TO SCHEDULE “A”**

2.1     Schedule A of Bylaw 1035-2024 is hereby repealed and replaced with the attached Schedule A (Revised).

2.2     The updated Schedule A shall reflect the following dog licensing fee structure:

Annual Dog License Fees:	
- Spayed or Neutered Dog:	\$25.00
- Non-Spayed or Non-Neutered Dog:	\$50.00
- Additional Dog(s):	\$15.00
Lifetime Dog License Fees:	
- Spayed or Neutered Dog:	\$125.00
- Non-Spayed or Non-Neutered Dog:	\$175.00
Late Fee for Renewal:	\$10.00
Registered Service Dogs:	No Fee

**PART III           COMING INTO FORCE**

3.1     Any residents who have already paid under the previous fee structure shall be eligible for a refund or credit as per the Town’s administrative policy.

**PART IV SEVERABILITY**

- 4.1 If any portion of this Bylaw is declared invalid by a court of competent jurisdiction, the invalid portion shall be severed, and the remainder of the Bylaw shall remain in effect.

**EFFECTIVE DATE**

This Bylaw shall come into effect upon the day of third and final reading:

READ A FIRST TIME THIS 11<sup>TH</sup> DAY OF FEBRUARY 2025.

\_\_\_\_\_  
Mayor Danny Povaschuk

\_\_\_\_\_  
Chief Administrative Officer  
Matthew Norburn

READ A SECOND TIME THIS 11<sup>th</sup> DAY OF FEBRUARY 2025.

READ A THIRD TIME AND FINALLY PASSED THIS 11<sup>th</sup> DAY OF FEBRUARY 2025.

\_\_\_\_\_  
Mayor Danny Povaschuk

\_\_\_\_\_  
Chief Administrative Officer  
Matthew Norburn

**BYLAW 1037-2025 ANIMAL CONTROL**

**SCHEDULE A**

**THE ANIMAL CONTROL BYLAW FEES AND PENALTIES**

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**Section 1: Dog Licenses**

**Annual Dog License Fee:**

- Single spayed or neutered dog: \$25.00
- Dog non-spayed or non-neutered dog: \$50.00
- Additional Dog(s): \$15.00 per dog
- Registered Service Dog(s) No Fee

**Lifetime Dog License Fee:**

- Spayed or Neutered Dog: \$125.00
- Non-Spayed or Non-Neutered Dog \$175.00

**Late Fee for Renewal:**

- \$10.00 (applied if renewal is not completed by January 31st of each year)
- 

**Section 2: Fines and Penalties**

**Offences and Penalties:**

- Failure to Obtain Dog License: \$100.00
- Violation of Leash Requirements: \$150.00
- Allowing a Dog to Roam at Large: \$200.00
- Excessive Barking or Noise Violation: \$150.00
- Aggressive Dog Behavior Violation: \$500.00
- Keep/Harbor More than 3 Licensed/Unlicensed Dogs in Town: \$500.00
- Operate Kennel in the Residential District of the Town: \$500.00

**Continuing Offence:**

- Each day a violation continues constitutes a separate offence. Penalties may be applied daily.

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**Section 3: Animal Shelter Fees**

1st Offence - licensed	\$20.00
1st Offence - unlicensed	\$50.00 + License
2nd Offence	\$50.00
3rd & Subsequent Offences	\$100.00
Pound Care Fee (per day or part day)	\$20.00/day

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**Section 4: Violation Tags and Tickets**

**Violation Tag Payments:**

- Payment must be made to the Town of Hanna within 14 days of issuance to avoid escalation to a violation ticket.

**Violation Ticket Payments:**

- Payment must be made in accordance with the Provincial Offences Procedures Act.
- If the fine is paid within 14 days of the violation tag's issuance date, a 25% discount will apply to the specified fine amount.

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**Section 5: Compliance Orders**

**Cost Recovery for Compliance Orders:**

- Actual cost of remedial measures taken by the Town, including labour, equipment, and materials, plus an administrative fee of \$50.00.

**Section 6: General Penalties**

**Minimum and Maximum Fines:**

- Minimum Fine for Any Offence: \$100.00
- Maximum Fine for Any Offence: \$10,000.00

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**Section 7: Miscellaneous Fees**

- Replacement Tag for Lost Dog License: \$10.00
- Administrative Fee for Returned Payments (e.g., NSF Cheques): \$25.00

Date: February 11, 2025

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 11, 2025**  
**Prepared by Sandra Beaudoin**

**MEETINGS ATTENDED:**

**Meeting:** Council Meeting

**Location:** Council Chamber

**Date & Time:** Jan 14, 25 @ 6 pm

Harvest Sky EDC Roundhouse Rehabilitation Project presentation by Thomas Trout who was asking if Council, as shareholder in the HSEDC, be interested in investing to help fund the shortfall in funding for the project. Presentation was also made to Chairman of Special Areas Board who are also shareholder in HSEDC.

Tender for Real Estate Services for Town property since retirement of the current provider. Councillors support attending the Spring Municipal Leader's Caucus. Closed session provided interesting information.

**Meeting:** Council Info Meeting

**Location:** Council Chamber

**Date & Time:** Jan 29, 25 @ 8:30 am

CAO Norburn discussed AI usage to create audio podcasts to disseminate municipal newsletter, uploaded to YouTube to increase engagement. Teaching AI Town Bylaws & Policies for easier & quick reference for staff to reduce response times to residents. A comprehensive AI Policy to establish guidelines for use of AI tools is being drafted for Council review. Disposal of 2006 Handi-van was discussed. Setbacks for proposed solar farms & Land Use Bylaw updates discussed. Disclosure of Pecuniary interests discussed with MGA mandates councillors with pecuniary interests must abstain from "participating in related discussions and decisions to avoid conflict of interest". Proposed Animal Bylaw to exclude Service Animals from Licensing fees discussed.

- Alberta Air Tours interest in a June 21, 2025, discussed arriving at Hanna Airport to offer their "pilots and their passengers the opportunity to explore Alberta's airports & discover the local community, fostering connections that encourage future visits."

**Meeting:** Chamber Meeting

**Location:** Council Chamber

**Date & Time:** Jan 30, 25 @ 12 pm

New Manager Laura navigating through the roles/responsibilities within the Chamber. Chamber/LYNKS job fair discussed re: set-up & agenda for Feb 7. Doray of LYNKS taking lead with familiarity of past job fairs. Appears local students will be attending. Guest speaker & Oyen participation as well.

**UPCOMING MEETINGS:**

**Meeting:** Chamber/LYNKS Job Fair Set up

**Location:** Legion

**Date & Time:** Feb 6, 25 @ 1 pm

**Meeting:** Chamber/LYNKS Job Fair

**Location:** Legion

**Date & Time:** Feb 7, 25 @ 9 am

**Meeting:** Council Meeting

**Location:** Council Chamber

**Date & Time:** Feb 11, 25 @ 6 pm

**Meeting:** Council Info Meeting

**Location:** Council Chamber

**Date & Time:** Feb 26, 25 @ 8:30 am





# Town of Hanna Council Reports & Roundtable 2025

Council Meeting Date: February 11, 2025

Prepared by: Councillor, Angie Warwick

Date: January 27, 2025

Time: 10:00 AM

**Meeting:** CF Saskatchewan Board Meeting

Date: January 28, CF Meridian

Time: 9:00 AM

**Meeting:** CF Meridian Board Meeting

Date: January 29, 2025

Time: 8:30 AM

**Meeting:** Council Information Meeting

Date: January 30, 2025

Time: 10:00 AM

**Meeting:** CF Meridian Investment Review

Date: February 11, 2025

Time: 6:00 PM

**Meeting:** Council Meeting

Date: February 2, 2025

Time: 11:00 AM

**Meeting:** CF Meridian McKercher LLP Barristers & Solicitors-Legal meeting

Date: February 11, 2025

Agenda Item No: 12.00

## Correspondence

### Recommended Motion

That Council accepts Correspondence items 12.01 – 12.05 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. PLPSD News Release – January 14, 2025 – UNB REDS Scholarship
2. PLPSD New Release – January 14, 2025 – Altario Agriculture Academy
3. CUPW.STTP – Industrial Inquiry Commission Reviewing Canada Post
4. Marigold January 25, 2025, Board Updates
5. Hanna RCMP – Media Release – Deploy Body Cameras

## Reviewed by and Approved for Submission to Council

Reviewed by: \_\_\_\_\_

Financial Review by: \_\_\_\_\_

\_\_\_\_\_  
Chief Administrative Officer

# NEWS RELEASE

## 2025 Recipients of the UNB REDS Scholarship

Hanna, Alberta – January 14, 2025

In the spirit of promoting and fostering excellence in all aspects of life, Prairie Land Public School Division is proud to announce the recipients of the 2025 University of New Brunswick REDS Scholarship. This prestigious opportunity, made possible through a unique partnership with the University of New Brunswick, is designed to nurture the development of Prairie Land's most promising student-athletes as they transition beyond high school athletics.

After careful consideration by the selection committee, three exceptional student-athletes have been chosen from an outstanding field of candidates throughout Prairie Land. The recipients of the 2025 University of New Brunswick REDS Scholarship are:

- **Katie Hadwin** – Volleyball, Consort School
- **Darian Price** – Football, J.C. Charyk Hanna School
- **Nathan Van Lagen** – Baseball, Altario School

The selection committee faced the challenging task of choosing from an incredibly talented and deserving group of student-athletes. These three recipients were selected based on their exceptional athletic ability, academic achievements, and exemplary qualities as positive team members. Each embodies the values of dedication, perseverance, and teamwork that Prairie Land seeks to foster in its students.

The University of New Brunswick has a long-standing reputation for excellence in academics and athletics, making it an ideal partner for this initiative. The scholarship provides these students with an all-expenses-paid trip to UNB's Fredericton campus, where they will experience life as U SPORTS Student-Athletes. During their visit, recipients will:

- Observe competitions, practices, and team meetings;
- Meet U SPORTS athletic trainers for guidance on training and preparation for sports beyond high school;
- Tour the UNB campus and meet with academic advisors to explore university programming.

Prairie Land Public School Division congratulates Katie, Darian, and Nathan on this remarkable achievement and thanks all the coaches, athletic directors, and schools for their support in fostering excellence among student-athletes. We look forward to following the journeys of these outstanding individuals as they continue to excel on and off the field.

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

# NEWS RELEASE

## **A Collaborative Vision for Rural Education**

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**Hanna, Alberta – January 14, 2025**

The Altario Agriculture Academy is commencing a new housing project thanks to the collaborative efforts of Prairie Land Public School Division and the Special Areas Board. This project will include housing, meeting, and educational spaces as Altario School continues to expand its specialized agriculture programming. The new accommodations will serve students from the online school, residency students, international students, and other guests to the community.

In a major show of support, the Special Areas Board has committed \$250,000 to match Prairie Land School Division's investment of this initiative. This funding marks a significant step toward establishing the Altario Agriculture Academy as a leader in agricultural education and career pathways in Alberta.

“The innovative approach the school and community has taken to revitalize the school is impressive,” said Jordon Christianson, Chair of the Special Areas Board. “This community has reimagined what a small, rural school can look like while leveraging our local heritage and experience in agriculture. The Special Areas Board is pleased to support the proposed project to build accommodations in Altario.”

Prairie Land School Division views the development of the Altario Agriculture Academy Residence program as a prime example of what can be accomplished when two organizations, unified by shared values, come together for the greater good. Recognizing that large-scale initiatives demand more than resources, Prairie Land leaders emphasize the importance of a forward-thinking mindset and a willingness to collaborate, qualities that the Special Areas Board consistently exemplifies.

Within the Altario School community, there is excitement for the continued growth of the academy's agriculture programming. Staff and students alike appreciate the immense support and progressive vision shown by both Prairie Land Public School Division and the Special Areas Board.

By uniting strategic investments with innovative thinking, the Altario Agriculture Academy housing project underscores what can be achieved when rural communities and their partners work together. This new facility will serve as a testament to the strength and resilience of small schools in Alberta; showcasing their ability to inspire, adapt, and thrive.

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

**BY EMAIL AND MAIL**

January 16, 2025

Danny Povaschuk, Mayor  
Town of Hanna  
PO Box 430  
Hanna, AB T0J 1P0



Dear Danny Povaschuk:

**RE: Industrial Inquiry Commission Reviewing Canada Post**

As you may know, the Canada Industrial Relations Board, as instructed by the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission led by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

The Commission has been tasked with reviewing the obstacles to negotiated collective agreements, as well as making recommendations about the future structure of Canada Post. The Commission has until May 15, 2025, to submit its final report to the government.

While time is extremely short, the good news is that there is an opportunity for you to make a submission as part of the Commission's public review. CUPW would like to ensure that the views of municipalities are considered. Therefore, if at all possible, we would like you to provide input to the Commission.

During the last public review on the mandate of Canada Post in 2016, the active engagement of municipalities was critical in the decision to maintain door-to-door delivery and immediately stop the further rollout of community mailboxes. However, there is nothing to stop the Commission from making recommendations to bring that back or to suggest other cutbacks.

We have enclosed a sample resolution that your municipality can adopt about making a submission to the Commission, expanding services at the public post office, and the need for more robust public stakeholder consultation. We have also included a document with some suggested themes to consider for your written submission. If you can, please let us know if you plan to participate, pass a resolution, and can send us copies of the materials you submit.

**Upcoming Federal Election**

We also find ourselves in a period of federal political uncertainty, with the possibility of a federal election only months away. This will raise public discussion and debates on many issues affecting the public and all municipalities.

In all likelihood, it will be the next federal government that will determine what will be done with the Commission's report.



In the run-up to the federal election, we urge you to question the political parties on their intentions for Canada Post, and insist they make clear their public commitments regarding the following issues:

- Preserving our universal and public postal service;
- Maintaining the moratorium on post office closures;
- Maintaining door-to-door mail delivery; and,
- Establishing postal banking to offset the loss of financial services in many communities.

Thank you very much for considering our request. There's a lot at stake and we appreciate anything you can do to help. CUPW is confident that we can build on our past success and convince the Commission to recommend against service cuts, to maintain good jobs in our communities, expand services that generate additional revenues to keep Canada Post self-sustaining and allow us to build a universal, affordable and green public postal system for future generations.

For more information, please visit [deliveringcommunitypower.ca](http://deliveringcommunitypower.ca) or contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org).

Sincerely,



Jan Simpson  
National President

Encl.

c.c. National Executive Committee, Regional Executive Committees, Regional and National Union Representatives, CUPW Locals, Specialists







## Canada Post is Under Review through Section 108 of the *Canada Labour Code*

As you may know, the Minister of Labour, Steven MacKinnon, ordered the resumption of mail service at Canada Post just before the holiday break, ordering CUPW members to return to work under Section 107 of the *Canada Labour Code*. What many do not know is that under Section 108, he also created an Industrial Inquiry Commission lead by William Kaplan that will work with CUPW and Canada Post to examine the future of the public post office with a very broad scope.

It will review Canada Post's financial situation, the possible diversification or alteration of delivery models, Canada Post's viability as it is currently configured, as well as bargaining issues, including full-time employment, health and safety and job security and produce a report not later than May 15, 2025. Accordingly, Kaplan's "recommendations may include amendments to the collective agreement, and any other changes to be implemented, including the structures, rights and responsibilities of the parties in the collective bargaining process."

### The Commission is Seeking Input

We have an incredibly short timeline to follow. Hearings will begin January 27 with statements from both CUPW and Canada Post. The good news is that there is an opportunity for third parties to send in a written submission to the Commission as part of its public review. CUPW and Canada Post must have their bilingual submissions in to the commission by end of day Monday, January 20. We do not have a date or mechanism yet for third-party submissions, but it could be very soon. CUPW would like to ensure that the views of community groups, municipalities, allied organizations and labour are also considered. Therefore, if at all possible, we would like you to provide input to the Commission.

**Please let us know if you will be making a submission. Please contact Brigitte Klassen at [bklassen@cupw-sttp.org](mailto:bklassen@cupw-sttp.org), so we can provide you with more details on how to send it to the Commission as soon as we have more information.**

**As time is of the essence and to help get you started on your submission, here are some suggested themes to consider that are important supplements to CUPW's bargaining demands.**

- Keep Canada Post a Public Service
- Maintain universal service at a uniform price
- Expanded services to diversify and generate new revenue streams, no service cuts
  - add financial services
  - maintain the moratorium on post office closures to enable community hubs (meeting spaces, sales of local crafts, community gardens, government services for all levels of government)
  - maintain door-to-door delivery and increase where financially viable
- Major changes to Canada Post should not be made without full public consultation conducted through a mandate review involving all stakeholders

## Keep Canada Post a Public Service

The Commission will examine the financial situation at Canada Post. Currently, the Crown Corporation is required only to be self-sufficient. It is completely user-funded and does not rely on taxpayer dollars. Canada Post still tends to prioritize major, high-profit customers over the public and providing a public service. Canada Post must not lose sight of its public interest objectives.

Major changes to Canada Post and the *Canadian Postal Service Charter* should not be made without full public consultation and hearings conducted through a mandate review involving all stakeholders. There is simply not enough time to do this under the Labour Minister's *Canada Labour Code* Section 108 order.

## Maintain universal service at a uniform price

There have also been calls in the media and by various think tanks to privatize or deregulate Canada Post with little regard for the impact on public service or working conditions. Though transaction mail has been in decline, there are still over 2 billion letters delivered every year to an increasing number of addresses. Canada Post has an exclusive privilege (a monopoly) to handle letters so that it is able to generate enough money to provide affordable postal service to everyone, no matter where they live, be it a large urban centre or a rural or isolated community. There is no comparison in the world of a deregulated or privatized post office that serves anything near Canada's vast size and geography.

It will become increasingly difficult for our public post office to provide universal postal service if the exclusive privilege is eroded or eliminated. The exclusive privilege funds its universality. If parts of the service are deregulated or privatized, competitors will leave it to Canada Post alone to provide increasingly expensive delivery service to rural and remote communities, while they compete in profitable urban areas.

Providing Canada Post with an exclusive privilege to handle addressed letters is a form of regulation. Reducing or eliminating this privilege is deregulation. We have this regulation for a reason.

## Expanded services to diversify and generate new revenue streams, no service cuts

For years, CUPW has been advocating for new and expanded services to help diversify and create new revenue streams as a direct means to handling decline in letter volumes. Many of these services, such as postal banking, already exist in many other post offices around the world and they generate significant revenue. Around the world, more than 1.2 billion people hold postal bank accounts.

Providing new services through the existing corporate retail network ensures that good jobs remain for workers and their families in the communities in which they live.

## Financial Services

Given Canada Post's vast retail network, postal banking would offer in-community service for those who are underbanked or who have had their financial institutions close and leave town. Today, there are many rural communities with post offices, but no banks or credit unions. Very few Indigenous communities are served by local bank branches. Hundreds of thousands of low-income Canadians don't have bank

accounts at all, and almost 2 million Canadians rely on predatory payday lenders for basic financial services.

Postal banking is relatively straightforward. Like commercial banks, post offices would provide everyday financial services like chequing and savings accounts, loans and insurance. Postal banking could also be used to deliver government loans, grants and subsidies to boost renewable energy projects and energy-saving retrofits.

In many countries, postal banking is also mandated to provide financial access for all citizens and to play a role in addressing social inequalities. Postal banking could provide reliable financial services that everyone needs at affordable rates.

## Community Hubs and Moratorium on Post Office Closures

We have also advocated community hubs (provide government services for all levels of government, meeting space, sales of local crafts, community gardens) and EV charging stations.

One of Canada Post's demands during Negotiations was to have the *flexibility* to close more than 130 of the 493 corporate Retail Post Offices that are protected under the current CUPW-Canada Post Urban Postal Operations collective agreement. These are post offices that are run by Canada Post and are not franchises located inside another host business.

While about three-quarters of these are also covered by an additional 1994 moratorium on closures, for those that are not, they could end up being privatized or disappear altogether if we lose this contract language. Residents may then have to travel further for their postal needs. No franchise host business is going to give up retail space for community hubs, nor parking space for charging stations that generate revenue for Canada Post. Longstanding, good-paying, full-time jobs in our communities could be replaced with low-wage, part-time work.

You can find a list of the post offices under the moratorium and how they are protected here:

<https://www.tpsgc-pwgsc.gc.ca/examendepostescanada-canadapostreview/rapport-report/bureaux-outlets-eng.html>

## Senior Check-Ins

We have proposed creating a senior check-in service as well. Senior check-ins could bring peace of mind to loved ones and relatives who don't live nearby. Japan, France and Jersey in the British Isles currently offer effective and successful senior check-in services through their national postal services. Door-to-door postal workers are already watchful for signs that something isn't quite right. They could be allotted extra time on their routes to simply check in on seniors or people with mobility issues who sign up for the service to make sure everything is okay and deliver peace of mind.

Find out more about our service expansion proposals at <https://www.deliveringcommunitypower.ca>

## **Canada Post and the Industrial Inquiry Commission**

**Whereas** the Canada Industrial Relations Board, as instructed by the Federal Minister of Labour, Steven MacKinnon, ordered the end to the postal strike and the resumption of mail service at Canada Post on December 17, 2024, under Section 107 of the *Canada Labour Code*.

**Whereas** the Federal Minister of Labour, Steven MacKinnon, created an *Industrial Inquiry Commission* under Section 108 of *Canada Labour Code*, led by William Kaplan, that will work with the Canadian Union of Postal Workers (CUPW) and Canada Post to examine the future of the public post office, including possible changes to the *Canadian Postal Service Charter*.

**Whereas** Canada Post is, first and foremost, a public service.

**Whereas** the *Commission* has been tasked with reviewing the obstacles to negotiated collective agreements between CUPW and Canada Post, the financial situation of Canada Post, Canada Post's expressed need to diversify and/or alter its delivery models in the face of current business demands, the viability of the business as it is currently configured, CUPW's negotiated commitments to job security, full-time employment, and the need to protect the health and safety of workers.

**Whereas** the *Commission* only has until May 15, 2025, to submit its final report to the government and make recommendations about the future structure of Canada Post.

**Whereas** while there is room for written input, the *Commission* process is not widely publicized, nor equivalent to a full and thorough public service review of Canada Post's mandate allowing for all stakeholder input, as has been undertaken by previous governments.

**Whereas** it will be crucial for the *Commission* to hear our views on key issues, including maintaining Canada Post as a public service, the importance of maintaining the moratorium on post office closures, improving the *Canadian Postal Service Charter*, home mail delivery, parcel delivery, keeping daily delivery, adding postal banking, greening Canada Post, EV charging stations, food delivery, improving delivery to rural, remote and Indigenous communities, and developing services to assist people with disabilities and help older Canadians to remain in their homes for as long as possible – and at the same time, helping to ensure Canada Post's financial self-sustainability.

**Therefore, be it resolved** that (name of municipality) provide input to the *Commission* in the form of a written submission.

**Therefore, be it resolved** that (name of municipality) will write the Federal Minister of Labour, Steven MacKinnon, and the Federal Minister of Public Services and Procurement of Canada, Jean-Yves Duclos, who is responsible for Canada Post, to demand that no changes be made to the *Canada Post Corporation Act*, Canada Post's mandate or the *Canadian Postal Service Charter* without a full, thorough, public review of Canada Post, including public hearings, with all key stakeholders, in every region of Canada.

**PLEASE SEE THE MAILING INFORMATION FOR RESOLUTIONS ON REVERSE SIDE**

## MAILING INFORMATION

1) Please send your resolution to the Commission:

- We do not have a mailing address at this time. As we understand it, this is the email address that will collect the documents on behalf of the Commission:  
edsc.cdi-iic.esdc@labour-travail.gc.ca

2) Please send your resolution to the Ministers responsible for Labour and Canada Post, and your Member of Parliament:

- Steven MacKinnon, Federal Minister of Labour, House of Commons, Ottawa, Ontario, K1A 0A6
- Jean-Yves Duclos, Federal Minister of Public Services and Procurement of Canada, House of Commons, Ottawa, Ontario, K1A 0A6
- Your Member of Parliament

Note: Mail may be sent postage-free to any member of Parliament. You can get your MP's name, phone number and address by going to the Parliament of Canada website at <https://www.ourcommons.ca/Members/en>

3) Please send copies of your resolution to:

- Jan Simpson, President, Canadian Union of Postal Workers, 377 Bank Street, Ottawa, Ontario, K2P 1Y3
- Rebecca Bligh, President, Federation of Canadian Municipalities, 24 Clarence St, Ottawa, Ontario K1N 5P3

# Board Updates



## January 25, 2025 Board Meeting Highlights

### Policy Approval & Decision

#### Policies reviewed & approved:

- Appointment of Marigold Board Members Policy
- Records Management Policy

#### Library Service Points policies:

- Finance Policy
- Public Access to the Internet Policy

### Financial Statements

Unaudited financial statements to December 31, 2024 were accepted as presented.

### Marigold Board Orientation 2025

A Marigold Board Orientation Session will be held on **Tuesday, March 25, 2025** at **3:00 PM** virtually on TEAMS.

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

### Library Staff & Board Trustee Satisfaction Survey

COO Laura Taylor presented an overview of the 2024 Library Staff & Board Member Satisfaction Survey.

Marigold management staff review the survey results to organize and address the comments, areas for improvement, and suggestions for change. See the attached "Library Staff & Board Member Satisfaction Survey Results 2024 Summary Results" for more details.

“Thank you for all that “you” do to support member libraries. Not everything is visible or evident or “quantifiable,” but it is nevertheless very much appreciated.”

“A terrific team of professionals; it’s a pleasure to work in a library that is supported by the Marigold staff.”



#### Upcoming Board Meetings:

**Saturday, April 12, 2025 9:30 AM**  
Marigold Library System & Western Irrigation  
District Community Room, Strathmore

**Saturday, August 23, 2025 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](http://marigold.ab.ca)

# Marigold Board Updates —January 25, 2025

## COO Updates—Laura Taylor



Laura shared that the Friends of the Canmore Library donated \$5,000 to Marigold to purchase in-demand eBooks and eAudiobooks.

Demand for interlibrary loan of books, DVDs, and other library collection items continued to increase in 2024. An on-call Shipping & Receiving Clerk was hired due to increased workload and staff capacity. A full time position was also posted.

In January, Laura made a presentation to the High River Library Board, and recorded a digital presentation for the University of Alberta Master of Library Studies program.

## CEO Updates—Lynne Price



Lynne presented Marigold's 2024 achievements to the Board. She acknowledged the Marigold Board contributions to reviewing policy and agreements, ensuring fiscal stewardship to members, and maintaining stability within the organization.

Staff were acknowledged for a successful Marigold Conference, establishing the Content Bank, evaluating the Value of Your Investment Reports, website enhancements, collections and IT projects, acquiring TRACpac+ and much more. See the addendum titled "2024 Highlights & Achievements" for a comprehensive list of achievements.

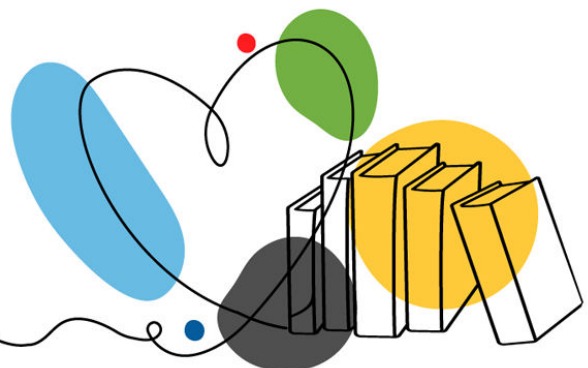
In 2025, Marigold will continue to work towards an effective and sustainable service model and seek new ways to engage with member library staff and local Library Boards.

## Marigold Conference—Save the Date!

### Balance, Books, and Belonging

Best Western Premier Calgary Plaza  
Hotel and Conference Centre

MAY 26, 2025



# Library Staff and Board Member Satisfaction Survey 2024 Summary Results



Honestly, I thought about every question and I tried my best to be critical, but I absolutely think that the services and support are the best I have ever received.



Thank you for all that “you” do to support member libraries. Not everything is visible or evident or “quantifiable,” but it is nevertheless very much appreciated.



A terrific team of professionals; it’s a pleasure to work in a library that is supported by the Marigold staff.

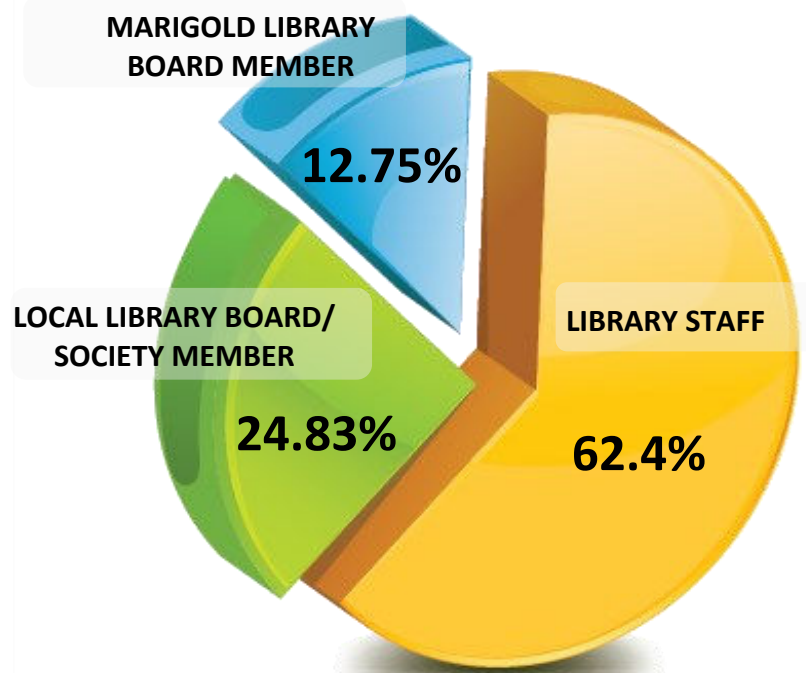


The Marigold Library System Staff & Board Member Satisfaction Survey is distributed annually to the Marigold community including member library staff and volunteers, local library board and society members, and Marigold Library Board members. Marigold management staff review the results of the survey and identify strategies to improve or enhance services and support to Marigold stakeholders using the 2025 budget and “Connecting Communities: 2023-2025 Marigold Plan of Service” as guides.

This document provides an overview of the key findings and insights presented in the report.

## Who responded:

Survey questions were answered by a total of 149 individuals— library managers, staff, volunteers, and board members.





## What library staff and board members love about Marigold:

- Marigold HQ staff
- The Marigold Library System Conference and training
- Increased member engagement, communications, and marketing
- Delivery services and the scope of shared collections available to patrons
- Professional support from HQ
- Onsite IT support and HelpDesk



“ I am really happy you brought back the PD newsletter! It is the best! I've found tons of relevant content both for myself and my staff this past year. ”



## Ways that Marigold can enhance or modify service and support:

- Improve clarity around Marigold's core service offerings
- Increased networking opportunities with peers across Marigold
- Increase member engagement when making service decisions
- More training support for library staff and local boards, including reader's advisory for library staff
- Expanding eBook and eAudiobook collections
- Improved online library catalogue and website templates (in progress!)



“ I think Marigold is one of the best regional systems in Alberta, hands down. The decision to end [library specific] printing services is my primary disappointment. I have noticed a new energy from Marigold in the past year and would applaud many of the decisions, particularly with regards to updating the website, catalogue, and other technological enhancements. The direction and momentum is exciting. ”



## 2024 Highlights & Achievements Marigold Library System

2024 was a year of increased use at public libraries across Marigold Library System and a year focused on engagement and assessment for Marigold Headquarters. Across Marigold, patron demand increased the number of books, DVDs, video games, and more borrowed from library collections.

At the April 2024 meeting, the Board decided to proceed with the Municipal Affairs official population to invoice member levies going forward. While this reduced Marigold's revenue in 2024, the decision prioritized the needs of member municipalities and library boards and established a clearer process to inform budget planning for all stakeholders going forward.

Marigold reviewed service offerings in terms of funding and staff capacity, which led to the discontinuation of some services that were no longer viable or widely used. The decision to discontinue some services and when to do so were difficult to make. Despite these challenges, 2024 saw numerous accomplishments - big and small.

We increased member engagement with library managers, which led to responsive service expansion and the launch of new initiatives. A Content Bank was created to provide library staff with pre-made promotional materials and social media content for events like Freedom to Read Week and Canadian Library Month. Enhancements developed for the library websites in 2024 included Library Board Calendars and room booking software were implemented.

Many libraries increased their Library of Things collections, which allows patrons to borrow a variety of items that are hard to store or expensive, such as tools, sports equipment, cooking appliances, and hobby items like telescopes or pasta makers. Marigold adds this information into the library software so library users can quickly find the items and borrow them. Staff also collaborated with Airdrie staff and book suppliers to help ensure Airdrie's opening day collection will be ready for residents to borrow when their new facility opens in 2025!

The Marigold Library Board is a dedicated group of people who invest much time and complete a significant body of work each year to ensure the stability and fiscal health of our organization. We are grateful to the representatives appointed by our member municipalities to serve on the Marigold Board and for their contributions.

2024 saw the most well-attended Marigold Conference in our history. It was a great day of professional development and networking with 269 member library staff and trustees.

The Consultation team completed weeding projects in Cochrane and Chestermere, and inventory projects in Irricana, Linden, Okotoks, Youngstown, Oyen, High River, Banff and Bighorn.

The Delivery Services team continues to work behind the scenes, and library staff look forward to our van drivers' arrival at their library each week.

We rolled out an Ozobot coding kit, STEM kits, additional StoryWalks and more as part of Marigold's Kits & Games offerings at the request of member library staff. Library staff can borrow these items for local programming, which saves libraries additional costs and staff time. Our summer student, Emily Manderville, returned for another year of fun children's programs at a variety of member libraries. This year featured pirates, treasure hunts, and more!

Marigold also hosted three SAIT practicum students and welcomed the SAIT Library Technician class to headquarters for a tour in the fall. This is a valuable opportunity for students to learn about the collaboration and efficiency of regional library systems, and how we work closely with member libraries to support their service to their communities.

Since Marigold is a member of The Regional Automation Consortium (TRAC), library staff across the region participated in the investigation and recommendations for acquiring a new online library catalogue to improve the patron and library staff experience—TRACpac+ will be coming in the third quarter of 2025!

Marigold IT completed several important projects. They supported several libraries in construction and renovation projects, including Airdrie Public Library, Morrin Municipal Library, and Rumsey Community Library. Richard Kenig, Director of IT Services, has liaised with contractors, municipalities, and the Municipal Affairs Public Library Services Branch throughout these projects. IT staff completed the switches and UPS battery backup installations at all member libraries, which required overhauling our network design, updating appliances at each site, and swapping in new hardware. These projects will improve power quality, reliability, and monitoring at the sites where they have been installed, so IT staff can proactively respond to power interruptions.

Marigold staff collaborated with the other regional libraries to prepare the first Alberta library system salary survey. The salary survey provides library boards with comparative salary ranges for communities of different sizes and for different positions.

Looking ahead to 2025, we continue to work towards the most effective and sustainable service model. We will seek new forums for engagement and feedback from member library staff, and we aim to be proactive and responsive. We will seek new opportunities to collaborate and engage with our members and make a meaningful difference.

### **MISSION:**

Empowering communities through exceptional library service and support.

### **VALUES:**

Stewardship, Responsiveness, Connection and Sharing.

## Media Release

January 27, 2025

### Hanna RCMP to begin deployment of body-worn cameras



Hanna, Alta. – The Hanna RCMP will be equipping frontline officers with body-worn cameras as part of the Alberta RCMP’s ongoing commitment to transparency, accountability, and modernization. Following comprehensive training, the officers will begin deploying this cutting-edge technology on February 13<sup>th</sup>.

This initiative is part of a 12-month nationwide rollout of body-worn cameras, which began in the fall of 2024. Between 10,000 and 15,000 cameras are being deployed to frontline RCMP officers across Canada, with Alberta RCMP detachments at the forefront of this important step forward.

Body-worn cameras are increasingly used by police agencies worldwide for their ability to provide accurate, unbiased audio-video documentation of police interactions. Your Alberta RCMP is proud to implement this technology to meet the ever-changing policing needs of Albertans and uphold public safety.

Key benefits of body-worn cameras include:

- Enhanced accountability and public trust: Video evidence collected will provide an independent, and objective way to capture interactions between community members and police officers.
- Improved police-community interactions: Cameras encourage respectful encounters.
- Better evidence collection: High-quality audio and video footage supports investigations and prosecutions.
- Efficient complaint resolution: Objective records expedite investigations, saving time and resources.

The Hanna RCMP’s Detachment Commander, Sergeant Rob Welsman, states “Our office welcomes the addition of this technology. It is an important officer safety tool, promotes public trust, and provides high-quality evidence to the courts. The camera and digital evidence management system adopted by the RCMP for this project was selected because it is the best system available, and is already in use across the country with multiple other agencies.”

To learn more about the Alberta RCMP Body Worn Camera rollout visit us on Facebook @RCMPinAlberta and on X @RCMPAlberta.