TOWN OF HANNA
Part of the Harvest Sky Region

TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
September 9, 2025

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATION

3.01 Hanna Indoor Rodeo
3.02 Hanna Roundhouse Society

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – June 10, 2025
5.02 Minutes of the Information Meeting of Council – August 27, 2025

6 FINANCE REPORTS

6.01 Accounts Payable
6.02 Statement of Revenues & Expenses – August 2025
6.03 Budget Overview – August 2025
6.04 Capital Budget Update – June 2025

7 COMMITTEE REPORTS

7.1 Municipal Planning Commission Meeting Minutes – July 30, 2025

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 ATCO Franchise Fee 2026
9.02 2025 Taxation Report
9.03 2025 Election – Advance Vote
9.04 2025 Election – Elector Assistance
9.05 2025 Election – Officer Fees
9.06 2025 Election – Joint Use Agreement - Prairie Land School Division
9.07 Amendment – Community Services Fees & Charges Policy
9.08 Brooks Asphalt & Aggregate – Change Order #3 approval
9.09 Bylaw Agreement – Town of Oyen
9.10 Hanna Firefighters Association – 2001 Ford F-350 Rescue Truck
9.11 PW Equipment Surplus

10 BYLAWS

10.01 Bylaw 1042-2025 Access to Information and Protection of Privacy

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

12.1 Alberta Municipal Affairs – 2025/26 Canada Community Building Fund
12.2 Government of Alberta – COPTER Fact Sheet
12.3 Government of Alberta – Information Sessions QA
12.4 Seniors Circle – Request for Letter of Support
12.5 Pool – Thank You
12.6 Marigold Library System – Hanna Library – 2024 Value of Your Investment
12.7 Roundhouse Grand Opening – September 27, 2025

13 CLOSED SESSION

13.01 Municipal Enforcement as per FOIP Section 16 & 17
13.02 Land Matter as per FOIP Sections 16 & 17
13.03 Third Party personnel privacy as per FOIP Section 17
13.04 Land Matter as per FOIP Sections 16 & 17
13.05 Land Matter as per FOIP Sections 16 & 17

14 ADJOURNMENT

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 03.01

Request for Support

Hanna Indoor Rodeo

Request

The Hanna Indoor Rodeo is requesting Council's support in the form of reduced facility rental cost for the upcoming 2025 Hanna Indoor Rodeo September 11-14, 2025.

Background

Administration has provided the Hanna Indoor Rodeo with a discount of 25% on their invoices since 2000. The discounted rate includes the facility, equipment and manhours. Below are the discounted rates for the last 3 years.

- 2024 $3,705.55
- 2023 $3,943.25
- 2022 $3,787.50

Communications

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

Attachments

1. Letter from Hanna Indoor Rodeo

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

Hanna Indoor Rodeo

Box 912
Hanna, AB
T0J 1P0

Dear Mr. Mayor, Council and Administration,

Thank you for your continued support of the Hanna Indoor Rodeo. The Hanna Indoor Rodeo Association is seeking further support from Town of Hanna council and administration in the form of reduced facility rental cost for the upcoming 2025 Hanna Indoor Rodeo.

The Board and Committee are respectfully requesting consideration of reduced facility rental fees for the event on September 11-14, 2025, at the Hanna Indoor Arena. This reduction in fees is crucial to ensure our rodeo is able to continue this year. If the Town of Hanna is willing to support the Indoor Rodeo Committee, it will facilitate ongoing effort and commitment from local, regional, and national businesses of all sizes.

This event has a history of bringing significant benefits to our community. A reduction in facility costs will help to ensure our not-for-profit group, the Hanna Indoor Rodeo Association, to successfully present our annual rodeo. As you are aware, the event provides significant entertainment, economic, and tourism benefits to the community. Local businesses and organizations have seen increased patronage during the event, and many volunteers and local participants are involved, showcasing the strong community engagement and support.

A reduction in facility rental fees offers an opportunity for the Hanna Indoor Rodeo Association to continue to give back to the community. We look forward to your support in making this year's rodeo a success.

Kindly,

Hanna Indoor Rodeo Association,
Board of Directors and Committee members

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 03.02

Request for Support

Hanna Roundhouse Society

Request

The Hanna Roundhouse Society is requesting Council's support in the form of donating the use of 200 chairs for the upcoming Roundhouse Grand Opening Fundraiser Event September 27, 2025.

Background

The Hanna Roundhouse Society is a small nonprofit organization; they are currently in the process of preserving the Hanna Roundhouse which became an Alberta Heritage Site in 2015.

They are holding their Roundhouse Grand Opening on September 27, 2025, with Dinner, Silent Auction and Entertainment of Elton Lammie.

The Community Services Fees & Charges policy 2025-02 set the rental fee for chairs as $2.00/chair.

- 200 chairs @ $2.00 = $400 plus gst

Communications

302 2nd Avenue West, PO Box 430, Hanna, AB Canada T0J 1P0 | hanna.ca

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

Attachments

1. Letter from Hanna Roundhouse Society

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

ROUNDHOUSE

August 22, 2025

Town of Hanna
302 - 2nd Avenue West
Hanna, AB T0J 1P0

Subject: Rental Chairs

Dear Council,

The Hanna Roundhouse Society is a small nonprofit organization that is currently in the process of preserving the Hanna Roundhouse, a historic railway structure built in 1913. The Roundhouse became an Alberta Heritage Site in 2015. You can find us on fb and online.

We are hosting a Grand Opening fundraiser event on September 27, 2025 to celebrate the addition of washrooms and power into our historic building. We are requesting a donation of the use of 200 rental chairs for our banquet.

I can be reached by email: glencry@msn.com, by phone at 403-854-8541, or by mail at Box 1615, Hanna, AB T0J 1P0. We thank-you for any consideration in our request.

I look forward to your reply.

Crystal Durand

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: September 9, 2025 Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held June 10, 2025, be adopted as presented.

That the Minutes of the Information Meeting of Council held August 27, 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 – June 10, 2025
2. Minutes of the Information Meeting of Council – August 27, 2025

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

MINUTES

REGULAR MEETING OF COUNCIL

June 10, 2025

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, June 10, 2025, at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

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
Brent Olesen – Director of Public Works

1.0 CALL TO ORDER

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

2.0 ADOPTION OF AGENDA

123-2025 Moved by Councillor Warwick that the agenda for June 10, 2025, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

There were no delegations in attendance who wished to speak to Council.

4.0 PUBLIC PRESENTATION

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

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – May 13, 2025

124-2025 Moved by Councillor Beaudoin that the Minutes of the Regular Meeting of Council held May 13, 2025, be adopted as presented.

Motion Carried.

5.02 Minutes of the Special Meeting of Council – May 23, 2025

125-2025 Moved by Councillor Olsen that the Minutes of the Special Meeting of Council held May 23, 2025, be adopted as presented.

Motion Carried.

5.03 Minutes of the Information Meeting of Council – May 28, 2025

126-2025 Moved by Councillor Thuroo that the Minutes of the Information Meeting of Council held May 28, 2025, be adopted as presented.

Motion Carried.

5.0 FINANCE REPORTS

6.01 Accounts Payable

127-2025 Moved by Councillor Crowle that Council accepts the accounts payable listings for general account cheques 043394 - 043428, direct deposits

004046 - 004110, and Electronic Funds Transfer Batches 945 & 947 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – May 2025

128-2025 Moved by Councillor Murphy that Council accepts the Statement of Revenue & Expense Report for May 2025 for information.

Motion Carried.

6.03 Budget Overview – May 2025

129-2025 Moved by Councillor Thuroo that Council accepts the Budget Overview for May 2025 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

7.01 Community Services Board Meeting Minutes – May 27, 2025

130-2025 Moved by Councillor Warwick that Council accepts the following committee report for information – Community Services Board Meeting Minutes of May 27, 2025.

Motion Carried.

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

131-2025 Moved by Councillor Crowle that Council accepts the Senior Administrative Officials reports 8.01 to 8.03 as presented for information.

Motion Carried.

9.0 BUSINESS ITEMS

9.01 Tax Recovery Auction Date

132-2025 Moved by Councillor Thuroo that in accordance with the Tax Recovery Process as set out in the Municipal Government Act, a Public Auction be set for Monday, September 8th, 2025, at 2:00 p.m. in the Town Council Chambers to proceed with the sale of the following properties.

1. Lots 5-6, Block 42, Plan 6133AW
2. Lot 17, Block 2, Plan 6133AW
3. Lot 18, Block 25, Plan 6133AW

and further that:
the reserve bid for these properties be set as the 2025 assessed value and the purchaser be required to make a 10% non-refundable deposit at the time of the auction and full payment within 30 days from the date of the auction.

Motion Carried.

9.02 Centennial Place Sponsorship Agreements

133-2025 Moved by Councillor Warwick that Council authorizes the Mayor and Chief Administrative Officer to enter into a Sponsorship Agreement between the Town of Hanna and Brandt Tractor Ltd. to provide Brandt Tractor Ltd. with naming rights for the walking track in Centennial Place located at 501B – 3rd Street West, contingent upon a $20,000 including GST contribution to the Town of Hanna ($4,000 including GST per year for a five-year term) effective March 1, 2025 to February 28, 2030.

Motion Carried.

134-2025 Moved by Councillor Thuroo that Council authorizes the Mayor and Chief Administrative Officer to enter into a Sponsorship Agreement between the Town of Hanna and The Canalta Group to provide The Canalta Group with naming rights for the field house in Centennial Place located at 501B – 3rd Street West, contingent upon a $60,000 including GST contribution to the Town of Hanna ($6,000 including GST per year for a ten-year term) effective June 1, 2025 to May 30, 2035.

Motion Carried.

9.03 Hanna Cruisers – Airport Lease Agreement

135-2025 Moved by Councillor Beaudoin that Council accepts the Lease Agreement between the Town of Hanna and the Hanna Cruisers for the purpose of allowing the Cruisers to place a Sea-Can in Hanger Lot 07 for the storage of items used for their annual car show and drag races held at the Hanna Municipal Airport.

Motion Carried.

9.04 Creation of a New Full Time Public Works Operator 3 Position

136-2025 Moved by Councillor Olsen that Council approve the creation of a new full-time Public Works Operator 3 position, to ensure the continued delivery of essential municipal services and maintain operational capacity within the department.

Motion Carried.

9.05 2025 Summer Meeting Schedule Adjustment

137-2025 Moved by Councillor Warwick that Council approves the cancellation of the June 25, 2025, Council Information Meeting, the July 8, 2025, Regular Council Meeting, the July 30, 2025, Council Information Meeting, and the August 12, 2025, Regular Council Meeting, subject to no urgent business arising. The CAO is to send monthly updates to Council and call a Special Council Meeting if required.

Motion Carried.

10.0 BYLAWS

10.01 Bylaw 1041-2025 – The 2025 Traffic Safety Bylaw

138-2025 Moved by Councillor Warwick that Council give first reading to Bylaw 1041-2025, The Traffic Safety Bylaw.

Motion Carried.

11.0 COUNCIL REPORTS AND ROUNDTABLE

139-2025 Moved by Councillor Murphy that Council accepts the Council Reports for information.

Motion Carried.

12.0 CORRESPONDENCE

12.01 ATCO Electric Hand Hills Hybrid
12.02 Alberta Municipal Affairs 2025 LGFF Funding Letter

140-2025 Moved by Councillor Beaudoin that Council accepts Correspondence items 12.01 to 12.02 for information.

Motion Carried.

13.0 CLOSED SESSION

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 7:00 p.m.

These minutes approved this 9th day of September 2025.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

MINUTES

INFORMATION MEETING OF COUNCIL

August 27, 2025

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, August 27, 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 8:30 a.m.

2.0 ADOPTION OF AGENDA

141-2025 Moved by Councillor Warwick that the agenda for August 27, 2025, Information Council Meeting be adopted as amended adding delegation. 3.02 Qube Investment Presentation.

Motion Carried.

3.0 DELEGATIONS

3.01 Hanna RCMP Detachment 2025/2026 First Quarter Report

142 – 2025 Moved by Councillor Crowle that Council thanks Sgt. Robert Welsman, OIC Hanna Detachment, for the presentation of policing statistics 2025/2026 first quarter (April – June 2025) and the update on the activities of the Hanna RCMP Detachment.

Motion Carried.

3.01 Qube Investment Management Inc,

143 – 2025 Moved by Councillor Warwick that Council thanks Wyatt Lynds of Qube Investment Management Inc. for the presentation.

Motion Carried.

4.0 PUBLIC PRESENTATION

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

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

5.01 Community Services Coordinator - Michele Toews

Community Services Coordinator Michele Toews provided Council with information of an upcoming pilot program for After School Programs for kids ages K-12 (3:30-5:30) which will be held at Centennial Place. This will provide a space for all ages to come after school to either do homework, read or take on an activity in the field house until their parents are able to pick them up. There will be a staff member there to supervise, however no daily activities are planned for this program. The only cost is the employee, and fees would be set at $3.00 a day or the purchase of applicable Centennial Place passes. As this is a trial project, Michele will update Council on the success and costs for budget purposes.

144 – 2025 Moved by Councillor Beaudoin that Council accept Community Services Coordinator Michele Toews report to Council as information.

Motion Carried.

5.02 CAO – Matthew Norburn

Chief Administrative Officer Norburn reviewed his report and the Business Items 6.01 – 6.05 with Council.

145 – 2025 Moved by Councillor Thuroo that Council accept Matthew Norburn report to Council as information.

Motion Carried.

6.0 BUSINESS ITEMS

6.01 New Bylaw Enforcement Officer

146 – 2025 Moved by Councillor Murphy that Council accept this report as an introduction to Skye Suntjens, the Town of Hanna's new Bylaw Enforcement Officer

Motion Carried.

6.02 Animal Control

147 – 2025 Moved by Councillor Thuroo that Council accept this animal control report for information.

Motion Carried.

6.03 Minister Meeting Fall Convention

148 – 2025 Moved by Councillor Olsen that Council make application to meet with the Minister at the Alberta Municipalities Conference.

Motion Carried.

6.04 Protection of Privacy Act (POPA)

149 – 2025 Moved by Councillor Olsen that Council accept this Protection of Privacy Act report for information.

Motion Carried.

6.05 Update on AUC Cost Recovery

150 – 2025 Moved by Councillor Olsen that Council accept this Update of AUC Cost Recovery report for information.

Motion Carried.

7.0 COUNCIL REPORTS AND ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the May 13, 2025, Regular Council Meeting.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 10:30 a.m.

These minutes approved this 9th day of September 2025.

_____

Mayor Danny Povaschuk

_____

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 06.01

Accounts Payable

Recommended Motion

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

- Cheques 043429 - 043492
- Direct Deposits 004111 - 004401
- Electronic Funds Transfer – Batch Numbers 951, 954, 957, 959, 961, 966 & 970

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 043429 - 043492	Total	$315,616.33
2.	Accounts Payable Listing – Direct Dep 004111 - 004401	Total	$1,509,852.75
3.	Accounts Payable Listing – EFT Batch No. 951, 954, 957, 959, 961, 966 & 970	Total	$168,791.67

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for August 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 May 13, 2025, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The statement reflects the revenues and expenses to August 31 , 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 – August 2025

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 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	2,597,445.19-	2,597,779.00-	333.81-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	968,597.59-	968,598.00-	0.41-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	73,441.33-	73,441.00-	0.33
FARMLAND REAL PROPERTY TAX	1-01-0000-114	1,284.24-	1,284.00-	0.24
POWER PIPELINE & CABLE T.V.	1-01-0000-115	152,975.20-	152,975.00-	0.20
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	97,896.88-	85,060.00-	12,836.88
PENALTY & COST ON TAX	1-01-0000-510	8,398.01-	19,865.00-	11,466.99-
CONCESSION & FRANCHISE	1-01-0000-540	333,576.54-	548,400.00-	214,823.46-
RETURN ON INVESTMENTS	1-01-0000-550	90,800.77-	287,000.00-	196,199.23-
	TOTAL GENERAL MUNICIPAL 01:	4,324,415.75-	4,734,402.00-	409,986.25-
COUNCIL REVENUE				
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-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	8,423.19-	5,900.00-	2,523.19
ADMIN SOUVENIR	1-12-0000-419	422.02-	1,600.00-	1,177.98-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	10,000.00-	15,000.00-	5,000.00-
ADMIN OTHER REVENUE	1-12-0000-590	30,858.83-	11,200.00-	19,658.83
ADMIN FEDERAL CONDITIONAL	1-12-0000-830	0.00	48,300.00-	48,300.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	314,700.00-	314,700.00-
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:	49,704.04-	1,126,700.00-	1,076,995.96-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	832.00-	4,000.00-	3,168.00-
	TOTAL POLICE:	832.00-	4,000.00-	3,168.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	56,425.00-	89,900.00-	33,475.00-
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	210,679.00-	210,679.00-
	TOTAL FIRE:	56,425.00-	400,579.00-	344,154.00-
FIRE - ECETP				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	29,498.00-	37,400.00-	7,902.00-
FIRE ECETP - DRAWN FROM SURPLUS	1-23-0200-920	0.00	7,946.00-	7,946.00-
	FIRE - ECETP TOTAL:	29,498.00-	45,346.00-	15,848.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	800.00-	3,000.00-	2,200.00-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	770.00-	500.00-	270.00
BY-LAW BUSINESS LICENSES	1-26-0000-522	20,075.00-	17,900.00-	2,175.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	25.00-	200.00-	175.00-
BY-LAW FINES	1-26-0000-530	1,000.00-	1,000.00-	0.00
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	500.00-	500.00-
	TOTAL BY-LAW ENFORCEMENT:	22,670.00-	23,100.00-	430.00-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	8,355.00-	4,500.00-	3,855.00
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	8,355.00-	4,600.00-	3,755.00
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	212.50-	9,600.00-	9,387.50-
COMMON SERV OTHER REVENUE	1-31-0000-590	35.00-	300.00-	265.00-
COMMON SERV DRAWN FROM SURPLUS (OPER	1-31-0000-920	0.00	314,952.00-	314,952.00-
	TOTAL COMMON SERVICES:	247.50-	324,852.00-	324,604.50-
STREETS & ROADS				
S & R OTHER REVENUE	1-32-0000-590	78,987.34-	0.00	78,987.34
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	2,024,850.00-	2,024,850.00-
	TOTAL STREETS & ROADS:	78,987.34-	3,852,314.00-	3,773,326.66-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
AIRPORT				
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	5,650.00-	8,600.00-	2,950.00-
AIRPORT OTHER REVENUE	1-33-0000-590	154.68-	100.00-	54.68
AIRPORT PROVINCIAL CONDITIONAL	1-33-0000-840	34,672.32-	0.00	34,672.32
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	13,510.00-	13,510.00-
	TOTAL AIRPORT:	40,477.00-	22,210.00-	18,267.00
WATER SUPPLY & DISTRIBUTION				
WATER SALE OF WATER	1-41-0000-410	549,199.57-	1,200,719.00-	651,519.43-
WATER SERVICE CHARGES	1-41-0000-413	600.00-	1,300.00-	700.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	24,277.86-	105,800.00-	81,522.14-
	TOTAL WATER SUPPLY & DISTRIBUTION:	574,077.43-	1,307,819.00-	733,741.57-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	1,713.83-	0.00	1,713.83
	TOTAL WATER LINES & DISTRIBUTION:	1,713.83-	0.00	1,713.83
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	130,145.28-	260,100.00-	129,954.72-
SEWER OTHER REVENUE	1-42-0000-590	130.00-	0.00	130.00
SEWER PROVINCIAL CONDITIONAL GRANT	1-42-0000-840	150,000.00-	200,000.00-	50,000.00-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	25,000.00-	25,000.00-
	TOTAL SANITARY SEWERS:	280,275.28-	485,100.00-	204,824.72-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	38,506.40-	74,300.00-	35,793.60-
GARBAGE OTHER REVENUE	1-43-0000-590	27.50-	0.00	27.50
	TOTAL GARBAGE COLLECTION & DISPOSAL:	38,533.90-	74,300.00-	35,766.10-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	177,779.26-	353,800.00-	176,020.74-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	177,779.26-	353,900.00-	176,120.74-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	300.00-	300.00-
FCSS VAN RENTAL	1-51-0000-561	956.80-	1,000.00-	43.20-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	4,230.00-	4,200.00-	30.00
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	70,379.19-	93,800.00-	23,420.81-
	TOTAL F.C.S.S.:	75,565.99-	99,300.00-	23,734.01-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	11,200.00-	13,600.00-	2,400.00-
CEMETERY OTHER	1-56-0000-590	530.94-	500.00-	30.94
	TOTAL CEMETERY:	11,730.94-	14,100.00-	2,369.06-
SUBDIVISION				
SUBDIVISION SALE OF LAND	1-66-0000-400	41,198.00-	0.00	41,198.00
	TOTAL SUBDIVISION:	41,198.00-	0.00	41,198.00
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	2,474.00-	2,540.00-	66.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	4,307.75-	7,600.00-	3,292.25-
RECREATION DONATIONS	1-72-0000-591	2,300.00-	0.00	2,300.00
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	184,180.00-	184,180.00-
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	1,705.00-	9,200.00-	7,495.00-
	TOTAL RECREATION REVENUE:	10,786.75-	239,320.00-	228,533.25-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	22,992.73-	23,300.00-	307.27-
POOL LESSON REGISTRATIONS	1-72-0100-411	34,970.96-	37,100.00-	2,129.04-
POOL DAILY ADMISSIONS	1-72-0100-412	11,518.36-	12,900.00-	1,381.64-
POOL RETAIL SALES	1-72-0100-419	2,691.84-	4,000.00-	1,308.16-
POOL RENTAL REVENUE	1-72-0100-560	7,010.05-	7,600.00-	589.95-
POOL DONATIONS	1-72-0100-590	13,050.93-	23,500.00-	10,449.07-
	TOTAL SWIMMING POOLS:	92,234.87-	108,400.00-	16,165.13-
ARENA				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
ARENA ADVERTISING REV SIGNS	1-72-0200-410	14,255.62-	12,100.00-	2,155.62
ARENA RENTAL REVENUE	1-72-0200-560	40,147.85-	82,400.00-	42,252.15-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	1,685.00-	3,300.00-	1,615.00-
ARENA DONATIONS	1-72-0200-590	2,651.00-	0.00	2,651.00
ARENA DRAWN FROM SURPLUS (OPERATING	1-72-0200-920	0.00	5,000.00-	5,000.00-
	TOTAL ARENA:	58,739.47-	102,800.00-	44,060.53-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	31,820.85-	51,600.00-	19,779.15-
CURLING RINK RENTAL REVENUE	1-72-0400-560	6,535.00-	9,300.00-	2,765.00-
CURLING RINK DRAWN FROM DEFFERED	1-72-0400-930	0.00	15,000.00-	15,000.00-
	CURLING RINK TOTAL:	38,355.85-	75,900.00-	37,544.15-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	6,175.00-	4,300.00-	1,875.00
	TOTAL BALL DIAMONDS REVENUE:	6,175.00-	4,300.00-	1,875.00
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	2,337.05-	5,700.00-	3,362.95-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	28.00-	259.00-	231.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	37,497.41-	99,600.00-	62,102.59-
	TOTAL FOX LAKE & HELMER DAM:	39,862.46-	105,559.00-	65,696.54-
PARKS				
PARKS OTHER REVENUE	1-72-0800-990	571.46-	0.00	571.46
	TOTAL PARKS:	571.46-	0.00	571.46
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	11,165.00-	14,498.00-	3,333.00-
	TOTAL PLAYGROUND PROGRAM:	11,165.00-	14,498.00-	3,333.00-
HKH PIONEER PARK				
HKH PIONEER PARK REVENUE	1-72-1300-560	32,672.30-	0.00	32,672.30
	TOTAL HKH PARK REVENUE:	32,672.30-	0.00	32,672.30
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	2,500.00-	2,500.00-	0.00
	TOTAL SOCCER FIELDS REVENUE:	2,500.00-	2,500.00-	0.00
LIBRARY				
LIBRARY DRAWN FROM SURPLUS (OPERATIN	1-74-0200-920	0.00	10,000.00-	10,000.00-
	TOTAL LIBRARY:	0.00	10,000.00-	10,000.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	11,166.73-	12,100.00-	933.27-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	279.00-	0.00	279.00
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	28,571.43-	19,050.00-	9,521.43
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	16,016.68-	31,864.00-	15,847.32-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	56,033.84-	83,014.00-	26,980.16-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	31,689.14-	29,242.00-	2,447.14
COMMUNITY CENTRE PROVINCIAL CONDITIO	1-74-0900-840	0.00	7,122.00-	7,122.00-
	TOTAL COMMUNITY CENTRE:	31,689.14-	36,364.00-	4,674.86-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	2,625.00-	3,150.00-	525.00-
	LIONS HALL TOTAL:	2,625.00-	3,150.00-	525.00-
	TOTAL REVENUE:	6,195,897.40-	13,660,427.00-	7,464,529.60-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	59,947.35	99,700.00	39,752.65
COUNCIL BENEFITS	2-11-0000-130	2,861.16	4,200.00	1,338.84
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	4,440.01	14,400.00	9,959.99
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	3,535.00	13,300.00	9,765.00
COUNCIL GOODS	2-11-0000-500	9,481.94	17,400.00	7,918.06
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	9,200.00	9,200.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	500.90	2,200.00	1,699.10

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
	TOTAL COUNCIL:	81,291.36	160,950.00	79,658.64
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	188,400.87	315,600.00	127,199.13
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	8,700.00	8,700.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	15,050.70	20,900.00	5,849.30
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	30,395.41	39,900.00	9,504.59
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	5,149.99	5,100.00	49.99-
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	22,368.33	43,300.00	20,931.67
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	863.67	7,100.00	6,236.33
ADMINISTRATION STAFF TRAINING	2-12-0000-212	2,396.19	5,900.00	3,503.81
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	5,764.94	10,600.00	4,835.06
ADMINISTRATION TELEPHONE	2-12-0000-217	4,154.95	8,200.00	4,045.05
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	20,737.93	9,400.00	11,337.93-
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	6,342.33	10,000.00	3,657.67
ADMINISTRATION AUDIT	2-12-0000-230	26,900.00	38,700.00	11,800.00
ADMINISTRATION LEGAL	2-12-0000-231	308,946.48	355,000.00	46,053.52
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	65,907.05	131,235.00	65,327.95
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	44,400.00	44,400.00	0.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	2,799.37	5,000.00	2,200.63
ADMINISTRATION INSURANCE	2-12-0000-274	19,518.80	20,480.00	961.20
ADMINISTRATION ASSESSOR	2-12-0000-280	26,974.74	50,400.00	23,425.26
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	290.00	1,000.00	710.00
ADMINISTRATION GOODS	2-12-0000-500	6,999.21	13,000.00	6,000.79
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	40.95	1,200.00	1,159.05
ADMINISTRATION POWER	2-12-0000-541	9,797.89	27,000.00	17,202.11
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	133,865.33	133,900.00	34.67
ADMINISTRATION BANK CHARGES	2-12-0000-810	4,089.48	7,300.00	3,210.52
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	794.81	1,340.00	545.19
ADMINISTRATION OTHER	2-12-0000-990	709.55	27,000.00	26,290.45
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	469.52	1,000.00	530.48
	TOTAL ADMINISTRATION:	954,128.49	1,343,255.00	389,126.51
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	124,827.00	124,827.00	0.00
	TOTAL POLICE:	124,827.00	124,827.00	0.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,000.00	2,000.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	721.25	1,950.00	1,228.75
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	760.00	1,200.00	440.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,200.00	1,200.00
	TOTAL SAFETY & RISK MANAGEMENT:	1,481.25	6,350.00	4,868.75
FIRE				
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	2,056.36	9,600.00	7,543.64
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00
FIRE TRAVEL	2-23-0000-211	5,611.62	10,100.00	4,488.38
FIRE TRAINING	2-23-0000-212	27,550.00	39,500.00	11,950.00
FIRE FREIGHT	2-23-0000-215	412.65	1,000.00	587.35
FIRE TELEPHONE	2-23-0000-217	2,792.14	7,200.00	4,407.86
FIRE ADVERTISING	2-23-0000-220	0.00	800.00	800.00
FIRE MEMBERSHIPS	2-23-0000-221	1,090.00	1,200.00	110.00
FIRE CONTRACTED SERVICES	2-23-0000-232	27,133.70	38,100.00	10,966.30
FIRE CONTRACTED REPAIRS	2-23-0000-250	6,959.14	14,400.00	7,440.86
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	35,188.44	15,000.00	20,188.44-
FIRE INSURANCE	2-23-0000-274	22,621.00	23,750.00	1,129.00
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	600.00	600.00
FIRE GOODS	2-23-0000-500	10,121.36	23,826.00	13,704.64
FIRE PETROLEUM PRODUCTS	2-23-0000-521	4,212.13	9,300.00	5,087.87
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	300.00	300.00
FIRE HEATING	2-23-0000-540	9,560.82	11,600.00	2,039.18
FIRE POWER	2-23-0000-541	6,218.05	15,300.00	9,081.95
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	580.74	17,000.00	16,419.26
	TOTAL FIRE:	163,588.15	376,376.00	212,787.85
FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP				
FIRE - ECETP TRAINING	2-23-0200-212	7,600.00	37,458.00	29,858.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
FIRE - ECETP CONTRACTED SERVICES	2-23-0200-232	400.00	0.00	400.00-
	TOTAL FIRE - ECETP:	8,000.00	37,458.00	29,458.00
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	2,000.00	2,000.00
EMERGENCY SERVICES CONTRACTED SERVCI	2-24-0000-232	6,933.36	10,400.00	3,466.64
EMERGENCY SERVICES GOODS	2-24-0000-500	133.65	800.00	666.35
	TOTAL EMERGENCY SERVICES:	7,067.01	13,200.00	6,132.99
BY-LAW ENFORCEMENT				
BYLAW SALARIES	2-26-0000-110	90.48	0.00	90.48-
BYLAW BENEFITS	2-26-0000-130	1.74	0.00	1.74-
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	572.00	700.00	128.00
BYLAW TELEPHONE	2-26-0000-217	829.77	1,250.00	420.23
BYLAW ADVERTISING	2-26-0000-220	85.00	1,900.00	1,815.00
BYLAW MEMBERSHIP	2-26-0000-221	0.00	200.00	200.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	18,660.25	71,900.00	53,239.75
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	3,000.00	3,000.00
BYLAW INSURANCE	2-26-0000-274	716.00	750.00	34.00
BYLAW GOODS	2-26-0000-500	2,306.59	2,500.00	193.41
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	159.21	1,200.00	1,040.79
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	800.00	3,000.00	2,200.00
	TOTAL BY-LAW ENFORCEMENT:	24,221.04	88,400.00	64,178.96
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	604.23	700.00	95.77
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	10,000.00	10,000.00	0.00
	TOTAL DOG CONTROL:	12,124.45	13,200.00	1,075.55
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	135,277.30	263,500.00	128,222.70
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	10,713.51	3,700.00	7,013.51-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	12,478.29	20,300.00	7,821.71
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	858.53	300.00	558.53-
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	27,213.64	44,800.00	17,586.36
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	357.26	1,900.00	1,542.74
COMMON SERVICES TELEPHONE	2-31-0000-217	3,007.87	5,400.00	2,392.13
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	600.00	600.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	2,241.83	2,800.00	558.17
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	3,095.79	33,000.00	29,904.21
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	9,779.67	16,500.00	6,720.33
COMMON SERVICES INSURANCE	2-31-0000-274	33,103.39	35,550.00	2,446.61
COMMON SERVICES GOODS	2-31-0000-500	14,090.10	20,719.00	6,628.90
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	28,982.30	54,600.00	25,617.70
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	5,279.41	7,700.00	2,420.59
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	6,524.78	19,000.00	12,475.22
COMMON SERVICES HEATING	2-31-0000-540	11,478.24	21,800.00	10,321.76
COMMON SERVICES POWER	2-31-0000-541	6,118.47	17,700.00	11,581.53
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	1,353.18	3,000.00	1,646.82
	TOTAL COMMON SERVICES:	311,953.56	626,649.00	314,695.44
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	61,166.77	91,300.00	30,133.23
S & R SEASONAL SALARIES	2-32-0000-111	8,198.60	5,500.00	2,698.60-
S & R BENEFITS	2-32-0000-130	4,532.11	6,800.00	2,267.89
S & R SEASONAL BENEFITS	2-32-0000-131	781.06	400.00	381.06-
S & R NON T4 BENEFITS	2-32-0000-133	9,717.00	14,900.00	5,183.00
S & R FREIGHT	2-32-0000-215	50.01	1,000.00	949.99
S & R CONTRACTED SERVICES	2-32-0000-232	62,852.84	15,000.00	47,852.84-
S & R CONTRACTED REPAIRS	2-32-0000-250	101,391.00	135,000.00	33,609.00
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	4,297.54	5,000.00	702.46

Description	Account	YTD Actual	YTD Budget	YTD Variance
S & R VEHICLE REPAIRS	2-32-0000-255	700.00	1,500.00	800.00
S & R GOODS	2-32-0000-500	25,235.35	30,500.00	5,264.65
S & R EQUIPMENT GOODS	2-32-0000-522	824.28	10,300.00	9,475.72
S & R VEHICLE MAINTENANCE	2-32-0000-523	326.42	2,500.00	2,173.58
S & R STREET LIGHTS	2-32-0000-553	84,468.52	126,500.00	42,031.48
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
	TOTAL STREETS & ROADS:	364,541.50	1,339,914.00	975,372.50
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	5,216.93	2,300.00	2,916.93-
AIRPORT SEASONAL SALARIES	2-33-0000-111	1,953.98	3,200.00	1,246.02
AIRPORT BENEFITS	2-33-0000-130	452.56	200.00	252.56-
AIRPORT SEASONAL BENEFITS	2-33-0000-131	81.84	200.00	118.16
AIRPORT NON T-4 BENEFITS	2-33-0000-133	973.72	400.00	573.72-
AIRPORT FREIGHT	2-33-0000-215	189.16	100.00	89.16-
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	50.50	50.00	0.50-
AIRPORT CONTRACTED SERVICES	2-33-0000-232	7,380.96	2,100.00	5,280.96-
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	485.30	7,300.00	6,814.70
AIRPORT VEHICLE REPAIRS	2-33-0000-255	0.00	200.00	200.00
AIRPORT INSURANCE	2-33-0000-274	5,403.01	5,670.00	266.99
AIRPORT GOODS	2-33-0000-500	8,614.27	1,500.00	7,114.27-
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	1,287.05	2,300.00	1,012.95
AIRPORT POWER	2-33-0000-541	2,927.27	9,600.00	6,672.73
AIRPORT WATER & SEWER	2-33-0000-542	280.00	500.00	220.00
	TOTAL AIRPORT:	35,296.55	35,720.00	423.45
WATER PLANT				
WATER PLANT CONTRACTED REPAIRS	2-41-0100-250	0.00	60,700.00	60,700.00
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	493,711.89	944,200.00	450,488.11
WATER PLANT POWER	2-41-0100-541	18,338.21	31,100.00	12,761.79
	TOTAL WATER PLANT:	512,050.10	1,036,000.00	523,949.90
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	61,120.28	150,800.00	89,679.72
WATER LINES SEASONAL SALARIES	2-41-0200-111	334.68	3,000.00	2,665.32
WATER LINES BENEFITS	2-41-0200-130	5,180.05	12,500.00	7,319.95
WATER LINES SEASONAL BENEFITS	2-41-0200-131	26.07	200.00	173.93
WATER LINES NON T4 BENEFITS	2-41-0200-133	10,430.72	26,600.00	16,169.28
WATER LINES TRAVEL & TRAINING	2-41-0200-211	6,507.23	7,000.00	492.77
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	9,059.41	9,200.00	140.59
WATER LINES ADVERTISING	2-41-0200-220	0.00	2,000.00	2,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	5,500.73	11,900.00	6,399.27
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	22,332.52	35,000.00	12,667.48
WATER LINES GOODS	2-41-0200-500	20,431.97	27,193.00	6,761.03
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	25,000.00	25,000.00
	TOTAL WATER LINES & DISTRIBUTION:	140,923.66	310,393.00	169,469.34
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	17,289.55	31,100.00	13,810.45
SEWERS SEASONAL SALARIES	2-42-0000-111	249.76	0.00	249.76-
SEWERS BENEFITS	2-42-0000-130	1,453.59	2,400.00	946.41
SEWERS SEASONAL BENEFITS	2-42-0000-131	38.69	0.00	38.69-
SEWERS NON T4 BENEFITS	2-42-0000-133	2,980.46	5,400.00	2,419.54
SEWERS FREIGHT & POSTAGE	2-42-0000-215	174.99	500.00	325.01
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	1,046.50	1,800.00	753.50
SEWERS CONTRACTED REPAIRS	2-42-0000-250	60,898.34	285,000.00	224,101.66
SEWERS INSURANCE	2-42-0000-274	4,494.81	4,720.00	225.19
SEWERS GOODS	2-42-0000-500	5,370.55	22,000.00	16,629.45
SEWERS HEATING	2-42-0000-540	972.54	1,300.00	327.46
SEWERS POWER	2-42-0000-541	6,424.58	12,900.00	6,475.42
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	101,394.36	417,120.00	315,725.64
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	45,607.10	69,400.00	23,792.90
GARBAGE GOODS	2-43-0000-500	0.00	400.00	400.00
	TOTAL GARBAGE:	45,607.10	69,800.00	24,192.90
REGIONAL WASTE				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	250,916.16	334,600.00	83,683.84
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	19,200.00	19,200.00
	TOTAL REGIONAL WASTE SYSTEM:	250,916.16	353,800.00	102,883.84
FCSS				
FCSS SALARIES	2-51-0100-110	3,480.07	5,700.00	2,219.93
FCSS BENEFITS	2-51-0100-130	300.34	500.00	199.66
FCSS NON T4 BENEFITS	2-51-0100-133	660.09	1,100.00	439.91
FCSS TRAVEL	2-51-0100-211	579.44	1,800.00	1,220.56
FCSS TRAINING	2-51-0100-212	200.00	800.00	600.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	270.00	300.00	30.00
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	14,875.00	22,800.00	7,925.00
FCSS INSURANCE	2-51-0100-274	12.00	12.00	0.00
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	308.04	650.00	341.96
	TOTAL FCSS:	20,684.98	37,362.00	16,677.02
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	6,960.02	11,300.00	4,339.98
COORDINATOR PART TIME SALARIES	2-51-0200-111	709.06	0.00	709.06-
COORDINATOR BENEFITS	2-51-0200-130	600.53	1,000.00	399.47
COORDINATOR PART TIME BENEFITS	2-51-0200-131	23.17	0.00	23.17-
COORDINATOR NON T4 BENEFITS	2-51-0200-133	1,320.02	2,300.00	979.98
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	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	171.42	400.00	228.58
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,100.00	2,100.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	2,005.00	100.00	1,905.00-
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	12,750.00	19,500.00	6,750.00
COORDINATOR GOODS	2-51-0200-500	1,500.00	1,200.00	300.00-
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	73,060.63	99,800.00	26,739.37
	TOTAL COORDINATOR:	99,494.85	139,900.00	40,405.15
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	3,480.07	5,700.00	2,219.93
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	300.34	500.00	199.66
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	660.09	1,100.00	439.91
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	6,375.00	9,800.00	3,425.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	10,815.50	20,100.00	9,284.50
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	50.00	400.00	350.00
CSD VAN INSURANCE	2-51-0500-274	6,732.00	4,450.00	2,282.00-
CSD VAN GOODS	2-51-0500-500	241.31	100.00	141.31-
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
	TOTAL COMMUNITY SERVICES VANS:	7,442.81	5,650.00	1,792.81-
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	4,048.52	10,200.00	6,151.48
CEMETERY SEASONAL SALARIES	2-56-0000-111	7,140.71	5,300.00	1,840.71-
CEMETERY BENEFITS	2-56-0000-130	330.18	900.00	569.82
CEMETERY SEASONAL BENEFITS	2-56-0000-131	314.12	400.00	85.88
CEMETERY NON T-4 BENEFITS	2-56-0000-133	654.35	1,800.00	1,145.65
CEMETERY ADVERTISING	2-56-0000-220	0.00	300.00	300.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	658.79	4,300.00	3,641.21
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	26.44	30.00	3.56
CEMETERY GOODS	2-56-0000-500	1,370.99	5,000.00	3,629.01
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
	TOTAL CEMETERY:	14,544.10	30,430.00	15,885.90
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
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Description	Account	YTD Actual	YTD Budget	YTD Variance
TOURISM				
TOURISM SALARIES	2-61-0300-110	13,672.52	23,600.00	9,927.48
TOURISM BENEFITS	2-61-0300-130	1,122.73	2,000.00	877.27
TOURISM NON T4 BENEFITS	2-61-0300-133	2,059.75	4,800.00	2,740.25
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	375.00	1,700.00	1,325.00
TOURISM GOODS	2-61-0300-500	0.00	5,000.00	5,000.00
	TOTAL TOURISM:	17,500.00	37,700.00	20,200.00
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	54,689.31	94,400.00	39,710.69
B & C BENEFITS	2-61-0400-130	4,490.51	7,900.00	3,409.49
B & C NON T4 BENEFIT	2-61-0400-133	8,238.81	19,000.00	10,761.19
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	542.84	1,100.00	557.16
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	2,200.00	2,200.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	3,830.26	3,400.00	430.26-
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	47,902.70	49,000.00	1,097.30
B & C INSURANCE	2-61-0400-274	152.53	160.00	7.47
B & C GOODS	2-61-0400-500	442.65	2,500.00	2,057.35
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	2,104.05	4,100.00	1,995.95
	TOTAL BUSINESS & COMMUNICATIONS:	122,663.66	186,560.00	63,896.34
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	761.28	3,400.00	2,638.72
VIC SEASONAL SALARIES	2-62-0000-111	683.80	1,200.00	516.20
VIC BENEFITS	2-62-0000-130	57.02	300.00	242.98
VIC SEASONAL BENEFITS	2-62-0000-131	44.36	100.00	55.64
VIC NON T4 BENEFITS	2-62-0000-133	57.51	500.00	442.49
VIC TELEPHONES	2-62-0000-217	216.65	400.00	183.35
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	200.00	200.00
VIC CONTRACTED SERVICES	2-62-0000-232	463.00	3,400.00	2,937.00
VIC CONTRACTED REPAIR	2-62-0000-250	314.26	1,000.00	685.74
VIC INSURANCE	2-62-0000-274	1,334.84	1,400.00	65.16
VIC GOODS	2-62-0000-500	1,973.76	6,200.00	4,226.24
VIC HEATING	2-62-0000-540	972.54	1,300.00	327.46
VIC POWER	2-62-0000-541	1,402.69	2,800.00	1,397.31
VIC WATER	2-62-0000-963	2,414.28	4,100.00	1,685.72
	TOTAL VISITOR INFORMATION CENTRE:	10,695.99	26,300.00	15,604.01
COMMUNITY SERVICES BOARD				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	3,000.00	3,000.00
	TOTAL COMMUNITY SERVICES BOARD:	0.00	3,500.00	3,500.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	10,291.33	11,300.00	1,008.67
RECREATION SEASONAL SALARIES	2-72-0000-111	335.92	10,500.00	10,164.08
RECREATION BENEFITS	2-72-0000-130	842.88	1,000.00	157.12
RECREATION SEASONAL BENEFITS	2-72-0000-131	17.28	700.00	682.72
RECREATION NON T4 BENEFITS	2-72-0000-133	1,894.33	2,300.00	405.67
RECREATION TRAVEL	2-72-0000-211	1,779.01	1,800.00	20.99
RECREATION TRAINING	2-72-0000-212	2,025.00	2,700.00	675.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	1,085.70	2,200.00	1,114.30
RECREATION ADVERTISING	2-72-0000-220	28.16	1,800.00	1,771.84
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	700.93	900.00	199.07
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	8,313.27	24,000.00	15,686.73
RECREATION INSURANCE	2-72-0000-274	12,627.80	13,260.00	632.20
RECREATION GOODS	2-72-0000-500	2,087.44	1,200.00	887.44-
RECREATION PROGRAM EXPENSES	2-72-0000-510	4,595.00	6,170.00	1,575.00
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	0.00	2,400.00	2,400.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	81.82	300.00	218.18
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

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
	TOTAL RECREATION:	46,975.87	178,630.00	131,654.13
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	11,501.82	18,500.00	6,998.18
POOL SEASONAL SALARIES	2-72-0100-111	125,830.66	137,400.00	11,569.34
POOLS BENEFITS	2-72-0100-130	1,068.97	1,600.00	531.03
POOL SEASONAL BENEFITS	2-72-0100-131	6,215.50	9,400.00	3,184.50
POOLS NON T-4 BENEFITS	2-72-0100-133	2,089.32	3,000.00	910.68
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	2,449.32	2,700.00	250.68
POOLS TELEPHONE	2-72-0100-217	330.94	480.00	149.06
POOLS ADVERTISING	2-72-0100-220	0.00	1,000.00	1,000.00
POOL CONTRACTED SERVICES	2-72-0100-232	2,501.34	3,300.00	798.66
POOLS CONTRACTED REPAIRS	2-72-0100-250	1,518.61	6,500.00	4,981.39
POOLS INSURANCE	2-72-0100-274	9,304.93	9,770.00	465.07
POOLS GOODS	2-72-0100-500	13,350.09	17,770.00	4,419.91
POOL RETAIL GOODS	2-72-0100-501	2,148.35	2,000.00	148.35-
POOLS CHEMICALS	2-72-0100-531	22,942.60	24,400.00	1,457.40
POOLS HEATING	2-72-0100-540	7,867.96	18,400.00	10,532.04
POOLS POWER	2-72-0100-541	6,982.51	23,600.00	16,617.49
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	1,337.23	5,100.00	3,762.77
	TOTAL SWIMMING POOLS:	217,440.15	286,920.00	69,479.85
ARENA				
ARENA SALARIES	2-72-0200-110	79,943.61	177,000.00	97,056.39
ARENA SEASONAL SALARIES	2-72-0200-111	5,218.46	10,500.00	5,281.54
ARENA BENEFITS	2-72-0200-130	6,616.82	14,800.00	8,183.18
ARENA SEASONAL BENEFITS	2-72-0200-131	217.04	700.00	482.96
ARENA NON T4 BENEFITS	2-72-0200-133	10,247.42	27,200.00	16,952.58
ARENA TRAVEL	2-72-0200-211	0.00	1,600.00	1,600.00
ARENA TRAINING	2-72-0200-212	1,169.51	2,600.00	1,430.49
ARENA FREIGHT & POSTAGE	2-72-0200-215	717.20	1,000.00	282.80
ARENA TELEPHONE	2-72-0200-217	216.65	360.00	143.35
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	500.00	500.00
ARENA CONTRACTED SERVICES	2-72-0200-232	2,265.29	4,800.00	2,534.71
ARENA CONTRACTED REPAIRS	2-72-0200-250	2,585.87	17,800.00	15,214.13
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	7,200.00	7,200.00
ARENA INSURANCE	2-72-0200-274	14,574.32	15,300.00	725.68
ARENA GOODS	2-72-0200-500	7,867.96	17,900.00	10,032.04
ARENA PETROLEUM PRODUCTS	2-72-0200-521	2,083.35	5,000.00	2,916.65
ARENA HEATING	2-72-0200-540	25,162.52	32,100.00	6,937.48
ARENA POWER	2-72-0200-541	8,741.39	24,300.00	15,558.61
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	2,413.37	4,840.00	2,426.63
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	229.41	14,300.00	14,070.59
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	11,478.72	19,300.00	7,821.28
	TOTAL ARENA:	181,748.91	399,600.00	217,851.09
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	433.30	720.00	286.70
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	1,959.40	1,000.00	959.40-
PARKS SHOP INSURANCE	2-72-0300-274	2,012.76	2,110.00	97.24
PARKS SHOP GOODS	2-72-0300-500	1,062.93	1,300.00	237.07
PARKS SHOP HEATING	2-72-0300-540	5,068.64	7,200.00	2,131.36
PARKS SHOP POWER	2-72-0300-541	1,797.99	3,700.00	1,902.01
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	301.80	700.00	398.20
	TOTAL PARKS SHOP:	12,636.82	16,730.00	4,093.18
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	6,602.45	6,700.00	97.55
CURLING RINK SEASONAL SALARIES	2-72-0400-111	1,538.68	2,100.00	561.32
CURLING RINK BENEFITS	2-72-0400-130	569.83	600.00	30.17
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	52.86	100.00	47.14
CURLING RINK NON T4 BENEFITS	2-72-0400-133	1,038.23	1,100.00	61.77
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	10,957.16	5,600.00	5,357.16-
CURLING RINK INSURANCE	2-72-0400-274	10,094.69	10,590.00	495.31
CURLING RINK GOODS	2-72-0400-500	1,223.63	5,100.00	3,876.37
CURLING RINK HEATING	2-72-0400-540	15,877.19	19,900.00	4,022.81
CURLING RINK POWER	2-72-0400-541	4,370.69	13,000.00	8,629.31

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
CURLING RINK - SUBSIDY	2-72-0400-771	10,500.87	17,500.00	6,999.13
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	1,144.56	2,240.00	1,095.44
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	229.40	14,300.00	14,070.60
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	11,478.72	19,300.00	7,821.28
	TOTAL CURLING RINK:	75,678.96	118,630.00	42,951.04
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	6,419.00	6,700.00	281.00
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	872.04	3,200.00	2,327.96
BALL DIAMOND BENEFITS	2-72-0500-130	585.99	600.00	14.01
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	57.63	200.00	142.37
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	1,211.08	1,100.00	111.08-
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	844.65	1,000.00	155.35
BALL DIAMOND GOODS	2-72-0500-500	1,375.76	9,500.00	8,124.24
BALL DIAMOND POWER	2-72-0500-541	724.45	1,100.00	375.55
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	3,626.57	11,290.00	7,663.43
	TOTAL BALL DIAMONDS:	15,717.17	34,690.00	18,972.83
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	3,632.97	3,810.00	177.03
	TOTAL GOLF COURSE:	3,632.97	3,810.00	177.03
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	3,192.42	6,700.00	3,507.58
FOX LAKE SEASONAL SALARIES	2-72-0700-111	2,792.14	2,100.00	692.14-
FOX LAKE BENEFITS	2-72-0700-130	294.99	600.00	305.01
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	149.45	100.00	49.45-
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	568.88	1,100.00	531.12
FOX LAKE FREIGHT	2-72-0700-215	171.43	200.00	28.57
FOX LAKE ADVERTISING	2-72-0700-220	399.00	600.00	201.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	21,153.18	34,200.00	13,046.82
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	871.89	5,000.00	4,128.11
FOX LAKE INSURANCE	2-72-0700-274	316.33	330.00	13.67
FOX LAKE GOODS	2-72-0700-500	3,881.60	5,000.00	1,118.40
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	259.20	400.00	140.80
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00
FOX LAKE HEAT	2-72-0700-540	309.63	600.00	290.37
FOX LAKE POWER	2-72-0700-541	2,750.26	12,000.00	9,249.74
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,590.00	8,590.00
	TOTAL FOX LAKE PARK:	37,110.40	78,220.00	41,109.60
PARKS				
PARKS SALARIES	2-72-0800-110	85,009.13	104,300.00	19,290.87
PARKS SEASONAL SALARIES	2-72-0800-111	47,138.78	64,300.00	17,161.22
PARKS BENEFITS	2-72-0800-130	7,249.05	8,900.00	1,650.95
PARKS SEASONAL BENEFITS	2-72-0800-131	2,864.01	4,500.00	1,635.99
PARKS NON T4 BENEFITS	2-72-0800-133	14,859.96	16,300.00	1,440.04
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	505.00	1,000.00	495.00
PARKS FREIGHT	2-72-0800-215	2,026.97	800.00	1,226.97-
PARKS CONTRACTED REPAIRS	2-72-0800-250	21,749.75	25,100.00	3,350.25
PARKS EQUIPMENT REPAIRS	2-72-0800-253	2,867.26	10,500.00	7,632.74
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	930.13	5,700.00	4,769.87
PARKS INSURANCE	2-72-0800-274	5,743.25	5,600.00	143.25-
PARKS GOODS	2-72-0800-500	24,827.38	25,100.00	272.62
PARKS PETROLEUM PRODUCTS	2-72-0800-521	9,622.00	13,600.00	3,978.00
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	7,266.59	13,131.00	5,864.41
PARKS VEHICLE MAINTENANCE	2-72-0800-523	6,946.42	4,900.00	2,046.42-
PARKS POWER	2-72-0800-541	1,910.00	3,200.00	1,290.00
PARKS RECOVERIES TO OPERATING	2-72-0800-963	3,645.12	27,820.00	24,174.88
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	245,160.80	336,351.00	91,190.20
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	21,923.68	23,400.00	1,476.32
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	1,263.10	1,600.00	336.90
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	300.00	300.00	0.00
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	135.00	140.00	5.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	142.86	120.00	22.86-
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,000.00	1,000.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	2,398.40	5,800.00	3,401.60
PLAYGROUND PROGRAM GOODS	2-72-1000-500	5,337.03	6,200.00	862.97
	TOTAL PLAYGROUND PROGRAM:	31,500.07	39,160.00	7,659.93
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	1,381.98	1,700.00	318.02
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	444.60	2,400.00	1,955.40
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	103.86	100.00	3.86-
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	19.03	100.00	80.97
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	201.62	300.00	98.38
SPRAY PARK FREIGHT	2-72-1200-215	0.00	500.00	500.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	19.00	500.00	481.00
SPRAY PARK INSURANCE	2-72-1200-274	837.35	880.00	42.65
SPRAY PARK GOODS	2-72-1200-500	523.60	500.00	23.60-
SPRAY PARK CHEMICALS	2-72-1200-531	500.00	1,400.00	900.00
SPRAY PARK POWER	2-72-1200-541	654.84	2,000.00	1,345.16
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	895.80	2,460.00	1,564.20
	TOTAL SPRAY PARK:	5,581.68	12,840.00	7,258.32
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	1,791.91	6,700.00	4,908.09
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	7,758.80	8,400.00	641.20
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	178.64	600.00	421.36
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	591.79	600.00	8.21
KING HUNTER PARK EMP NON T4 BEN	2-72-1300-133	447.49	1,100.00	652.51
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	605.00	3,000.00	2,395.00
KING HUNTER PARK INSURANCE	2-72-1300-274	177.08	190.00	12.92
KING HUNTER PARK GOODS	2-72-1300-500	912.89	3,000.00	2,087.11
KING HUNTER PARK POWER	2-72-1300-541	1,148.36	1,800.00	651.64
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	1,824.84	8,640.00	6,815.16
	TOTAL KING HUNTER PARK:	15,436.80	34,030.00	18,593.20
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	1,397.81	3,400.00	2,002.19
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	642.20	1,100.00	457.80
SOCCER FIELD BENEFITS	2-72-1400-130	114.51	300.00	185.49
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	20.45	100.00	79.55
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	159.80	500.00	340.20
SOCCER FIELD GOODS	2-72-1400-500	2,446.98	1,500.00	946.98-
SOCCER FIELDS POWER	2-72-1400-541	724.45	1,100.00	375.55
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	1,863.91	5,020.00	3,156.09
	TOTAL SOCCER FIELDS:	7,370.11	13,020.00	5,649.89
MUSEUM				
MUSEUM GAS	2-74-0100-540	4,042.56	5,900.00	1,857.44
MUSEUM POWER	2-74-0100-541	2,174.15	3,900.00	1,725.85
MUSEUM GRANT	2-74-0100-770	7,000.00	7,000.00	0.00
	TOTAL MUSEUM:	13,216.71	16,800.00	3,583.29
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	433.30	700.00	266.70
LIBRARY ADVERTISING	2-74-0200-220	0.00	300.00	300.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	2,141.28	2,400.00	258.72
LIBRARY INSURANCE	2-74-0200-274	5,206.25	5,470.00	263.75
LIBRARY GOODS	2-74-0200-500	466.36	1,400.00	933.64
LIBRARY HEATING	2-74-0200-540	3,785.69	5,600.00	1,814.31
LIBRARY POWER	2-74-0200-541	3,659.49	7,800.00	4,140.51
LIBRARY GRANTS	2-74-0200-770	20,894.46	20,900.00	5.54
LIBRARY PERSONNEL GRANTS	2-74-0200-771	72,894.68	72,900.00	5.32
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	894.18	1,990.00	1,095.82
	TOTAL LIBRARY:	110,375.69	119,460.00	9,084.31
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	45,425.36	71,500.00	26,074.64
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	26,388.02	53,700.00	27,311.98
RCSC BENEFITS	2-74-0800-130	3,703.85	6,500.00	2,796.15
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	1,280.14	3,800.00	2,519.86
RCSC NON T4 BENEFITS	2-74-0800-133	6,591.28	11,800.00	5,208.72

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
RCSC STAFF TRAINING	2-74-0800-212	0.00	2,100.00	2,100.00
RCSC FREIGHT	2-74-0800-215	442.67	300.00	142.67-
RCSC TELEPHONE	2-74-0800-217	797.39	1,440.00	642.61
RCSC ADVERTISING	2-74-0800-220	0.00	2,918.00	2,918.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	14,877.76	15,800.00	922.24
RCSC CONTRACTED REPAIRS	2-74-0800-250	2,143.87	3,700.00	1,556.13
RCSC INSURANCE	2-74-0800-274	10,996.91	11,550.00	553.09
RCSC GOODS	2-74-0800-500	4,767.48	10,100.00	5,332.52
RCSC HEATING	2-74-0800-540	7,262.51	9,500.00	2,237.49
RCSC POWER	2-74-0800-541	8,568.30	20,800.00	12,231.70
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	504.60	1,100.00	595.40
	TOTAL CENTENNIAL PLACE:	133,750.14	226,608.00	92,857.86
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	2,992.32	6,877.00	3,884.68
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,100.00	1,100.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	243.91	600.00	356.09
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	493.16	1,000.00	506.84
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	270.00	500.00	230.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	216.65	400.00	183.35
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	500.00	500.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	21,492.13	33,700.00	12,207.87
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	9,276.04	14,300.00	5,023.96
COMMUNITY CENTRE INSURANCE	2-74-0900-274	6,717.14	7,050.00	332.86
COMMUNITY CENTRE GOODS	2-74-0900-500	6,517.83	6,000.00	517.83-
COMMUNITY CENTRE HEAT	2-74-0900-540	4,224.65	6,400.00	2,175.35
COMMUNITY CENTRE POWER	2-74-0900-541	5,174.03	13,100.00	7,925.97
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	556.68	1,920.00	1,363.32
	TOTAL COMMUNITY CENTRE:	58,174.54	93,547.00	35,372.46
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	348.69	2,000.00	1,651.31
LIONS HALL INSURANCE	2-74-1000-274	764.40	800.00	35.60
LIONS HALL GOODS	2-74-1000-500	46.45	500.00	453.55
LIONS HALL HEAT	2-74-1000-540	2,172.17	3,100.00	927.83
LIONS HALL POWER	2-74-1000-541	770.56	1,600.00	829.44
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	279.96	590.00	310.04
	TOTAL LIONS HALL:	4,382.23	8,590.00	4,207.77
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	332,508.54	745,100.00	412,591.46
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	169,313.00	169,300.00	13.00-
GOVERNMENT REQUISITION - DESIGNATED	2-77-0000-755	0.00	639.00	639.00
PROVISION FOR DOUBTFUL ACCOUNTS	2-77-0000-757	0.00	2,500.00	2,500.00
	TOTAL GOVERNMENT REQUISITIONS:	501,821.54	917,539.00	415,717.46
	TOTAL EXPENDITURES:	5,160,965.19	9,776,589.00	4,615,623.81
	TOTAL REVENUE & EXPENSES:	1,034,932.21-	3,883,838.00-	2,848,905.79-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2025
To 31/08/2025

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
CAPITAL FINANCES APPLIED (EXPENDITURES)				
ADMINISTRATION				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	64,067.53	104,000.00	39,932.47
	TOTAL ADMINISTRATION:	64,067.53	104,000.00	39,932.47
FIRE DEPARTMENT				
FIRE MACHINES, EQUIPMENT	8-23-0000-630	67,419.69	240,000.00	172,580.31
	TOTAL FIRE DEPARTMENT:	67,419.69	240,000.00	172,580.31
COMMON SERVICES				
COMMON SERV MACHINES, EQUIPMENT	8-31-0000-630	317,227.29	318,000.00	772.71
	TOTAL COMMON SERVICES DEPARTMENT:	317,227.29	318,000.00	772.71
STREETS & ROADS				
S & R ENGINEERING STRUCTURES	8-32-0000-610	97,810.49	2,815,600.00	2,717,789.51
	TOTAL STREETS & ROADS:	97,810.49	2,815,600.00	2,717,789.51
ECONOMIC DEVELOPMENT				
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
RECREATION				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	26,478.17	53,000.00	26,521.83
RECREATION ARENA BUILDING	8-72-0200-620	36,016.00	30,000.00	6,016.00-
RECREATION ARENA MACHINES & EQUIPMEN	8-72-0200-630	19,957.61	20,000.00	42.39
RECREATION CURLING RINK BUILDING	8-72-0400-620	53,803.86	50,000.00	3,803.86-
RECREATION FOX LAKE PARK BUILDINGS	8-72-0700-620	5,610.00	10,000.00	4,390.00
RECREATION FLP EQUIPMENT	8-72-0700-630	0.00	10,000.00	10,000.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	53,000.00	47,000.00	6,000.00-
RECREATION PARKS VEHICLES	8-72-0800-650	62,305.00	65,000.00	2,695.00
	TOTAL RECREATION:	257,170.64	285,000.00	27,829.36
CULTURE				
LIBRARY BUILDING	8-74-0200-610	0.00	10,000.00	10,000.00
RCSC BUILDING - CENTENNIAL PLACE	8-74-0800-620	17,708.13	19,000.00	1,291.87
COMMUNITY CENTRE BUILDING	8-74-0900-610	24,307.28	26,000.00	1,692.72
	TOTAL CULTURE:	42,015.41	55,000.00	12,984.59
	TOTAL CAPITAL FINANCES APPLIED:	845,711.05	3,824,600.00	2,978,888.95
	GRAND TOTAL OF ALL ACCOUNTS:	845,711.05	3,824,600.00	2,978,888.95
	REPORT TOTALS:	189,221.16-	59,238.00-	129,983.16

*** End of Report ***

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: September 9, 2025 Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for August 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 May 13, 2025 Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The overview reflects the revenues and expenses to August 31, 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 – August 2025

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

AUGUST, 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 May 13, 2025	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-4,324,416			-4,734,402			-409,986
DRAW FROM RESERVES				0	0		
REQUISITIONS		501,822			915,039		413,217
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-3,822,594			-3,816,863	
COUNCIL	0			-2,000			-2,000
COUNCIL		81,291			160,950		79,659
			81,291			158,950	
GENERAL ADMINISTRATION	-49,704			-1,126,700			-1,076,996
ADMINISTRATION		954,128			1,343,255		389,127
CAPITAL -		64,068			104,000		39,932
			968,492			320,555	
POLICE	-832			-4,000			-3,168
POLICE		124,827			124,827		0
			123,995			120,827	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		1,481			6,350		4,869
			1,481			6,350	
FIRE	-56,425			-400,579			-344,154
FIRE		163,588			376,376		212,788
CAPITAL - 2024		67,420			0		-67,420
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
			174,583			215,797	
FIRE - ECETP	-29,498			-45,346			-15,848
FIRE - TRAINING		8,000			37,458		29,458
			-21,498			-7,888	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		7,067			13,200		6,133
			7,067			13,200	
BY-LAW ENFORCEMENT	-22,670			-23,100			-430
BYLAW		24,221			88,400		64,179
			1,551			65,300	
DOG CONTROL	-8,355			-4,600			3,755
ANIMAL CONTROL		12,124			13,200		1,076
			3,769			8,600	

AUGUST, 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 May 13, 2025	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	-248			-324,852			-324,605
PUBLIC WORKS		311,954			626,649		314,695
CAPITAL - SKID STEER		88,377			75,000		-13,377
CAPITAL - SKID ATTACH		51,775			65,000		13,225
CAPITAL - SNOW BLOWER		177,075			178,000		925
			628,933			619,797	
STREETS & ROADS	-78,987			-3,852,314			-3,773,327
STREETS & ROADS		364,542			1,339,914		975,373
CAPITAL - PALLISER/PIONEER		97,810			1,500,600		1,402,790
CAPITAL - BRIDGE PROJ		0			1,315,000		1,315,000
			383,365			303,200	
AIRPORT	-40,477			-22,210			18,267
AIRPORT		35,297			35,720		423
			-5,180			13,510	
WATER							0
TREATMENT	-574,077			-1,307,819			-733,742
TREATMENT		512,050			1,036,000		523,950
LINES & DISTRIBUTION	-1,714			0			1,714
LINES & DISTRIBUTION		140,924			310,393		169,469
			77,183			38,574	
SANITARY SEWERS	-280,275			-485,100			-204,825
SEWERS		101,394			417,120		315,726
			-178,881			-67,980	
GARBAGE	-38,534			-74,300			-35,766
GARBAGE		45,607			69,800		24,193
			7,073			-4,500	
REGIONAL WASTE SYSTEM	-177,779			-353,900			-176,121
ANNUAL CONTRACT		250,916			353,800		102,884
			73,137			-100	
F.C.S.S.	-75,566			-99,300			-23,734
ADMINISTRATION		20,685			37,362		16,677
PROGRAMS		99,495			139,900		40,405
YOUTH CLUB SUPPORT		10,816			20,100		9,285
VAN OPERATIONS		7,443			5,650		-1,793
			62,872			103,712	

AUGUST, 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 May 13, 2025	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-11,731			-14,100			-2,369
CEMETERY		14,544			30,430		15,886
			2,813			16,330	
MUNCIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
COMMERCIAL OFFICE BUILDING	0			0			0
OFFICE BUILDING		0			0		0
			0			0	
TOURISM	0			0			0
TOURISM		17,500			37,700		20,200
			17,500			37,700	
BUSINESS	0			0			0
& COMMUNICATION		122,664			186,560		63,896
			122,664			186,560	
VISITOR INFORMATION	0			0			0
BOOTH		10,696			26,300		15,604
CAPITAL - LED LIGHTS		0			7,000		7,000
			10,696			33,300	
SUBDIVISION	-41,198			0			41,198
SUBDIVISION		0			0		0
			-41,198			0	
RECREATION	-10,787			-239,320			-228,533
CS BOARD		0			3,500		3,500
RECREATION		46,976			178,630		131,654
			36,189			-57,190	
SWIMMING POOLS	-92,235			-108,400			-16,165
POOLS		217,440			286,920		69,480
CAPITAL - DIVING BLOCKS		23,334			35,000		11,666
CAPITAL - SHADE STRUCTURES		3,144			18,000		14,856
			151,683			231,520	
ARENA	-58,739			-102,800			-44,061
ARENA		170,041			365,500		195,459
ICE PLANT		11,708			34,100		22,392
CAPITAL - ROOF REPAIRS		36,016			30,000		-6,016
CAPITAL - FLOOR SCRUBBER		19,958			20,000		42
			178,983			346,800	

AUGUST, 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 May 13, 2025	2025 ACTUAL REVENUES	2025 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2025 BUDGET REVENUES	2025 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PARKS SHOP	0			0			0
PARKS SHOP		12,637			16,730		4,093
			12,637			16,730	
CURLING RINK	-38,356			-75,900			-37,544
CURLING RINK		63,971			84,530		20,559
ICE PLANT		11,708			34,100		22,392
CAPITAL - INTERIOR WALL REPAIR		53,804			50,000		-3,804
			91,127			92,730	
BALL DIAMONDS	-6,175			-4,300			1,875
BALL DIAMONDS		15,717			34,690		18,973
			9,542			30,390	
GOLF COURSE	0			0			0
GOLF COURSE		3,633			3,810		177
			3,633			3,810	
FOX LAKE PARK	-39,862			-105,559			-65,697
FLP		37,110			78,220		41,110
CAPITAL - FLOOR/TREES		5,610			20,000		14,390
			-34,252			-85,559	
PARKS	-571			0			571
PARKS		245,161			336,351		91,190
CAPITAL - FORK LIFT		53,000			47,000		-6,000
CAPITAL - 1/2 TON TRUCK		62,305			65,000		2,695
			359,894			448,351	
SUMMER YOUTH	-11,165			-14,498			-3,333
PROGRAM		31,500			39,160		7,660
			20,335			24,662	
SPRAY PARK	0			0			0
SPRAY PARK		5,582			12,840		7,258
			5,582			12,840	
KING-HUNTER PIONEER PARK	-32,672			0			32,672
KING-HUNTER PIONEER PARK		15,437			34,030		18,593
			-17,236			34,030	
SOCCER FIELDS	-2,500			-2,500			0
SOCCER FIELDS		7,370			13,020		5,650
			4,870			10,520	

AUGUST, 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 May 13, 2025	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		13,217			16,800		3,583
			13,217			16,800	
LIBRARY	0			-10,000			-10,000
LIBRARY		110,376			119,460		9,084
CAPITAL - WATER DIV		0			10,000		10,000
			110,376			119,460	
CENTENNIAL PLACE	-56,034			-83,014			-26,980
CENTENNIAL PLACE		133,750			226,608		92,858
CAPITAL - FITNESS CENTRE		17,708			19,000		1,292
			95,424			162,594	
COMMUNITY CENTRE	-31,689			-36,364			-4,675
CENTRE		58,175			93,547		35,372
CAPITAL - LED LIGHTS		24,307			26,000		1,693
			50,793			83,183	
LIONS HALL	-2,625			-3,150			-525
LIONS HALL		4,382			8,590		4,208
			1,757			5,440	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-6,195,897			-13,660,427			-7,464,530
TOTAL EXPENDITURES		6,006,676			13,601,190		7,594,514
TOTAL SURPLUS (DEFICIT)			-189,221			-59,237	

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 06.04

Capital Budget Update

Recommended Motion

That Council accepts the Second Quarter Capital Budget Update, dated June 2025 for information.

Background

The Capital Budget Update consolidates information from the capital expenses budget and provides Council with the progress for each budget item, categorized by department, like the Budget Overview. To see the detail for each department, refer to the Statement of Revenues & Expenses.

The report details the department, item for purchase, the status of each capital item, the adopted budget figures and the amount spent to date. The final column compares the figures between budget and actual expense.

As with the other financial reports, the budget figures are taken from the 2025 Operating and Capital budgets approved by Council on December 10, 2024.

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

Communications

N/A

Financial Implications

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

Policy and/or Legislative Implications

N/A

Attachments

1. Capital Budget Update – June 2025

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

2025 FIRST QUARTER CAPITAL BUDGET UPDATE

EFFECTIVE JUNE 30, 2025 **2025 Budget Adopted May 13, 2025**

DEPARTMENT & ITEM	STATUS	EXPENSED	BUDGET	DIFFERENCE
ADMINISTRATION				
SUBDIVISION 5TH-6TH AVE EAST		0	54,000	54,000
LED REPLACEMENT - TOWN OFFICE		26,904	30,000	3,097
ROOF REPAIR - TOWN OFFICE		18,855	20,000	1,145
FIRE DEPARTMENT				
EQUIPMENT - BUNKER GEAR - 4 SETS		0	18,000	18,000
MOBILE RADIO REPLACEMENT		0	12,000	12,000
FIRE HALL REPAIRS - STUCCO & PAINTING		0	100,000	100,000
AIR LIFT BAG KIT		0	10,000	10,000
TRAINING TOWER FENCE - FIRE ASSOC		0	100,000	100,000
OUTSIDE BURN PROPS	2024 - expensed from fire reserve	0	0	
EQUIPMENT - BUNKER GEAR	2024 - expensed from fire reserve	0	0	
PORTABLE RADIO REPLACEMENT	2024 - expensed from fire reserve	0	0	
SCBA PACKS	2024 - expensed from fire reserve	55,700	0	
PUBLIC WORKS				
SKID STEER		88,377	75,000	-13,377
SKID STEER ATTACHMENTS		51,775	65,000	13,225
SNOW BLOWER	Completed	177,075	178,000	925
STREETS & ROADS				
PALLISER / PIONEER TRAIL		74,157	1,500,600	1,426,443
BRIDGE REPLACEMENT - PIONEER TRAIL		0	1,315,000	1,315,000
VIC				
LED LIGHT REPLACEMENT		0	7,000	7,000
POOL				
DIVING BLOCKS INSTALL & PADS 1/3 Town, SAB & Seals Club		23,334	35,000	11,666
SHADE STRUCTURES - 2		3,144	18,000	14,856
ARENA				
ROOF REPAIRS		0	20,000	20,000
OLYMPIA ROOM FLOORING		4,632	10,000	5,368
FLOOR SCRUBBER - CONCRETE	Completed	19,958	20,000	42

2025 FIRST QUARTER CAPITAL BUDGET UPDATE

EFFECTIVE JUNE 30, 2025 **2025 Budget Adopted May 13, 2025**

DEPARTMENT & ITEM	STATUS	EXPENSED	BUDGET	DIFFERENCE
CURLING RINK				
WEST INTERIOR WALL REPAIR		53,804	50,000	-3,804
FOX LAKE PARK				
SHOWER HOUSE FLOOR - REPLACEMENT		5,610	10,000	4,390
TREE PLANTING		0	10,000	10,000
PARKS				
FORK LIFT	Completed	53,000	47,000	-6,000
1/2 TON 4X4 TRUCK	Completed	62,305	65,000	2,695
LIBRARY				
NORTH SIDE WATER DIVERSION $10,000 in Reserve Funds		0	10,000	10,000
RCSC				
FITNESS CENTRE FLOORING REPLACED		10,517	19,000	8,483
COMMUNITY CENTRE				
LED LIGHT UPGRADE		24,307	26,000	1,693
TOTAL CAPITAL		**726,550**	**3,824,600**	**3,126,846**

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 07.00

Committee Reports

Recommended Motion

That Council accepts the following Committee Report for information:

1. Municipal Planning Commission Meeting Minutes of July 30, 2025

Background

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

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

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A

Attachments

1. Municipal Planning Commission Meeting Minutes of July 30, 2025

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
MUNICIPAL PLANNING COMMISSION MEETING
JULY 30, 2025

Minutes of the Municipal Planning Commission Meeting held Wednesday, July 30, 2025 at 12:30 p.m. in the Town of Hanna Council Chambers.

Members Present:
Kyle Olsen
Sandra Beaudoin
Bill Paisley
Jorr Duce

Members Absent:
Richard Preston

Administration Present:
Matthew Norburn – Chief Administrative Officer
Winona Gutsche – Director of Corporate Services
David Mohl – Development Officer

1.0 CALL TO ORDER

Chairperson Kyle Olsen called the Municipal Planning Commission meeting to order at 12:30 p.m.

2.0 REVIEW & ADOPT AGENDA

01-2025
Agenda

Moved by Sandra Beaudoin that the Agenda for July 30, 2025, be adopted as presented.

Motion Carried.

3.0 ADOPT MINUTES OF PREVIOUS MEETING

02-2025
Minutes

Moved by Bill Paisley that the Minutes of the Municipal Planning Commission Meeting held October 1, 2024, be adopted as presented.

Motion Carried.

4.0 NEW BUSINESS

4.1 Development Permit – D28-25
Permit a Dwelling Unit accessory to a Commercial Use

03-2025
Development
Permit D28-25

Moved by Jorr Duce That the Commission approve Development Permit D28-25 – Kevin Murphy (Bowerstone PC) to repurpose a portion of commercial space on the the ground floor of the commercial property legally described as Plan 6133AW, Block 9, Lot 7 (Tax Roll 29200) to a single-family residence as it will not;

- interfere with the amenities of the neighborhood
- affect the use, enjoyment, or value of the neighboring properties
- conforms with the use prescribed for that land or building in the Land Use Bylaw

Motion Carried.

Next meeting will be set as required.

5.0 ADJOURNMENT

Chairman Kyle Olsen declared that all business being concluded, the Municipal Planning Commission is adjourned at 12:21 p.m.

_____
Chairman Kyle Olsen

_____
Secretary Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 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

Town of Hanna – CAO MATTHEW NORBURN

Council Report: Activities Summary

Date: September 9, 2025

Bylaw Compliance – Animal Control

Continued monitoring of a residential property that currently exceeds the permitted number of dogs under the existing Animal Control Bylaw. There was a short delay in progress, however we continue to be optimistic.

Employee Benefits Review

Met with representatives from RWAM to review the Town's current employee benefits program. The discussion included a comparison with benefit offerings from Alberta Municipalities (ABMUNIS) to assess potential areas for improvement.

Economic Development – Industrial Prospect

Along with Harvest Sky Economic Development, we held a preliminary meeting with a potential industrial developer interested in establishing operations in Hanna. The initial engagement was positive, with strong interest expressed in moving forward with a local project.

Road Infrastructure – Pioneer and Palliser Trail

Ongoing participation in project meetings related to the Pioneer Trail and Palliser Trail roadworks. Discussions continue with contractors and engineers to ensure that timelines, scope, and community impact are effectively managed.

Intermunicipal Collaboration – Bylaw Enforcement

Engaged in ongoing discussions with neighbouring municipalities regarding shared access to bylaw enforcement services.

Old School Lands Redevelopment

Met with a representative from Prairie Land Public School Division to explore the next steps regarding the redevelopment of the former school lands. MPE Engineering has provided initial concept drawings and cost estimates for the proposed development, which are currently under review.

Sept 2025 COUNCIL REPORT

KEVIN OLSEN – COMMUNITY SERVICES FACILITIES MANAGER

Arena

Ice Scheduling meeting with all user groups on September 2nd
Rodeo September 11, 12 and 13
Cleanup Arena Sept 14-17
Rummage Sale setup Sept 17-19
Rummage Sale Sept 20
Ice plant on Sept 20
Make ice Sept 22-28
First skate and start of winter shifts Sept 29
Hanna Havoc, which is ever evolving, are excited to be part of the Community and should have a very positive effect on the Arena, HMHA and beyond

Parks / Cemetery

Irrigation blowouts throughout September
Fox Lake last day (weather dependant) Sept 30
Fox Lake blowout and winterize Sept 30-Oct 3

Centennial Place

Implementing an after-school program for start of School year

Swimming Pool / Spray Park

Pool last day for people was Sunday August 24th, Dog Swim was Monday, August 25th
Last day for all Summer Staff was August 26th
Pool Shutdown and winterize Aug 26-Sept 5
Spray Park planned shutdown for around September 10-12
Our end of year party on Aug 24th was a hit with over 110 people attending
Paws in the Pool raised $500 for the local Hanna SPCA
We had a lot of positive feedback from patrons:
"The pool staff were very friendly and knowledgeable. The extra hours are greatly appreciated and used almost daily. Keep up the fantastic service!"
"The pool is clean. The guards have great customer service skills."
Feedback from the public has been very positive for this season

Parks Shop

Lions Hall

Other

I have spoken with Special Areas regarding an industrial mulcher to clear the "beach" area at Fox Lake. It can't be done until freeze up and I am unsure of what this is going to cost at this point. If this is done, we will have to change our Fox Lake contract due to the increased mowing and maintenance that will be required or increase our summer staff to cover.

Replacement speakers installed at Community Centre on August 25/26

Showcase for user groups and associations being held September 3rd at the Community Centre

Community Services Coordinator Report – Michele Toews – August 2025

EPIC Adventures

EPIC Adventures wrapped up another great summer season. Thank you to our staff for their great work with the kids in July and August. Weekly attendance varied from 11-25 participants, with 54 unique participants taking part over the course of the summer. They enjoyed visits from Project REACH and the Fire Department, put on a play at the Lodge, and took several field trips to Prairie Oasis, the Tyrrell Museum, Calaway Park and the Calgary Zoo.

After School Rec Drop In

Starting September 2nd students in Kindergarten to Grade 12 can come to Centennial Place for our After School Rec Drop In. Space will be available for working on homework, hanging out with friends, as well as access to the fieldhouse for activities. Regualar Centennial Place Drop In fees apply ($3/day/youth or a punch pass or annual pass).

Music in the Park

Music in the Park is wrapping up another successful season, full report including attendance numbers expected to be available soon from program volunteers.

Fall Community Showcase

Fall Community Showcase is scheduled for Wednesday, September 3rd from 5:30-7:00pm at the Community Centre with over 20 organizations registered to attend.

COUNCIL REPORT

DATE: **Sept 9, 2025**

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

- Since Aug 12th, 2025, Council meeting, the public works department has been busy with the following items:

  - Water & Sewer
    - We are hauling sewer out of special areas, airport, the waste transfer site and Fox Lake.
    - We are still flushing hydrants so far this year we have had two hydrants fail that had to be replaced and four that are going to be worked on. While we were working on the hydrants we replaced a couple of valves as well.
    - The crew augured 2 sewer lines.
    - We had our five-year audit from Mr. Larry West from Alberta Environment. We passed with a few minor suggestions.

  - Road Maintenance
    - The Sidewalk program is complete the guys are busy filling in the road and boulevards once the sidewalk forms have been pulled from Mudrack Concrete.
    - The paving project is started the removal and replacement of curb and gutter is complete on Palliser Trail with milling of pavement on Aug 26th and hope to start paving after the long weekend.
    - We are hoping to start on the bridge replacement mid-September, and if the weather holds out we will finish paving the road, if not the road pavement will be completed in early spring.
    - We have used our new planner on a few spots in town, as we are still learning how to operate the machine it is a work in progress. It has reduced the bumps on fox lake trail.

  - Meetings
    - I am attending the Monday morning Director's meeting.
    - We have construction meetings with MPE and Brooks Asphalt on our paving program every Tuesday Morning.
    - We have hired Rory Ray for our new job posting.

  - Airport
    - We have been doing routine maintenance at the airport.

  - Cemetery
    - We have been busy at the cemetery with six cremations and one casket burial this month.
    - Removed concrete cribbing on two older plots at the request of family.

- Other
  -

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: September 9, 2025 Agenda Item No: 9.01

ATCO Electric Franchise Fee

Recommended Motion

That Council accepts the ATCO Electric Franchise Fee Report for information and direct Administration to inform ATCO Electric that the Town of Hanna will not be requesting an increase to the Franchise Fee for 2026 from the current rate of 7.5%.

Background

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

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

Pursuant to Section 5 (b) of the Franchise Agreement with ATCO Electric Ltd., the Town has the ability to review and change the franchise fee annually. If there is to be a change in the

franchise fee the Town must provide notice in writing of that change to residents. This would be advertised as per the Town of Hanna Advertising Bylaw.

The Town of Hanna holds a Franchise Agreement with ATCO Electric Ltd., which allows the utility to operate within municipal boundaries and in return, pay the Town a franchise fee. This fee is a percentage of ATCO's distribution tariff revenue from local customers. In accordance with the agreement, ATCO has submitted a forecast of expected distribution revenues and franchise fees for 2026. The following data has been provided.

Year	Distribution Revenue	Franchise Fee Rate	Estimated Franchise Fee
2024	$3,082,687	7.5%	$231,202
2025	$3,031,903	7.5%	$233,008
2026(est.)	$3,132,990	7.5%	$234,974

These estimates are subject to change pending approval by the Alberta Utilities Commission (AUC), weather fluctuations, and customer usage trends.

ATCO estimates franchise fee revenue for the Town of Hanna in 2026 with the franchise fee remaining at 7.5% is $234,974. This represents a $3,772 increase (1.63%) compared to the 2024 franchise fee of $231,202.

Administration is recommending that with the costs of the electrical utilities both transmission/distribution and the retail prices charged to the consumers that an increase to the franchise fee makes affordability a bigger issue in the community.

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

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

Attachments

1. ATCO Electric – Hanna 2026 Distribution Revenue Forecast – 2026 Franchise Fee Letter
2. ATCO Electric – Rider A Municipal Assessment

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

August 15, 2025

Town of Hanna
PO Box 430
Hanna, Alberta T0J 1P0

Attention: Matthew Norburn

Re: ATCO Electric Distribution Revenue Forecast for 2026 Franchise Fee

As per the electric distribution system franchise agreement between ATCO Electric (ATCO) and the Town of Hanna, ATCO pays the Town of Hanna a franchise fee. The franchise fee is collected from customers within the Town of Hanna that receive electric distribution service and is calculated as a percentage of ATCO's revenue derived from the distribution tariff.

The franchise agreement requires that we provide you with ATCO's total revenues derived from the distribution tariff within the Town of Hanna for 2024 and an estimate of total revenues to be derived from the distribution tariff within the Town of Hanna for 2026. The chart below provides this information as well as the estimated franchise fees for the Town of Hanna in 2026.

ATCO's Delivery Tariff Revenue in 2024	ATCO's Estimated Delivery Tariff Revenue for 2026	Your Current Franchise Fee Percentage	Your Estimated Franchise Fees for 2026
$3,082,687	$3,132,990	7.5%	$234,974

The estimates above are based on the best information currently available. These estimates are subject to change due to final approval of tariffs by the Alberta Utilities Commission, weather variations, and changes in customer consumption.

Under the franchise agreement, the Town of Hanna has the option of changing its franchise fee percentage for 2026. If you are considering changing the franchise fee in 2026, please contact us as soon as possible to learn about the process and timing requirements. We will guide you through the process and file an application with the Alberta Utilities Commission for approval. A request to change the franchise fee must be made in writing and submitted to ATCO, along with all required documentation, on or before November 1, 2025.

Should you have any questions or require anything further, please do not hesitate to contact me at 403-741-4792.

Yours truly,

Tracy Volker
Customer Support Representative
ATCO Electric Ltd.

RIDER A
MUNICIPAL TAX AND FRANCHISE FEE ASSESSMENT

(1) Overview

Rider A is applicable to Customers residing in municipalities which receive:

(i) a property tax under the Municipal Government Act, or

(ii) receive payment for specific costs which are not generally incurred by the Company.

The following may be exempt from the surcharge:

(a) Farm customers (Price Schedules D51, D52 and D56).

(b) Irrigation customers (Price Schedule D25 and D26).

(c) Customers within First Nation Reservations not listed.

This Rider comprises two components which are summed:

(i) a tax component; and

(ii) a fee component.

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

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

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

(2) Calculation

Rider A is calculated for each Taxation Authority as follows:

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

Where:

n = *Current Year*

TABLE 1: TOTAL RIDER A Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] = [1] +[2] Rider A Total (%)
ACADIA (M034)	3.22	0.00		3.22
ALLIANCE (V017)	2.17	6.00	05/01/01	8.17
ALLISON BAY (B219)	0.73	0.00		0.73
ANDREW (V024)	1.11	7.00	20/01/01	8.11
BEAVERLODGE (T051)	1.68	7.00	20/01/01	8.68
BERWYN (V063)	4.05	6.00	19/01/01	10.05
BIG VALLEY (V069)	1.21	2.00	16/01/01	3.21
BIGSTONE (B110)	1.52	0.00		1.52
BONNYVILLE BEACH S.V. (S096)	0.79	0.00		0.79
BONNYVILLE, TOWN OF (T093)	1.30	6.80	03/01/01	8.10
BOTHA (V099)	1.80	0.00	20/01/01	1.80
BUSHE RIVER F. N. 207 (B726)	1.37	0.00		1.37
CAMROSE (C022)	2.31	0.00		2.31
CARBON (V129)	1.49	8.00	22/01/01	9.49
CASTOR (T147)	2.02	7.00	20/01/01	9.02
CEREAL (V153)	1.54	0.00	21/08/01	1.54
CLEAR HILLS (M021)	1.52	0.00		1.52
COLD LAKE (T189)	1.53	7.25	24/01/01	8.78
CONSORT (V195)	2.53	7.00	21/01/01	9.53
CORONATION (T198)	1.80	3.75	04/01/01	5.55
DELBURNE (V231)	1.94	5.00	24/01/01	6.94
DELIA (V234)	3.16	6.00	24/01/01	9.16
DERWENT (V237)	3.57	4.00	19/06/01	7.57
DEWBERRY (V246)	1.92	8.00	17/01/01	9.92
DOGHEAD F. N. (B218)	0.79	0.00		0.79
DONALDA (V252)	2.76	12.50	24/01/01	15.26
DONNELLY (V255)	1.67	2.25	10/01/01	3.92
DRIFTPILE RIVER F. N. 150 (B220)	0.00	0.00		0.00
DRUMHELLER (K025)	1.49	9.00		10.49
EAST PRAIRIE (N174)	1.80	0.00		1.80
ELIZABETH (N187)	4.15	0.00		4.15
ELK POINT (T291)	2.18	5.00	20/01/01	7.18
ELNORA (V294)	1.26	1.50	20/01/01	2.76
EMPRESS (V297)	2.14	2.00	07/01/01	4.14
FAIRVIEW (M136)	3.21	0.00		3.21
FAIRVIEW (T309)	1.50	7.50	13/01/01	9.00

TABLE 1: TOTAL RIDER A Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] = [1] +[2] Rider A Total (%)
FALHER (T315)	1.65	8.00	23/01/01	9.65
FISHING LAKE (N188)	4.59	0.00		4.59
FLAGSTAFF (C029)	1.55	0.00		1.55
FORESTBURG (V324)	2.29	11.00	21/01/01	13.29
FORT MCMURRAY (K032)	0.59	10.00	14/01/01	10.59
FOX CREEK (T342)	1.51	6.50	20/01/01	8.01
FT. MACKAY SETTLEMENT #467 (B982)	1.13	0.00		1.13
FT. McMURRAY F. N. (B352)	0.68	0.00		0.68
GADSBY (V351)	2.65	0.00	21/08/01	2.65
GALAHAD (V354)	1.71	9.00	22/01/01	10.71
GIFT LAKE METIS SETT (N173)	4.54	0.00		4.54
GIROUXVILLE (V366)	1.96	6.00	21/01/01	7.96
GLENDON (V372)	2.14	1.50	03/01/01	3.64
GRANDE CACHE (T393)	1.23	0.00	21/01/01	1.23
GRANDE PRAIRIE, COUNTY OF (C001)	0.59	0.00		0.59
GRANDE PRAIRIE, CITY OF (K035)	1.84	10.00	24/01/01	11.84
GRIMSHAW (T405)	1.26	6.00	10/07/01	7.26
HALKIRK (V414)	1.48	5.00	21/01/01	6.48
HANNA (T417)	1.41	7.50	18/01/01	8.91
HAY LAKE F. N. 209 (B727)	1.03	0.00		1.03
HEISLER (V429)	5.58	8.00	21/01/01	13.58
HIGH LEVEL (T435)	0.97	12.10	20/01/01	13.07
HIGH PRAIRIE (T438)	1.35	9.00	22/01/01	10.35
HINES CREEK (V447)	2.46	2.75	19/01/01	5.21
HORSESHOE BAY S.V. (S458)	0.70	0.00		0.70
HYTHE (V468)	1.39	10.00	20/01/01	11.39
INNISFREE (V474)	3.73	5.00	17/01/01	8.73
JASPER (R004)	0.56	8.00	22/01/01	8.56
KITSCOTY (V508)	2.25	10.00	24/01/01	12.25
LAKELAND (C089)	0.43	0.00		0.43
LAMONT (C030)	2.39	0.00		2.39
LESSER SLAVE RIVER (M124)	0.40	0.00		0.40
LINDEN (V535)	2.50	6.00	15/01/01	8.50
LOON RIVER CREE (B473)	2.26	0.00		2.26
M.D. of GREENVIEW (M016)	0.23	0.00		0.23
MACKENZIE (M023)	1.06	0.00		1.06

TABLE 1: TOTAL RIDER A Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] = [1] +[2] Rider A Total (%)
MANNING (T556)	1.59	12.00	23/01/01	13.59
MANNVILLE (V559)	2.82	10.00	24/01/01	12.82
MARWAYNE (V562)	2.10	6.00	15/06/01	8.10
MCLENNAN (T574)	2.59	3.75	22/01/01	6.34
MINBURN (V589)	3.94	1.00	18/01/01	4.94
MORRIN (V598)	1.37	3.50	12/01/01	4.87
MUNDARE (T604)	1.25	6.00	20/04/01	7.25
MUNSON (V607)	2.81	1.00	10/07/01	3.81
MYRNAM (V610)	1.99	8.00	24/01/01	9.99
NAMPA (V619)	1.77	2.00	16/01/01	3.77
NORTHERN LIGHT (M022)	0.97	0.00		0.97
NORTHERN SUNRISE COUNTY (M131)	0.77	0.00		0.77
OPPORTUNITY (M017)	1.08	0.00		1.08
OYEN (T648)	1.59	8.00	22/01/01	9.59
PADDLE PRAIRIE (N221)	2.77	0.00		2.77
PAINTEARTH (C018)	1.30	0.00		1.30
PARADISE VALLEY (V654)	1.61	10.00	22/01/01	11.61
PEACE (M135)	1.16	0.00		1.16
PEACE RIVER (T657)	2.19	12.50	24/01/01	14.69
PEAVINE (N172)	1.30	0.00		1.30
PELICAN NARROWS S.V. (S659)	0.37	0.00		0.37
RAINBOW LAKE (T690)	1.83	13.00	15/01/01	14.83
RED DEER (C023)	1.72	0.00		1.72
ROCHON SANDS S.V. (S708)	0.96	0.00		0.96
ROSALIND (V717)	2.29	0.50	13/04/09	2.79
RYCROFT (V729)	1.97	7.00	20/04/01	8.97
SADDLE HILLS (M020)	0.58	0.00		0.58
SADDLE LAKE F. N. (B638)	1.59	0.00		1.59
SEXSMITH (T754)	1.87	5.50	12/01/01	7.37
SLAVE LAKE (T766)	1.40	14.40	24/01/01	15.80
SMOKY LAKE (T769)	1.92	7.00	19/04/01	8.92
SMOKY RIVER (M130)	1.65	0.00		1.65
SPECIAL AREAS (A001)	0.58	0.00		0.58
SPIRIT RIVER (M133)	0.79	0.00		0.79
SPIRIT RIVER, TOWN OF (T778)	1.44	5.50	12/02/01	6.94
ST. PAUL, COUNTY OF (C019)	0.87	0.00		0.87

TABLE 1: TOTAL RIDER A Municipal Authority (Price Area)	[1] Municipal Tax from Table 2 (%)	[2] Franchise Fee (%)	[3] Franchise Fee Effective Date (yy/mm/dd)	[4] = [1] +[2] Rider A Total (%)
ST. PAUL, TOWN OF (T790)	1.71	9.00	23/01/01	10.71
STARLAND (M047)	1.24	0.00		1.24
STETTLER, COUNTY OF (C006)	1.86	0.00		1.86
STETTLER, TOWN OF (T805)	1.11	11.10	18/01/01	12.21
STURGEON LAKE F. N. 154 (B770)	1.30	0.00		1.30
SUCKER CREEK F. N. 150A (B792)	1.18	0.00		1.18
SWAN HILLS TOWN (T830)	3.50	10.00	21/01/01	13.50
THREE HILLS (T845)	1.24	10.50	24/01/01	11.74
TROCHU (T857)	2.21	5.00	16/01/01	7.21
TWO HILLS COUNTY (C021)	6.40	0.00		6.40
TWO HILLS, TOWN OF (T863)	3.31	8.50	21/01/01	11.81
UPPER HAY LAKE F. N. 212 (B728)	1.05	0.00		1.05
VALLEYVIEW (T866)	1.32	5.25	06/01/01	6.57
VEGREVILLE (T875)	1.96	10.00	20/01/01	11.96
VERMILION (T878)	1.36	8.00	21/01/01	9.36
VETERAN (V881)	2.87	6.00	17/01/01	8.87
VILNA (V887)	6.19	20.00	12/01/01	26.19
WASKATENAU (V908)	2.02	1.00	19/01/01	3.02
WEMBLEY (T911)	1.58	7.00	23/01/01	8.58
WHEATLAND (C016)	0.39	0.00		0.39
WHITE SANDS S.V. (S922)	1.07	0.00		1.07
WHITEFISH F. N. 155 (B924)	1.48	0.00		1.48
WILLINGDON (V926)	4.26	2.00	08/01/01	6.26
WOOD BUFFALO (M018)	0.12	0.00		0.12
WOOD BUFFALO PARK (L024)	0.56	0.00		0.56
YOUNGSTOWN (V932)	1.99	1.25	12/01/01	3.24
BIG LAKE & KINUSO (M125, V505)	1.25	0.00		1.25
BIRCH HILLS & WANHAM (M019, V896)	1.94	0.00		1.94
BONNYVILLE (M087)	0.44	0.00		0.44
JASPER (PARK & OUTSIDE TOWN) (L012, R003)	0.31	6.00	13/08/01	6.31
KNEEHILL & TORRINGTON (M048, V854)	1.25	0.00		1.25
LLOYDMINSTER (AB45, SK45)	1.19	12.50	24/01/01	13.69
MINBURN & LAVOY (C027, V523)	0.57	0.00		0.57
SMOKY LAKE & WARSPITE (C013, V905)	1.16	0.00		1.16
THORHILD & RADWAY (V687, C007)	4.09	0.00		4.09
VERMILLION RIVER (AB & SK) (C024, SK24)	1.38	0.00		1.38

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.02

2025 Taxation Report

Recommended Motion

That Council accepts the 2025 Taxation Report for Information.

Background

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

Tax payment deadline was August 31, 2025, as this fell on Sunday and Labor Day weekend September 2nd was the deadline for payments. As of that date the 2025 taxes outstanding were $956,089.15, versus the outstanding taxes on August 31, 2024, of $896,550.25.

Penalties in the amount of $10,763.40 were applied on September 3rd, 2025 (4% of current levy balance).

Please note that of the outstanding taxes there will be a further payment of taxes from those property owners on the monthly pre-authorized payment plan in the amount of $546,238.36 by the end of December, leaving an estimated amount of outstanding taxes at year-end of $409,850.79. Payments have been received since the deadline, and it is anticipated payments will continue in September to avoid the second penalty on October 1st. Comparisons of outstanding taxes as of December 31st are as follows:

- December 31 2024 the outstanding taxes were $149,639.58
- December 31, 2023 the outstanding taxes were $109,883.70
- December 31, 2022 the outstanding taxes were $74,690.86
- December 31, 2021 the outstanding taxes were $106,742.30

Letters have been sent to property owners advising of the balance owing as of August 31, 2025.

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

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.03

2025 Election – Advance Vote

Recommended Motion

That Council authorizes the Returning Officer to provide for holding advance votes for the 2025 General Election as follows:

Thursday, October 9th, 2025 from 3:00 pm to 7:00 pm
Tuesday, October 14th, 2025 from 12 noon to 3:00 pm

In the Council Chambers of the Town Office at 302 – 2 Ave West.

Background

The *Local Authorities Election Act*, RSA 2000 states that municipalities with a population greater than 5,000 must provide at least one advance vote for the 2025 General Election. Municipalities with a population less than 5,000 are not required to provide an advance vote, but the Act states that a Council may, by resolution, provide for an advance vote.

Administration is recommending that in order to provide opportunities for electors to vote prior to Election Day on October 20th, 2025, two dates be approved for advance votes:

Thursday, October 9th from 3:00 pm to 7:00 pm
Tuesday, October 14th from noon to 3:00 pm

The voting stations will be set up in the Council Chambers at the Town Office. These dates provide adequate time to order the ballots and prepare the voting station.

Two of the election officers that work at the Advance Vote also do the incapacitated electors ballots on Election Day. Each ballot box for the advance votes will be secured in the Town Office until they are counted on Election Day.

The *Local Authorities Election Act*, also states that an elected authority may, by resolution, provide for special ballots and the method by which application may be made. The process to request a ballot, provide the required information, receive, mark and return the ballot by mail is detailed in the LAEA.

After consultation with the returning officer and substitute returning officer, Administration is not recommending that Council proceed with special ballots for the 2025 election.

Communications

The Advance Vote Information will be advertised as per the Town of Hanna Advertising Bylaw 1030-2023.

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

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____

Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.04

2025 Election – Elector Assistance at Home

Recommended Motion

That Council establish that in order to take the vote of an elector who, because of physical incapacity, is unable to attend a voting station, the Returning Officer shall:

- Provide for the attendance of election officers at an elector's place of residence between the hours of 1:00 p.m. and 5:00 p.m. on Election Day, October 20, 2025 and
- Permit the electors to contact the Town Office until 9:30 a.m. on October 20, 2025 to arrange for this service.

Background

Section 79 of the *Local Authorities Election Act* provides for 2 deputy returning officers to attend at the residence of an elector in order to take the votes of an elector who, because of physical incapacity, is unable to attend a voting station to vote. In this manner, a resident who is unable to leave their home or is a resident of the Nursing Home, Hospital or the Acadia Lodge in Hanna may request an opportunity to vote without leaving their residence. There is no requirement to set up a separate voting station that must be open for the same hours as the voting station on Election Day. During the 2010 election, 45 people used this service, however in 2013, 2017 and 2021 there were no requests received.

Administration is recommending that electors have until 9:30 am on Election Day to register for this service.

Communications

The Advance Vote Information will be advertised as per the Town of Hanna Advertising Bylaw 1030-2023.

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

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____

Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.05

2025 Election – Election Officer Fees

Recommended Motion

That Council establish the fee of $275.00 per election officer to work at the Town of Hanna general election on October 20, 2025, with an additional $30.00 fee if an election officer assists with a ballot recount, if required, following election day.

Background

Since the 1995 election, 14 election officers have been hired to work municipal elections. Compensation was increased to $250.00 in 2021, an increase of $25.00 from 2021. The officers are required to attend a 2-hour training session prior to Election Day and to work from 9:30 A.M. until the ballots are counted on Election Day. The voting station is open to the public from 10:00 am to 8:00 pm, however the election officers must arrive early and remain until the ballots are counted (usually 10:30 or 11:00 pm). The Town provides coffee break, lunch and an evening meal for the workers.

Communications

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

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: September 9, 2025 Agenda Item No: 09.06

2025 Election – Joint Election Agreement

Town of Hanna & Prairie Land School Division

Recommended Motion

That Council authorizes Chief Administrative Officer Matthew Norburn to sign the Joint Election Agreement between the Town of Hanna and Prairie Land Public School Division wherein the Town agrees to conduct a joint election for Town of Hanna council members and PLSD public school trustees for Ward 2 – Subdivision 1 in the Town of Hanna and outlines the responsibilities of both parties with respect to the 2025 election.

Background

The Returning Officers for the Town and Prairie Land School Division have discussed the option to hold a joint election for 2025, as has been done in the past. This agreement would only be required if:

- Prairie Land Public School Division receives sufficient nominations to require an election for 2 School Trustees for Ward 2 – Subdivision 1 (Town of Hanna), and
- the Returning Officer for PLSD requests a joint election as provided in the *Local Authorities Election Act,* RSA 2000, c L-21

This agreement is being presented in preparation for the possibility of a joint election. This has been the practice for a number of elections as it is a cost saving measure for both parties.

The terms for the Agreement were provided to the Returning Officer for Prairie Land School Division.

Administration is recommending that the authority be provided to sign the agreement in anticipation of the 2025 general election.

Communications

Town of Hanna Advertising Bylaw 1030-2023.

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

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

Agreement between:

The Town of Hanna

And

Prairie Land School Division

Whereas a General Election is scheduled for October 20th, 2025, and

Whereas the Local Authorities Election Act provides that an elected authority may hold an election in conjunction with another elected authority in the same area, and

Whereas the Town of Hanna will be accepting nominations for Municipal Council, which includes one Chief Elected Official and six Councillors, and

Whereas the Prairie Land School Division will be accepting nominations for two School Board Trustees for Ward 2 – Subdivision 1.

Therefore the Town of Hanna agrees to conduct a joint election for Municipal Council and School Board Trustees on October 20th, 2025. The responsibilities of each party are as follows:

Prairie Land School Division will be responsible to:

- Complete the required advertising and accept the nominations for School Board Trustees for Ward 2 – Subdivision 1.
- Provide the Town of Hanna with the required information regarding the candidates for School Board Trustees.
- Pay the Town of Hanna within thirty days of receipt of the invoice for costs as follows:
  - 100% of the cost for the School Board Trustee ballots
  - Prorated cost to conduct the election, which will be determined based on ballots required (eg: 50% based on one municipal ballot and one school ballot, 33% based on two municipal ballots and one school ballot)
- Declare the result of the Election for the School Division.

The Town of Hanna will be responsible to:

- Conduct the election in accordance with the Local Authorities Election Act RSA 2000, including retention and subsequent destruction of the election materials.
- Advertise the Notice of Advance Vote for the Election as required.
- Advertise the Notice of Election as required.
- Order the required number of ballots for the School Board Trustee election.
- Advise the Returning Officer for the Prairie Land School Division of the results of the election upon completion of the ballot count.
- Pay all invoices in relation to the election.
- Invoice the Prairie Land School Division for election fees within 30 days of the election.

Matthew Norburn, Chief Administrative Officer

Cam McKeage, Superintendent

Signed this _____ day of _____, 2025 in the Town of Hanna, Alberta.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: September 9, 2025 Agenda Item No: 09.07

Amendment to Fees & Charges Policy

Recommended Motion

That council approve to revise the terminology used in the Community Services Department Fees & Charges Policy: 2025-02, specifically changing the Community Centre rental description from Entire Facility Wedding to Entire Facility Weekend Booking.

Background

The current policy outlines rental rates for the Community Centre, including a rate labelled "Entire Facility – Wedding," from Friday at 12:00 noon to Sunday at 3:00 pm, at a rate of $1,500.00.

Administration has received feedback indicating that the term "Wedding" may unintentionally limit the use of this rate to weddings only. Other groups or individuals hosting weekend events such as family reunions, corporate events, or celebrations may be discouraged from booking under this category due to the wedding-specific language.

Changing the terminology under the Community Centre fees as follows:

- From: Entire Facility – Wedding
- To: Entire Facility – Weekend Booking

There is no proposed change to the fee amount ($1,500.00) or the booking timeframe (Friday 12:00 noon to Sunday 3:00 pm).

Communications

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

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.08

Approval of Change Order #03 – Bridge Work (BF07672 Replacement)

Recommended Motion

That Council approve Change Order #03 to the contract with Brooks Asphalt & Aggregate Ltd. for the addition of bridge, earthworks, and associated road work under the Pioneer Trail and Palliser Trail Rehabilitation Project,

Background

MPE determined that including the bridge replacement within the existing contract would result in significant efficiencies and cost savings compared to tendering separately. Specifically, completing the bridge work under the current contract enables certain roadwork quantities to be cost-shared.

MPE had previously estimated the construction portion of the bridge work at $900,000. BAA's negotiated price for the construction component, excluding Site Occupancy, is $676,000, which is notably lower than the estimate. The overall value of Change Order #03 is higher, at $817,720.00, because it also includes additional roadwork ($51,733) and Site Occupancy ($90,000).

Site Occupancy, contingency, utility relocation, and engineering costs will be accounted for separately. However, for reference, the STIP funding from the Province applies to all bridge-related costs, not just those associated with Brooks' contract. The STIP allocation for this project is approximately $1.3 million, which is expected to offset the bulk of the bridge-related expenses.

MPE has reviewed the pricing and recommends approval of the Change Order.

Communications

Financial Implications

Operating:	N/A	Capital Cost:	$817,720.00
Budget Available:		Budget Available:	
Unbudgeted Costs:		Unbudgeted Costs:	
Source of Funds:		Source of Funds:	

Policy and/or Legislative Implications

Attachments

- MPE Change Order #03

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

a division of Englobe

Suite 320, 6715 – 8 Street NE
Calgary, AB T2E 7H7
Phone: 403-250-1362

CHANGE ORDER #03

Project:	Pioneer Trail and Palliser Trail Rehabilitation	**Date:**	August 26, 2025
Owner:	Town of Hanna	**MPE Project No.:**	2460-044-00
Contractor:	Brooks Asphalt & Aggregate Ltd.	**Change Order No.:**	03
Address:	Hanna Town Office, 302 2 Ave W, Hanna, AB	**RFI/CCO #:**	

Contractor is hereby authorized to make the following change in the Work:

To complete all associated bridge work, earthworks, and road works as per 2460-044-01 BF07672 Replacement tender document.
See attachment for quantity breakdown and detailed pricing for line items in each schedule below:

- Increase to Schedule B (Pioneer Trail) - Additional Roadwork on Pioneer in accordance with existing Contract
  - $51,733.00
- Increase to Schedule C (Site Occupancy)
  - $90,0000.00
- New Schedule D - BF07672 Replacement
  - $675,987.00

Total Cost: $817,720.00

Original Contract Value	Total Previous Change Order	Amount This Change Order	Revised Contract Amount
$1,228,887.00	$1,261,657.00	$817,720.00	$2,079,377.00

AS A RESULT OF THIS CHANGE ORDER, THE SUBSTANTIAL COMPLETION DATE IS:

Previous Substantial Completion Date	Anticipated Additional Days Required	Revised Substantial Completion Date
August 31, 2025	**30**	

The terms of payment specified in this Change Order shall provide full compensation for supplying all labour, supervision, plant, materials, taxes, overhead and profit associated with performing work herein.

The completion date set forth in the Contract shall be amended as noted above for work directed to be performed under this Change Order, and all terms, covenants and conditions of the Contract, except as duly modified by this Change Order shall remain in full force and effect.

_____ Date: _____

CONTRACTOR
We agree to the above changes and prices.

_____ Date: _____

MPE a division of Englobe
We have reviewed the above prices and consider them reasonable for the changes described.

_____ Date: _____

OWNER
I authorize the above changes in the work and approve the change to the Contract Price.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.09

Bylaw Enforcement Services Agreement

with the Town of Oyen

Recommended Motion

That Council authorizes the Mayor and Chief Administrative Officer to sign the Bylaw Enforcement Services Agreement between the Town of Hanna and the Town of Oyen. The term of this Agreement is one year and will expire September 14, 2026.

Background

The proposed agreement allows Hanna's By-law Officer to provide an average of 8–10 hours per week of bylaw enforcement services for the Town of Oyen. The services will include patrolling, complaint investigations, enforcement of Oyen's bylaws, issuing notices or tickets, and related administrative tasks.

This collaboration is intended to increase efficiency and provide cost savings for both municipalities, while ensuring consistent enforcement coverage.

Oyen will pay Hanna an annual service fee of $24,845, invoiced quarterly. This represents approximately 25.7% of the full cost of a Bylaw Officer, based on 468 service hours annually. Travel, equipment, and administrative overhead are included in this amount.

Communications

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

Attachments

- Bylaw agreement

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

Bylaw Enforcement Services Agreement

Between the Town of Hanna and the Town of Oyen

Parties

Town of Hanna – a municipal corporation in the Province of Alberta, located at [Address], represented by its Mayor and Chief Administrative Officer (CAO) for the purposes of this Agreement.

Town of Oyen – a municipal corporation in the Province of Alberta, located at [Address], represented by its Mayor and Chief Administrative Officer (CAO).

(*Hereinafter, the Town of Hanna may be referred to as "Hanna" and the Town of Oyen as "Oyen." Collectively, Hanna and Oyen may be referred to as "the Parties."*)

Background

WHEREAS the Town of Hanna employs or will employ a full-time Bylaw Enforcement Officer and has the capacity to provide bylaw enforcement services beyond its municipal boundaries;

WHEREAS the Town of Oyen requires municipal bylaw enforcement services and desires to obtain such services without hiring a separate full-time officer;

WHEREAS the Parties wish to collaborate through a cost-sharing arrangement that allows Hanna's Bylaw Enforcement Officer to provide services in Oyen, thereby improving enforcement coverage and efficiency for both municipalities;

NOW THEREFORE, in consideration of the mutual covenants and agreements contained herein, the Parties agree as follows:

1. Term of Agreement

- **Effective Date:** This Agreement shall commence on **September 15, 2025** ("Effective Date"), provided it has been signed by the authorized representatives of both Parties by that date.
- **Duration:** The term of this Agreement is **one (1) year** from the Effective Date. The Agreement will therefore expire on **September 14, 2026**, unless terminated earlier in accordance with this Agreement or extended by mutual written consent.
- **Renewal Option:** The Parties may, by mutual written agreement, extend or renew this Agreement prior to its expiration. It is recommended that the Parties review the Agreement and discuss renewal at least 60 days before the expiry date, to allow

time for budget planning and any necessary adjustments to terms (such as the service hours or cost-sharing amount).

2. Services Provided by Town of Hanna

Hanna agrees to provide **Bylaw Enforcement Services** to Oyen under the following terms:

- **Bylaw Enforcement Officer ("Officer"):** Hanna will employ a full-time Bylaw Enforcement Officer who will be made available to Oyen to enforce Oyen's municipal bylaws. The Officer shall be a qualified individual, appropriately trained and/or certified for bylaw enforcement duties. Hanna is responsible for all aspects of the Officer's employment (hiring, salary, benefits, supervision, discipline, etc.).
- **Service Hours for Oyen:** The Officer will dedicate an **average of 8–10 hours per week** to performing bylaw enforcement duties for Oyen. These hours will include:
    - **On-Site Enforcement in Oyen:** Time spent within the Town of Oyen investigating complaints, patrolling, and enforcing Oyen's bylaws.
    - **Travel Time:** Travel time between Hanna and Oyen (and return) is included as part of the service hours for Oyen. The distance between Hanna and Oyen (approximately 226 km one-way, or ~2.5 hours driving per trip) means a significant portion of the weekly service (travel to and from Oyen) is paid time and counts toward the allotted hours for Oyen.
    - **Administrative Tasks:** Any administrative or reporting work the Officer must do related to Oyen's bylaw enforcement (such as paperwork, phone calls, preparing notices or reports) will be counted within the allotted hours as well. Some administrative tasks may be completed while the Officer is in Hanna (for efficiency), but will still count toward Oyen's service time as appropriate.
- **Scheduling of Visits:** The Officer's workdays in Oyen shall be scheduled in advance and **rotated** through different days of the week over the course of each month. This rotating schedule is to provide varied coverage in Oyen (so that enforcement is not always on the same day each week) and to address Oyen's request for non-predictable yet regular presence. Both Parties (through their CAOs or designates) will coordinate to establish a **predictable schedule** for Oyen's coverage (e.g. which week/day the Officer will be in Oyen), while allowing for some flexibility as needed for special events or urgent issues. Hanna shall provide Oyen with a schedule outlining the planned Oyen visitation days/times, and any changes to the schedule will be communicated in advance whenever possible.

- **Year-Round Service:** Bylaw enforcement services will be provided to Oyen on a year-round basis throughout the term of this Agreement (approximately 52 weeks of service). Recognizing that the Officer may take normal leaves (vacation, sick days, statutory holidays), the Parties agree to schedule around such absences. Minor adjustments to weekly hours may occur to account for these situations (for example, some weeks might have slightly fewer hours if the Officer is on leave, which might be offset by slightly more hours in another week), **without exceeding the agreed annual service hours** without prior approval. The intent is to provide consistent coverage to Oyen while keeping the total hours in line with what is budgeted (approximately 468 hours/year, which is 9 hours × 52 weeks).
- **Scope of Duties in Oyen:** While in Oyen, the Officer will perform duties typical of a municipal bylaw enforcement officer. These duties include, but are not limited to:
    - Patrolling Oyen's jurisdiction to monitor compliance with Oyen's municipal bylaws (e.g., bylaws related to community standards, animal control, parking, traffic enforcement on municipal roads as allowed, unsightly properties, noise, etc.).
    - Investigating complaints received from Oyen residents or the Oyen Town Office regarding alleged bylaw infractions.
    - Taking enforcement action as needed – such as educating residents on bylaw requirements, issuing warning notices or tickets (violation tags), and laying charges or issuing citations under Oyen's bylaws when compliance is not achieved voluntarily.
    - Working with Oyen's administration to follow up on enforcement files (e.g., attending any required court proceedings for bylaw prosecutions, if applicable, or coordinating with Oyen's legal counsel as needed on serious infractions).
    - Administrative tasks related to Oyen's enforcement cases, including maintaining a record of complaints and actions taken, preparing reports on bylaw matters for Oyen's CAO or Council if requested, and responding to inquiries from Oyen officials or the public about enforcement.
- **No Separate Per-Kilometre Charge:** There will be **no additional per-kilometre mileage fees** charged to Oyen for the Officer's travel to and from Oyen. All travel costs (fuel, wear-and-tear, etc.) are considered to be included in Oyen's share of the costs (as detailed in Section 4 on Financial Terms). Oyen's contribution will thus cover the operating costs of using Hanna's vehicle for the Oyen trips, while Hanna

will cover the fixed ownership costs of the vehicle (insurance, registration, depreciation).

- **Resources and Office Space:** When working on-site in Oyen, the Officer may use Oyen's municipal office facilities as reasonably needed (for example, a desk or workspace to do paperwork, phone access, etc.). Oyen will allow the Officer access to its office and relevant systems (e.g., bylaw files, electronic databases or software for tracking incidents if used by Oyen) necessary to carry out duties effectively. If Oyen has any specific **administrative support or resources** (such as standard forms, letterhead, citation books, or computer software for bylaw enforcement tracking), Oyen will provide those tools to the Officer or to Hanna to facilitate enforcement in Oyen.
- **Officer's Conduct:** The Officer shall perform all duties in a professional manner and in accordance with the law. While the Officer is acting within Oyen, they will adhere to Oyen's bylaws and any enforcement protocols or priorities provided by Oyen (to the extent those are communicated and are reasonable). The Officer will carry proper identification (e.g. a badge or ID card) indicating their authority as a Bylaw Enforcement Officer. If required, the Officer will present identification when interacting with the public in Oyen to verify their capacity as an authorized Bylaw Enforcement Officer for Oyen.

3. Authority and Appointment of Officer

- **Designation in Oyen:** Oyen agrees to take the necessary legal steps to appoint or designate Hanna's Bylaw Enforcement Officer as an official **Bylaw Enforcement Officer for the Town of Oyen** during the term of this Agreement. This may include a resolution of Oyen's Council or an administrative appointment under Oyen's bylaws or the authority of the **Municipal Government Act (Alberta)**. The purpose of this appointment is to grant the Officer the legal authority to enforce Oyen's municipal bylaws within Oyen's jurisdiction. The appointment shall be effective from the Effective Date of this Agreement and remain in effect for the duration of the Agreement (subject to earlier termination if the Agreement is terminated).
- **Jurisdiction and Powers:** When operating in Oyen under this Agreement, the Officer will have the authority to enforce all applicable Oyen bylaws. This includes the power to issue warning notices, offense tickets, or municipal tags under Oyen's enforcement procedures, and to carry out inspections or investigations as authorized by Oyen's bylaws and the Municipal Government Act. The Officer is **not** a police officer, and will not enforce provincial or criminal laws, except to the limited

extent (if any) that such authority might be granted separately (e.g. if the Officer holds a Community Peace Officer status, which could allow enforcement of certain provincial statutes – however, unless expressly authorized by both municipalities, the focus of this Agreement is strictly on **municipal bylaw enforcement**).

- **Supervision and Control:** The Officer remains under the **administrative supervision of Town of Hanna** at all times. The Officer will report to Hanna's CAO (or a manager designated by Hanna, such as a Supervisor of Bylaw Enforcement if one exists in Hanna's organization). Hanna, as the employer, retains the right to direct the Officer's overall duties, work performance evaluations, and discipline if necessary. However, to ensure the service meets Oyen's needs, Hanna's supervisory personnel will **coordinate with Oyen's CAO** regarding the Officer's work in Oyen (see Section 7 on Communication and Administration for details on how the day-to-day coordination will occur).
- **Replacement or Vacancy:** In the event that Hanna's Bylaw Enforcement Officer position becomes vacant (for example, due to resignation or termination of the Officer) or the Officer is unavailable for an extended period, Hanna will notify Oyen as soon as possible. Hanna will make best efforts to fill the vacancy or provide a replacement to continue the services to Oyen. If the Officer is temporarily unable to work (due to illness, leave, etc.) or if there is a gap before a new Officer is hired, Hanna and Oyen will discuss interim arrangements (such as adjusting the schedule, having another qualified staff member fill in if available, or temporarily reducing service) and **adjusting the billing if necessary** (e.g. Oyen should not be charged for weeks where no service is provided). Both parties acknowledge the importance of a reliable service and will collaborate to minimize disruptions in enforcement coverage.

4. Financial Terms (Cost Sharing and Payment)

Total Annual Cost and Oyen's Share: The Parties acknowledge that the full annual cost of employing a Bylaw Enforcement Officer (including wages, benefits, and operating expenses) is estimated at **$81,360** (based on figures provided in the proposal). In this arrangement, Oyen will cover a portion of those costs corresponding to the portion of the Officer's time and resources devoted to Oyen. For the initial term of this Agreement, the Parties agree that Oyen's share shall be a fixed amount of **$24,845 for the year**, which represents approximately 25.7% of the total costs (reflecting roughly 468 hours of service per year out of a 1,820-hour full-time work year, plus a proportional share of vehicle operating costs). The following terms apply to payment of this share:

- **Service Fee:** Town of Oyen shall pay to Town of Hanna an annual **Service Fee of $24,845** for the Bylaw Enforcement services described in this Agreement. This Service Fee is intended to cover: the Officer's wages for time spent on Oyen's needs, the employer costs of benefits and contributions (such as health/dental benefits, CPP, EI, and pension) attributable to that portion of time, as well as operating costs like the Officer's training, equipment, and a share of the vehicle's fuel and maintenance expenses associated with travel to and patrol in Oyen.
- **Inclusive Costing:** The Service Fee is an all-inclusive charge for the defined level of service (average ~9 hours/week including travel). **No additional fees** will be charged to Oyen for normal activities related to bylaw enforcement as outlined in this Agreement. In particular:
    - Hanna will **not charge extra** for the Officer's mileage or travel time beyond what is covered by the Service Fee. Travel time is already included as part of the hours, and vehicle fuel and maintenance are covered in the fee.
    - Hanna will **not separately bill** Oyen for the Officer's equipment, training, insurance, or benefits – these are included in the agreed cost breakdown.
    - Oyen is responsible for its own incidental costs directly related to its municipality's enforcement needs (for example, if Oyen wants to run local advertisements about bylaws or notices to its residents, or if Oyen requires a specialized software or printing of violation tickets unique to Oyen, those would be borne by Oyen separately as part of Oyen's own administrative costs, not as a charge from Hanna). However, any such additional costs would typically be handled by Oyen independently and are **not part of this Agreement's financial terms** unless the Parties specifically agree otherwise in writing.
- **Billing Period and Invoices:** The Service Fee of $24,845 shall be billed to Oyen by Hanna in **quarterly installments**, as this is the preferred billing frequency. This means:
    - Oyen will receive an invoice from Hanna **every three months**. Each quarterly invoice will be for **$6,211.25**, which is one-quarter of the annual fee (assuming equal quarterly payments).
    - The first invoice will cover the first quarter of service starting from the Effective Date. (For example, if the Effective Date is September 15, 2025, the first quarter could be considered from Sept 15 to Dec 15, 2025, and so on. The exact quarterly schedule can be agreed on by the finance departments of

both Towns, but the simplest approach is equal calendar quarters or equal 3-month segments from the start.)

    - Invoices will detail the period they cover and the amount due. Hanna will send invoices to Oyen's finance/accounts payable department (or to Oyen's CAO) as per the notice details provided by Oyen.

- **Payment Terms:** Oyen shall pay each invoice within **30 days** of receipt. Payments will be made by cheque or electronic transfer as agreed between the Parties. If an invoice is not paid by the due date, Hanna will inform Oyen's administration to ensure it's not an oversight. Repeated late payment could be considered a breach of the Agreement (addressed under Termination/Default), but the Parties will communicate in good faith to avoid any payment issues.

- **Adjustments for Additional Service:** The $24,845 annual fee is based on an anticipated average of 9 hours of service per week. If Oyen finds it requires **significantly more service** (for example, if there is a period where extra enforcement is needed such as special community events or a spike in bylaw cases that requires the Officer to spend more than 10 hours in a week in Oyen on a regular basis), the Parties must **negotiate an amendment** to this Agreement or a separate arrangement to cover the additional hours and associated costs. Any additional work by the Officer for Oyen beyond the agreed scope should be pre-approved by both Parties and **documented (e.g., in an email or addendum)** so that compensation can be adjusted accordingly. Conversely, if for some reason the Officer provides substantially fewer hours than anticipated (e.g., due to an extended absence with no replacement or other service disruption), the Parties will discuss a fair reduction or credit in the fee for that period. The goal is to ensure Oyen pays for the service actually received, and Hanna is compensated for the service actually provided.

- **Annual Review of Costs:** As part of the renewal considerations, the Parties will review the costs annually. Factors such as salary adjustments for the Officer, changes in benefit premiums, fuel cost changes, or changes in desired service hours can affect the appropriate fee. Any adjustment to the annual Service Fee for a renewal term will be made by mutual agreement and must be in writing (for example, if extended into 2026/27, the fee might be adjusted from $24,845 based on new cost estimates or inflation). For the initial term (Sept 2025–Sept 2026), the fee is fixed at $24,845.

5. Responsibilities of Town of Hanna

Hanna agrees to fulfill the following responsibilities under this Agreement, in addition to any other obligations described elsewhere in this document:

- **Employment of Officer:** Hanna will recruit, hire, and employ a qualified individual to serve as the Bylaw Enforcement Officer. The Officer will be an employee of Hanna, and Hanna is responsible for paying the Officer's salary and administering all benefits, deductions, pensions (LAPP contributions), insurance (including Workers' Compensation Board coverage), and any other employer obligations. Hanna will ensure that these are handled in compliance with Alberta employment laws and any relevant collective agreements or employment contracts (if applicable).
- **Provision of Equipment and Vehicle:** Hanna will provide the Officer with the necessary equipment to perform bylaw enforcement duties, including uniforms, badges/ID, enforcement tools (such as ticket books or an electronic ticketing device, camera for evidence, etc.), and access to a **municipal vehicle** for travel and patrol. The vehicle provided will be properly insured by Hanna for municipal use and for travel outside Hanna's boundaries (covering the trips to Oyen). Hanna will cover the fixed costs of owning the vehicle (insurance, registration, depreciation). Hanna will also cover day-to-day operating costs, though as noted, Oyen's fee contributes to these costs proportionally. Hanna shall ensure the vehicle is maintained in good working order and schedule any needed maintenance so as not to unduly disrupt the Oyen visit schedule.
- **Officer's Training and Conduct:** Hanna will ensure the Officer is adequately trained for the role and is knowledgeable about the enforcement of municipal bylaws. This includes any necessary certification (for example, if the Officer is a Community Peace Officer Level I or II, ensuring the appointment is in good standing) and ongoing professional development such as training courses or workshops relevant to bylaw enforcement. If any training is specific to Oyen's needs (for instance, understanding a particular Oyen bylaw or process), Hanna will work with Oyen to facilitate that knowledge transfer. Hanna shall instruct the Officer to perform duties in a professional, impartial, and ethical manner. Any **code of conduct or standard operating procedures** for Hanna's enforcement officers will be expected to be adhered to while the Officer is serving in Oyen as well.
- **Scheduling and Consistency:** Hanna's administration will manage the Officer's work schedule in consultation with Oyen's administration to ensure that the Officer is available in Oyen for the agreed hours. Hanna will endeavor to keep the service consistent – meaning, barring unforeseen circumstances, the Officer will visit Oyen

roughly once per week as planned. If a particular visit has to be rescheduled (due to weather, emergency, Officer illness, etc.), Hanna will inform Oyen as soon as possible and will arrange an alternate visit so that Oyen still receives the approximate number of service hours in that period.

- **Enforcement and Compliance:** When the Officer is in Oyen, Hanna empowers the Officer to enforce Oyen's bylaws as though Oyen were an extension of Hanna's jurisdiction, *but only to the extent Oyen has formally empowered the Officer under Section 3*. In other words, Hanna will not restrict the Officer from taking enforcement actions in Oyen that are necessary and legal under Oyen's bylaws (for example, issuing a ticket for a bylaw infraction), provided those actions are within the scope of the Officer's authority. Hanna will not interfere with legitimate enforcement actions the Officer deems necessary in Oyen, but Hanna's supervisory staff can provide guidance or feedback if needed to ensure the Officer's actions remain professional and consistent with best practices.
- **Administration and Record-Keeping:** Hanna will keep records of the Officer's time and activities. This includes maintaining a log or summary of hours spent on Oyen duties (for accountability and for use during any cost reviews), and ensuring that documentation of enforcement activities (tickets issued, warnings given, etc.) is properly filed. Some records (especially those related to specific cases in Oyen) may need to be shared with Oyen's administration or stored in Oyen's files – Hanna will facilitate that as needed, respecting privacy laws (FOIP) and evidentiary requirements. If Oyen requires a formal report (monthly or quarterly) of activities, Hanna will assist by providing the relevant data.
- **Billing and Financial Management:** Hanna will issue invoices to Oyen as per the agreed schedule and amount (see Section 4). Hanna will manage the finances of the Officer's employment (payroll, benefits, vehicle expenses, etc.) and ensure that Oyen's contributions are applied toward those costs. Hanna will also notify Oyen of any significant changes that could affect costs (for example, if mid-year the benefit premiums rise sharply or if a new law affects overtime rules) so that the Parties can discuss and adjust if necessary.
- **Insurance and Liability (Hanna's side):** Hanna will maintain appropriate liability insurance that covers the activities of its Officer, including when that Officer is working in Oyen. (See Section 8 on Indemnity and Insurance for details.) Hanna will list Oyen as an additional insured on its liability policy for the scope of this Agreement if so requested and available, given that the Officer's actions in Oyen could potentially expose Oyen to liability. Hanna will also ensure the Officer is

covered by Workers' Compensation for travel to and work in Oyen, so that if the Officer is injured on the job (even while in Oyen), those claims are handled through Hanna's WCB coverage.

6. Responsibilities of Town of Oyen

Oyen commits to the following responsibilities under this Agreement:

- **Payment for Services:** Oyen will promptly pay the invoices issued by Hanna for the service, as described in Section 4. Oyen will budget sufficient funds (noting that Oyen had budgeted $35,000 for bylaw services, which is above the contracted amount, leaving room for contingencies) and manage its finances to ensure the agreed fee is paid. If Oyen anticipates any difficulty in making a payment on time, Oyen's CAO will communicate with Hanna's CAO to discuss the issue and potential solutions (such as a revised payment schedule), understanding that consistent payment is critical for the sustainability of this shared arrangement.
- **Appointment and Authorization:** Oyen will take all necessary steps to legally empower the Hanna Officer to act within Oyen. This includes passing any required Council resolutions or bylaws to appoint the individual as a **Bylaw Enforcement Officer for the Town of Oyen** for the term of the Agreement. Oyen will ensure this appointment is done by the Effective Date or as soon as practicable, and provide the Officer (and Hanna) with any official documentation (e.g., an official ID card or a copy of the appointment resolution if needed) that affirms the Officer's authority in Oyen. Additionally, if the Officer must be sworn in or take an oath of office for Oyen, Oyen will arrange for that formality.
- **Access to Information and Support:** Oyen's administration will provide the Officer (and/or Hanna's administration) with up-to-date copies of Oyen's bylaws, especially those that are commonly enforced (such as animal control, noise, traffic, nuisance, unsightly premises, etc.), including any amendments that occur. Oyen will also inform the Officer of any specific local enforcement priorities or problem areas (for example, if there have been recurring complaints in a certain neighborhood or if Council has directed a focus on a particular issue like unlicensed dogs or unsightly yards). If Oyen has a standard process for handling complaints (such as a complaint form or tracking system), Oyen will familiarize the Officer with those processes. Essentially, Oyen will treat the Officer as it would treat its own staff in terms of providing guidance and information to enforce bylaws effectively.
- **Complaints and Requests:** Oyen will funnel bylaw complaints to the Officer appropriately. Typically, residents of Oyen might contact the Oyen town office with a

complaint; Oyen's staff should then relay those complaints to the Officer or to Hanna's administration for action. Alternatively, Oyen could direct residents to contact the Officer directly (for example, via a dedicated phone line or email). The exact method will be determined in practice – but Oyen should ensure there is a clear **communication channel** so that the Officer is aware of issues that need attention in Oyen. In between the Officer's visits, Oyen should collect and log any incoming complaints so that when the Officer is next available, they can be addressed. For urgent issues that arise when the Officer is not scheduled to be in Oyen, Oyen's CAO can contact Hanna's CAO to see if arrangements can be made for the Officer to make an unscheduled visit or take other immediate action if necessary (subject to availability and potentially additional cost if it's beyond the scope).

- **Facilities and Logistical Support:** Oyen will provide reasonable facilities and support for the Officer's work while in Oyen. This includes allowing the Officer to use a workspace at the Oyen Town Office or another designated facility to write reports, make phone calls, or meet with members of the public as needed. Oyen will also allow the Officer to use Oyen's office supplies or equipment (e.g., printer, photocopier, telephone) on an as-needed basis for official duties. If the Officer issues physical violation tickets or notices that need to be paid at Oyen's office, Oyen's staff will handle the processing of those payments and any associated record-keeping (as they would for an in-house officer). Oyen's enforcement bylaw or policies should outline the fine structures and payment processes, and Oyen will manage the back-end of that (e.g., receiving fine payments, or pursuing unpaid fines through collections or the courts as necessary). The key point is that Oyen remains responsible for the **administration of its bylaws** (like prosecution of offenses, collection of fines), while the Officer is the front-line enforcer delivering the service.
- **Communication & Feedback:** Oyen's CAO (or designate) will communicate regularly with Hanna's CAO (or designate) regarding the service. Oyen will promptly raise any concerns about the Officer's performance or any issues in the execution of duties. For example, if Oyen officials or the public have feedback – positive or negative – about how the Officer is handling matters, Oyen will share this with Hanna so it can be addressed. Oyen is also encouraged to participate in periodic evaluations of the service; for instance, towards the end of the one-year term, Oyen can provide input on what is working well and what might need changes if the agreement is renewed. This open communication will help ensure the service is meeting Oyen's expectations.

- **Obligation to Bylaw Enforcement Outcomes:** Oyen understands that bylaw enforcement is a process that may involve warnings, education, and sometimes legal action. Oyen will support the Officer's enforcement efforts by backing reasonable actions taken under Oyen's bylaws. For example, if a particular case leads to the need for Oyen to initiate a prosecution in Provincial Court (for a serious or repeated bylaw violation), Oyen will be responsible for carrying that forward (with the Officer acting as a witness or file coordinator as needed). Essentially, Oyen retains ownership of its regulatory outcomes – the Officer provides the effort to enforce, but ultimate decisions such as forgiving a ticket, taking a violator to court, or drafting bylaw amendments in response to issues remain Oyen's prerogative. Oyen should ensure its Council and administration remain engaged in the enforcement program (receiving reports, supporting the Officer's activities with necessary political will and legal backup).
- **Insurance and Liability (Oyen's side):** Oyen will maintain its own general liability insurance coverage and any other relevant insurance (such as errors and omissions for officials) to protect itself. While Hanna will cover the Officer under its insurance, Oyen acknowledges that it can be held vicariously liable for enforcement actions happening in its jurisdiction. Oyen's insurance should thus be kept current and sufficient to cover potential claims arising from bylaw enforcement activities. If any claim or legal action is brought against Oyen or its personnel arising from the Officer's activities, Oyen will promptly notify Hanna and will cooperate on defense as necessary, consistent with the indemnification provisions of this Agreement.

7. Communication, Coordination, and Supervision

Clear communication and effective coordination are critical for the success of this shared service. The Parties therefore agree to the following mechanisms:

- **Primary Contacts:** Each Party designates their **Chief Administrative Officer (CAO)** as the primary point of contact for all matters concerning this Agreement. The CAOs (or their designates) will communicate as needed to discuss scheduling, performance, issues, or changes. Each CAO may designate an alternate contact (e.g., a Protective Services Manager, if Hanna has one, or an Oyen staff member overseeing bylaw issues) to liaise with the Officer for day-to-day matters, but official communications about the Agreement (such as any notices of termination, requests for amendments, or formal dispute notices) should be between CAOs in writing.

- **Scheduling Coordination:** Prior to the start of service (and periodically thereafter, e.g., monthly or quarterly), Hanna's CAO (or designate, such as the Officer or a supervisor) will propose a schedule for the Officer's visits to Oyen (e.g., "the Officer will be in Oyen every Wednesday, with the specific day shifting one day earlier each week to rotate, etc."). Oyen's CAO will review and if needed, request adjustments (for example, if a proposed day conflicts with a known staff absence in Oyen or a local event, Oyen might ask to tweak the schedule). Once agreed, the schedule will be set and Oyen will inform its staff and possibly the community (if Oyen chooses to advertise the service availability). If changes are needed mid-schedule (due to urgent priorities or unforeseen events), the Party requesting the change will give as much notice as possible and the other Party will accommodate if feasible. The overall goal is to maintain roughly one visit per week (or equivalent hours) to Oyen.
- **Tasking and Priorities:** On an ongoing basis, Oyen's administration can provide **enforcement priorities** to the Officer. For instance, Oyen might have a list of current complaints that need follow-up, or a particular issue (like unsightly properties in the spring, or unlicensed dogs running at large) that it wants the Officer to focus on during upcoming visits. Oyen's CAO or designate will communicate these priorities either in writing (e.g., email a list of addresses/complaints) or during a briefing when the Officer arrives. The Officer (and Hanna's supervising staff) will do their best to accommodate and address Oyen's priorities during the allocated service hours. If certain tasks can't be completed in one visit due to time constraints, the Officer will prioritize and then continue on the next visit as needed, keeping Oyen informed.
- **Reporting:** Hanna (through the Officer or the Officer's supervisor) will provide Oyen with regular updates on enforcement activities. At a minimum, after each visit or on a weekly basis, the Officer can provide a brief report to Oyen's CAO summarizing: what complaints were investigated, what warnings or tickets were issued, any notable incidents, and what follow-up is needed (if any). Additionally, Oyen may request a more formal report quarterly or at the end of the term, summarizing the number of complaints handled, tickets issued, major accomplishments, etc. Hanna will ensure that the Officer or someone on its staff compiles such reports when requested, to demonstrate the value and outcomes of the service. These reports can also be useful for Oyen's Council or for adjusting the program in the future.
- **Feedback and Issue Resolution (Operational):** If Oyen has concerns about how the service is being delivered – for example, if there are complaints that the Officer is either too lenient or too strict, or if Oyen feels certain areas are not getting enough

attention – Oyen should communicate this feedback to Hanna's CAO promptly. The CAOs will discuss and devise a solution, which might involve retraining the Officer on certain expectations, adjusting the enforcement approach, or clarifying misunderstandings. Similarly, if the Officer reports challenges in Oyen (for instance, lack of cooperation from certain individuals, or a bylaw provision that is difficult to enforce), Hanna will convey these to Oyen so that both can work on improvements (like Oyen engaging in public education, or even amending a bylaw if needed to make enforcement feasible). The spirit of the Agreement is cooperative, so both Parties commit to listening to each other's feedback and making reasonable adjustments to ensure the service meets community needs effectively.

- **Confidentiality and Information Sharing:** The Parties acknowledge that certain information will be shared in the course of this Agreement, some of which may be sensitive or confidential (e.g., personal information of individuals who are subject to enforcement, details of ongoing investigations, etc.). Both Hanna and Oyen agree to handle all such information in accordance with the **Freedom of Information and Protection of Privacy Act (FOIP)** and other applicable laws. Information should only be used for the purposes of carrying out this Agreement and not disclosed to unauthorized persons. For example, Oyen's officials should not publicly disclose the identity of someone under investigation beyond what is necessary, and Hanna's officials should treat Oyen's internal reports with appropriate confidentiality. This clause does not prevent either municipality from using information in legal proceedings or as required by law, but it underscores the expectation of professional handling of data.

8. Indemnification and Insurance

To allocate the risks between the Parties and protect both municipalities, the following indemnity and insurance provisions are agreed:

- **Hanna's Indemnity:** Town of Hanna agrees to indemnify and hold harmless the Town of Oyen, including Oyen's council members, officers, employees, and agents, from and against any and all claims, demands, suits, losses, liabilities, and expenses (including reasonable legal fees) that arise out of **the acts or omissions of Hanna or its Bylaw Enforcement Officer** in the performance of this Agreement. This indemnity means that if, for example, the Officer (as a Hanna employee) is negligent or acts wrongfully while enforcing a bylaw in Oyen, and as a result someone sues Oyen (claiming the Officer's actions caused harm or were improper), Hanna will defend that claim and cover any damages or costs that Oyen is legally obligated to pay, to the extent the claim arose from the Officer's conduct. However,

Hanna's indemnity does **not** cover situations to the extent they arise from Oyen's own negligence or wrongful actions. For instance, if Oyen directs the Officer to do something illegal and that causes a claim, or if Oyen improperly handles a fine or prosecution leading to liability, those would not be solely Hanna's responsibility. Hanna's indemnification obligations survive the termination of this Agreement with respect to any claims arising from activities during the term of the Agreement.

- **Oyen's Indemnity:** Town of Oyen agrees to indemnify and hold harmless the Town of Hanna, including Hanna's council members, officers, employees (including the Bylaw Officer), and agents, from and against any and all claims, demands, suits, losses, liabilities, and expenses (including reasonable legal fees) that arise out of **the acts or omissions of Oyen or its officials** with respect to this Agreement. This means that if Oyen or its representatives cause a situation or give direction that leads to a claim (for example, if Oyen's staff improperly processes a ticket or violates someone's rights in the course of enforcement administration, or if Oyen fails to fulfill a duty that then causes a claim to be brought against Hanna or the Officer), then Oyen will be responsible for defending and paying any such claim, to the extent it was caused by Oyen's actions. Likewise, this obligation survives termination.

- **Claims Involving Both Parties:** In the event a claim or lawsuit arises from bylaw enforcement activities in Oyen that implicates both Hanna and Oyen (e.g., if a situation occurs where both the Officer's actions and Oyen's policies are called into question), the Parties shall **cooperate in good faith** in defending the claim and apportion liability between them according to their respective degrees of fault. They may also choose to jointly defend such a claim with the same legal counsel if appropriate, but neither party is obligated to do so and each can obtain their own counsel. The indemnity provisions above will guide who ultimately bears the cost (for example, if it's 50/50 fault, they might share costs equally, or as determined by a court).

- **Insurance – Liability:** Each Party will maintain in force throughout the term of this Agreement general liability insurance coverage with policy limits that are standard for municipalities of their size (for example, a $5 million per occurrence municipal liability policy, which is common in Alberta). Town of Hanna shall ensure that its liability insurance covers the activities of the Bylaw Enforcement Officer when working in Oyen, treating those activities as within the scope of Hanna's operations (since the Officer is Hanna's employee). If required by Oyen's insurer, Hanna will arrange for Oyen to be named as an additional insured on Hanna's policy **but only**

with respect to liability arising from Hanna's acts/omissions under this Agreement. Similarly, Oyen will maintain liability insurance for its own operations. Upon request, each Party will provide the other with a certificate of insurance as proof of coverage.

- **Insurance – Vehicle:** Town of Hanna will maintain automobile insurance for the patrol vehicle used by the Officer, including coverage for any authorized drivers (the Officer) and for travel outside of Hanna (to Oyen). This insurance shall meet at least the minimum requirements of Alberta law and preferably mirror typical municipal vehicle coverage. If an automobile incident occurs while the Officer is traveling to or from Oyen, Hanna will be responsible for insurance claims and any deductibles (as it is Hanna's vehicle/insurance), but if any third-party liabilities involve Oyen (unlikely, but e.g., if Oyen is named in a suit because the Officer was on Oyen business), then Hanna's indemnity would apply.
- **WCB Coverage:** As noted, the Officer and any other Hanna employees are covered under Hanna's Workers' Compensation Board account. Hanna will handle any WCB claims if the Officer is injured in the course of duty, including while in Oyen or traveling to Oyen, and will not seek any contribution from Oyen for WCB premiums or claims (those costs are already built into the overhead accounted for in the Service Fee).
- **Survival of Indemnity:** The provisions of this Section (Indemnification and Insurance) shall survive the termination or expiry of this Agreement. This means even after the Agreement ends, if a claim later arises from actions that took place during the Agreement, the indemnity obligations still apply.

9. Dispute Resolution

The Parties are entering this Agreement in a spirit of cooperation and mutually beneficial service sharing. However, should any disagreements arise regarding the interpretation of the Agreement or the performance of either Party's obligations, the Parties agree to the following dispute resolution process:

1. **Direct Discussion (Informal Resolution):** In the event of a dispute or disagreement, the CAO of Town of Hanna and the CAO of Town of Oyen shall first meet (in person or via telephone/video conference) to discuss the matter and attempt to resolve it informally. They shall make all reasonable efforts to understand each other's perspectives and find a solution. It is expected that most issues can be resolved at the administrative level through open communication.

2. **Escalation to Leadership:** If the CAOs are unable to resolve the dispute within a reasonable timeframe (for example, within 30 days of the issue being raised, or sooner if the nature of the dispute is urgent), the issue may be escalated to the **Mayors of Hanna and Oyen**. The Mayors (or their designate elected officials, such as a member of Council) shall meet or confer, along with the CAOs if desired, to discuss the issue and try to broker a resolution. The involvement of the municipalities' political leadership underlines the seriousness of the dispute and the commitment to resolving it amicably.

3. **Mediation:** If the dispute is not resolved through steps 1 and 2, the Parties may mutually agree to engage in **mediation**. Mediation would involve a neutral third-party mediator, acceptable to both Hanna and Oyen, who would assist the Parties in negotiating a resolution. Costs of mediation would typically be shared equally between the Parties. Mediation is a non-binding process (meaning the mediator cannot force a solution; they facilitate the parties to find their own solution). The decision to move to mediation must be mutual; if one party does not wish to mediate or if mediation fails to produce a resolution, then the next step can be considered.

4. **Arbitration or Legal Action:** If a dispute cannot be resolved by negotiation or mediation, either Party may propose arbitration as a binding resolution method. Arbitration would involve a neutral arbitrator (or panel of arbitrators) whose decision would be final and binding. Both Parties would have to agree to submit to arbitration and on the rules governing it (for example, under Alberta's Arbitration Act). If both Parties do not agree to arbitration, then either Party is free to **pursue legal action** to resolve the matter through the courts. For clarity, nothing in this Agreement prevents either Party from seeking urgent legal remedies such as an injunction if the circumstances warrant (for example, to prevent an imminent harm). However, for non-urgent disputes, the Parties commit to attempt the above steps in good faith before turning to formal legal proceedings.

5. **Continued Service During Dispute:** During any dispute, **both Parties shall continue to fulfill their obligations** under this Agreement to the best of their abilities (including Hanna continuing to provide bylaw enforcement services, and Oyen continuing to make payments), **unless the issue in dispute precludes such continuation** or until the Agreement is terminated. In other words, the existence of a disagreement does not in itself justify stopping the service or payment – the service should continue while the dispute is being resolved, so that residents of Oyen still receive enforcement and the Officer (as Hanna's employee) is not left idle.

Only if keeping the service running would cause legal or safety issues should there be a pause, and even then it should be discussed by the Parties.

6. **Resolution in Writing:** Once a dispute is resolved by whatever means, the solution (especially if it involves any change to the terms of the Agreement) shall be put in writing and signed by both Parties. Depending on the nature of the resolution, this might be done as a simple memorandum or as a formal amendment to the Agreement.

10. Termination of Agreement

This Agreement may be terminated in the following ways:

- **Expiry at End of Term:** As noted in Section 1, this Agreement will automatically terminate at the end of the one-year term on September 14, 2026, unless the Parties have agreed in writing to renew or extend it. No further action is required by either Party to conclude the Agreement at that time, and neither Party shall have obligations to the other under this Agreement for periods after the expiry (except for obligations that by their nature extend beyond termination, such as indemnities or payment of any outstanding invoices).
- **Early Termination by Mutual Consent:** The Agreement may be terminated at any time **before the expiry date** if both Parties consent in writing to termination. The terms of such early termination (effective date, winding-up of services, final billing, etc.) shall be negotiated in good faith and documented in the written termination agreement. This would typically be used if, for example, the arrangement is no longer needed or a better alternative has been found and both Parties agree to end it early.
- **Early Termination by Notice:** Either Party may unilaterally terminate this Agreement without cause by providing at least **60 days' written notice** to the other Party. The 60-day period is intended to allow an orderly wind-down of services and for Oyen to make alternative arrangements for enforcement if needed, and for Hanna to adjust the Officer's duties or employment. During the notice period, all terms of the Agreement remain in effect. At the end of the notice period, the Agreement will terminate. If Oyen is the party giving notice, Oyen will be responsible for paying the Service Fee up to the effective termination date (with any appropriate pro-ration for partial periods). If Hanna is the party giving notice (for instance, if Hanna can no longer provide the service), Hanna will refund any portion of fees paid for services not yet rendered beyond the termination date.

- **Termination for Cause (Breach):** If either Party materially breaches any of the terms of this Agreement, the non-breaching Party may give written notice to the breaching Party describing the breach in detail. The breaching Party shall have **30 days** (or such other reasonable shorter period if the situation is urgent and 30 days is too long, as specified in the notice) to **cure** the breach or take significant steps to do so.
    - If the breach is remedied or adequate steps to remedy are underway within the cure period, then the Agreement will continue.
    - If the breaching Party fails to cure the breach within the specified time, the non-breaching Party may choose to terminate the Agreement immediately by providing a second written notice stating that the Agreement is terminated for cause. For example, a material breach by Oyen could be failure to pay invoices for a prolonged period; a material breach by Hanna could be a failure to provide any bylaw officer services at all for an extended time without justification.
    - Termination for cause does not preclude the non-breaching Party from seeking damages or other remedies available under law for the breach. However, the dispute resolution provisions (Section 9) are encouraged to be used first if applicable, unless the breach is so severe that immediate termination is warranted.
- **Consequences of Termination:** Upon termination (whether early or at end of term), the following will occur:
    - Hanna will stop providing bylaw enforcement services in Oyen as of the effective termination date (unless otherwise agreed for a short wind-down period). The Officer will revert to focusing solely on Hanna or other duties as assigned by Hanna.
    - Oyen will pay any outstanding invoices for services already rendered up to the termination date. If Oyen had paid in advance for a period beyond the termination date (for example, if an annual or quarterly payment was made that covered time after termination), Hanna will refund the overpaid amount pro-rata for the unused service period within 30 days.
    - The Officer's appointment in Oyen will be considered revoked as of the termination date (Oyen should take formal steps to rescind the Officer's appointment as a Bylaw Enforcement Officer for Oyen effective that date, to ensure clarity in legal authority).

- Each Party will return any property or information belonging to the other if requested (for example, if Oyen had provided bylaw ticket books or an Oyen ID badge to the Officer, those should be returned to Oyen; if Hanna has Oyen's records that are needed back in Oyen, those should be transferred).
- The Parties may conduct a short debrief or create a termination memo to document lessons learned or any unresolved matters (like outstanding court cases or enforcement files) and how those will be handled post-termination. For instance, if a court case is in progress at termination, they should agree who will see it through (likely Oyen with cooperation from the Officer as needed).

11. General Provisions

- **Entire Agreement:** This Agreement constitutes the entire agreement between the Parties regarding the shared Bylaw Enforcement Officer service. It supersedes all prior discussions, proposals, negotiations, memoranda, or agreements (whether oral or written) between Hanna and Oyen relating to this subject matter. Any amendments to this Agreement must be made in writing and signed by both Parties.
- **Amendments:** No modification or amendment to this Agreement is valid unless in writing and signed by authorized representatives of both Parties. This includes any changes to the scope of services, fees, term, or other material terms. (Emails or informal communications are not sufficient to amend the Agreement, though they can be used to clarify operational details as long as they don't contradict the Agreement.)
- **Notices:** Any formal notice or communication required by this Agreement (such as notice of termination, notice of breach, or notice of changes to scheduling that significantly affect the Agreement) shall be in writing and delivered to the other Party's CAO at the official mailing address or email address of the municipality. For example, notices to Town of Hanna should be addressed to the CAO at Town of Hanna's municipal office address, and similarly for Town of Oyen. Notices are deemed received: if delivered in person or by courier, on the date of delivery; if sent by email, on the date the email is sent (provided no bounce-back or error is received), or if sent by regular mail, 5 business days after posting (though mail is not preferred for time-sensitive notices). Either Party may change its contact address for notices by informing the other in writing.
- **Governing Law:** This Agreement shall be governed by and interpreted in accordance with the laws of the Province of Alberta and the federal laws of Canada as

applicable therein. Should any dispute result in court proceedings, the venue shall be an appropriate court in Alberta that has jurisdiction (for example, the Court of King's Bench in the judicial district where one of the municipalities is located).

- **Relationship of Parties:** Nothing in this Agreement is intended to create a partnership, joint venture, or agency relationship between the Town of Hanna and the Town of Oyen. The Parties are independent contracting authorities, each responsible for its own governance and operations. The Bylaw Enforcement Officer, while enforcing Oyen's bylaws under this Agreement, is **not to be considered an employee or agent of Oyen** (except for the limited purpose of enforcing Oyen's bylaws as authorized). The Officer remains an employee of Hanna. Neither Party can bind the other to any obligation not expressly provided for in this Agreement.
- **Council Approval:** This Agreement is subject to approval by the Council of each municipality, if required by the internal policies or Municipal Government Act for the validity of intermunicipal agreements. By signing this Agreement, the signatories represent that they have the authority to bind their respective municipalities to the terms herein (typically through Council resolution or delegated authority).
- **Severability:** If any term or provision of this Agreement is found by a court of competent jurisdiction to be invalid, illegal, or unenforceable, that term shall be deemed severed from the Agreement. The remaining provisions of the Agreement shall remain in full force and effect, provided that severing the invalid part does not substantially frustrate the original intent of the Parties. In the event of severance of an essential provision, the Parties will in good faith attempt to negotiate an amendment to replace the invalid provision with a valid one that as closely as possible achieves the same objective.
- **Waiver:** The failure of either Party to enforce any provision of this Agreement or to require performance by the other Party of any provision shall not affect that Party's right to enforce the same provision later or to enforce any other provision of this Agreement. A waiver of any term or breach of this Agreement is effective only if given in writing by the Party granting the waiver, and it shall not be construed as a waiver of any subsequent breach or of any other term.
- **Assignability:** Neither Party may assign or transfer its interests, rights, or obligations under this Agreement to a third party without the prior written consent of the other Party. (For example, Oyen cannot transfer its right to receive services to another municipality or entity, and Hanna cannot subcontract the bylaw enforcement to another agency, unless both agree in writing.) Any attempt to assign without consent

is void. However, this does not prevent Hanna from hiring or replacing personnel (the obligation is on Hanna to provide an Officer – who that Officer is can change as long as they are qualified – that is not an assignment of the Agreement itself, just a change in personnel).

- **Further Assurances:** Each Party agrees to do such further acts and execute further documents as may be reasonably necessary to carry out the intent of this Agreement. This could include, for example, entering into any specific supplemental agreements or filing any documents required by outside agencies (perhaps if Alberta Justice or another body needs proof of the agreement for the Officer's peace officer status, etc.).
- **Headings and Format:** The headings in this Agreement are for convenience and reference only and do not affect the interpretation of the clauses. This document may be formatted with bullets and sections for readability, but it is agreed that it constitutes a legally binding contract notwithstanding its format.
- **Counterparts and Electronic Signatures:** This Agreement may be executed in counterparts, meaning each Party can sign a separate copy and all copies together will constitute the same agreement. Signatures transmitted electronically (for example, via PDF/email) shall be deemed as effective as original signatures. The Agreement is considered executed and effective once all Parties have signed, whether on the same document or in counterparts.

IN WITNESS WHEREOF, the Parties have caused this Service Agreement to be executed by their duly authorized representatives (being the Mayor and Chief Administrative Officer of each municipality) on the dates indicated below.

Town of Hanna
Mayor: _____ (Signature) Date: _____
Chief Administrative Officer: _____ (Signature) Date: _____

Town of Oyen
Mayor: _____ (Signature) Date: _____
Chief Administrative Officer: _____ (Signature) Date: _____

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 09.10

Donation of 2001 Ford F-350 Rescue Truck to the Hanna Firefighters Association

Recommended Motion

That Council approve the donation of the 2001 Ford F-350 Rescue Truck to the Hanna Firefighters Association for resale, with proceeds to be reinvested into the local firefighter training grounds.

Background

The Hanna Firefighters Association has requested that the Town of Hanna donate the 2001 Ford F-350 rescue truck to the association. The Association intends to market the vehicle to fire departments across Alberta to obtain the best possible resale value.

In 2001, a similar donation of an older rescue vehicle was made by Council, which was later sold to the Craigmyle Fire Department. The Association notes that marketing directly to other departments is typically more effective than auction sales in terms of financial return.

All proceeds from the resale of the donated vehicle will be used to support improvements and investments into the firefighter training grounds, which ultimately benefit regional emergency preparedness and capacity.

Communications

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

Attachments

- Hanna Firefighters Association - letter

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

HANNA FIREFIGHTERS ASSOCIATION

Box 1235 Hanna, Alberta T0J 1P0
hannfire@telus.net

September 2, 2025

Hanna Town Council
Box 430
Hanna Alberta

Dear Council;

The Hanna Fire Fighters Association would like to request that Council donates the 2001 Ford F-350 rescue truck to the Hanna Firefighters Association. This would allow the association to market the truck out to all the fire departments in Alberta and to get the most money possible for the truck. The association would then invest this money into the training grounds.

Back in 2001 Town Council donated the association the then old rescue truck which we sold to the Craigmyle Fire Department. Marketing the truck out tends to bring more money than just placing it in an auction.

Yours Truly,

David Mohl

David Mohl
President

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: September 9, 2025 Agenda Item No: 09.11

Approval to Dispose of Surplus Equipment

Recommended Motion

That Council authorize Administration to dispose of the following surplus municipal equipment by sale through public auction, trade-in, or other means deemed appropriate by Administration.

Background

The following equipment has been identified as surplus to the operational needs of the Town of Hanna. These items are no longer cost-effective to maintain, are underutilized, or have been replaced with newer equipment. All items are in working condition unless otherwise noted:

1. 2004 Bobcat S185 Turbo Skidsteer
    - 2,269 Hours
    - Includes one bucket
2. 1988 Champ CP-80 2-Stage Rough Terrain Forklift
    - 5,499 Hours
    - Perkins diesel engine
    - In working order
3. 1979 Chevrolet Cheyenne 3-ton Dump Truck
    - 112,393 km
    - Single Axle
    - 366 cu. in. gas V8
    - 5-speed manual transmission, 2-speed differential
    - Operational, but requires a vacuum brake booster
4. 2000 Freightliner FL80 Sand and Plow Truck
    - 42,543 km / 3,056 Hours
    - 8.3L Cummins Diesel engine
    - Eaton 9-speed transmission
    - Equipped with:
        - Sander with dual spinners
        - 11’ plow with full pivot

Communications

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

Legislation and Policy:
Under **Section 70 of the Municipal Government Act (MGA)**, Council authorization is required for the disposal of property that is no longer needed for municipal purposes and has value.

Attachments

- Equipment Pictures

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer


S185
TURBO
Bobcat


NO HAND HOLD
CHAMP
8500
CAUTION


CHEVY
C70
RENN
MANUFACTURING


FREIGHTLINER
Viking Cives Ltd.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 10.01

Bylaw 1042-2025

Access to Information and Protection of Privacy

Recommended Motion

That Council repeal Bylaw 1039-2025, being the former Freedom of Information and Protection of Privacy Bylaw.

That Council give first reading to Bylaw 1042-2025, the Town of Hanna Access to Information and Protection of Privacy Bylaw.

That Council give second reading to Bylaw 1042-2025, the Town of Hanna Access to Information and Protection of Privacy Bylaw.

That Council provide unanimous consent for third reading of Bylaw 1042-2025, the Town of Hanna Access to Information and Protection of Privacy Bylaw, at this meeting.

That Council give third and final reading to Bylaw 1042-2025, the Town of Hanna Access to Information and Protection of Privacy Bylaw.

Background

On June 11, 2025, the Government of Alberta repealed the Freedom of Information and Protection of Privacy Act (FOIP) and replaced it with two separate laws: the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA).

In response, the Administration has drafted a new Access to Information and Protection of Privacy Bylaw for the Town of Hanna. This bylaw aligns with all updated provincial requirements, including designation of a Privacy Officer, implementation of a Privacy Management Program, and changes to how access requests, privacy breaches, and personal information are handled.

The bylaw also maintains the Town's existing fee schedule, procedures, and organizational responsibilities. Council is requested to pass the new bylaw and repeal the outdated FOIP bylaw (Bylaw 1039-2025).

Artificial intelligence tools were used to support the review and redrafting of the bylaw. This included referencing the full text of the new ATIA and POPA, aligning definitions, and generating forms, fee schedules, and policy structures that are compliant with current requirements. Administration reviewed these changes to ensure accuracy and compliance.

Communications

Public communication regarding the updated bylaw and Privacy Officer designation will follow Council approval.

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

Attachments

- Bylaw 1042-2025 Access to Information and Protection of Privacy Bylaw

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1042-2025

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO GOVERN ACCESS TO INFORMATION AND PROTECTION OF PRIVACY IN ACCORDANCE WITH THE ACCESS TO INFORMATION ACT AND THE PROTECTION OF PRIVACY ACT

WHEREAS the Municipal Government Act, R.S.A. 2000, Chapter M-26, the Access to Information Act (ATIA), and the Protection of Privacy Act (POPA) provide individuals with the right to access municipal records and require the responsible management of personal information;

AND WHEREAS POPA requires public bodies to protect personal information collected and maintained in the course of delivering programs and services, including establishing a privacy management program and appointing a privacy officer;

AND WHEREAS the Town of Hanna is committed to transparency, accountability, and the protection of privacy in accordance with provincial legislation;

NOW THEREFORE THE COUNCIL OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, DULY ASSEMBLED, ENACTS AS FOLLOWS:

PART I SHORT TITLE AND AUTHORITY

1.1 **Short Title** - This bylaw shall be known as the "ACCESS TO INFORMATION AND PROTECTION OF PRIVACY BYLAW" of the Town of Hanna.

1.2 **Purpose -** The purpose of this bylaw is to update and replace the Town's previous FOIP Bylaw to comply with Alberta's new Access to Information Act and Protection of Privacy **Act**, which came into force on June 11, 2025. It establishes local practices and procedures for access to information and protection of privacy in accordance with these Acts.

1.3 **Authority -** This bylaw is made pursuant to the Access to Information Act and Protection of Privacy Act (hereinafter "the Acts"). In accordance with the Acts, the Head of the Town of Hanna is the Chief Administrative Officer (CAO), who has overall responsibility for ensuring compliance with access to information requests and privacy protection requirements. The CAO may delegate administrative duties under this bylaw to an Access and Privacy Coordinator or other designee as needed

PART II OBJECTIVES

2.1 The OBJECTIVES of this bylaw is to:

(a) Facilitate public access to Town records in accordance with the Access to Information Act, except where records are exempt from disclosure under that Act;;
(b) Protect personal privacy by establishing measures to safeguard personal information collected or held by the Town, in compliance with the Protection of Privacy Act;
(c) Define the local process for requesting access to records and for the Town's response, including timelines and forms;
(d) Ensure full compliance with the requirements and duties set out in the new provincial Acts and associated regulations (replacing references to the FOIP Act with the Access to Information Act and Protection of Privacy Act);
(e) Provide clear procedures for third-party notice and consultation when access requests involve information about third parties;
(f) Implement a structured process for appeals of access decisions and for responding to privacy breaches, including internal reviews and cooperation with the Information and Privacy Commissioner.

PART III DEFINITIONS

3.1 In this bylaw, unless the context otherwise requires;

(a) **"Access to Information Act (ATIA)"** means the *Access to Information Act*, SA 2024, c. A-6.5, and its regulations, as amended from time to time (this Act provides the public right of access to records held by public bodies).

(b) **"Protection of Privacy Act (POPA)"** means the *Protection of Privacy Act*, SA 2024, c. P-28.5, and its regulations (this Act governs the protection of personal information held by public bodies, including privacy requirements and breach notification).

(c) **"Applicant"** means any person making a request for access to information under this bylaw (i.e. an individual or organization submitting an official access to information request).

(d) **"Personal Information"** means recorded information about an identifiable individual as defined in the Acts (for example, an individual's name, address, telephone number, age, financial information, etc., as defined in POPA).

(e) **"Third Party"** means any individual, organization, or business other than the Applicant or the Town, whose information may be contained in a record requested under this bylaw. This includes a person or entity whose personal or proprietary information might be disclosed to an applicant.

(f) **"Chief Administrative Officer (CAO)"** means the Town's Chief Administrative Officer appointed by Council. For the purposes of this bylaw and the Acts, the CAO is the Head of the public body (the Town of Hanna)

responsible for overall compliance with the Access to Information Act and Protection of Privacy Act.

(g) **"Head"** means the head of the public body as defined in the Acts. Under this bylaw, the Head is the Chief Administrative Officer of the Town of Hanna. The Head has statutory responsibilities for responding to access requests and ensuring privacy protection on behalf of the Town.

(h) **"Access and Privacy Coordinator"** means the individual designated by the Town (by the CAO/Head) to manage and administer requests for access to information and to oversee day-to-day privacy compliance. The Access and Privacy Coordinator acts as the primary contact for Applicants and for the Office of the Information and Privacy Commissioner, and ensures the Town's obligations under the Acts are fulfilled. (This position was formerly referred to as the "FOIP Coordinator.")

(i) **"Formal Request"** (or "Access Request") means a written request for access to records made under the Access to Information Act, which is submitted on the prescribed form (Schedule A – Access to Information Request Form) or in another written format that meets the requirements of the Act. A Formal Request typically requires the payment of any applicable application fee.

(j) **"Routine Disclosure"** means the practice of disclosing certain records proactively, without the need for a formal access request, as a matter of course or on request. Routine Disclosure includes making commonly requested information available to the public via the Town's website or upon inquiry (e.g. Council meeting minutes, bylaws, basic financial reports), where such release is permitted by law. Routine Disclosure supports the principle of transparency and the new proactive disclosure policy encouraged under the Access to Information Act.

PART IV ACCESS TO INFORMATION

4.1 **Right of Access:** In accordance with the Access to Information Act, any person has a right of access to records in the custody or under the control of the Town of Hanna, subject to limited and specific exceptions as set out in the Act. The Town will grant access to records or portions of records unless they contain information that is excepted from disclosure under the Act (for example, confidential third-party information, personal privacy, legal privilege, etc.). Exceptions to disclosure will be applied only as necessary and in accordance with the Act's provisions. *(Reference: The Access to Information Act preserves many of the exemptions and exclusions formerly in FOIP, such as protections for personal privacy, confidential business info, cabinet confidences, etc.)*

4.2 **Processing Requests – Duty to Assist:** The Town has a duty to assist applicants and shall ensure that access requests are handled in an open, accurate, and timely manner. The Access and Privacy Coordinator (under the authority of the Head) shall process all Formal Requests in accordance with the requirements of the Access to Information Act and this bylaw, ensuring:

(a) **Assistance to Applicants:** The Town will make every reasonable effort to assist applicants, clarify the request if needed, and respond openly, accurately and completely to each applicant, as required by the Act (commonly known as the "duty to assist").

(b) **Timely Response:** A response providing access to the requested record (or a decision refusing access, with reasons) is given to the applicant within 30 business days from the date of receipt of the Formal Request, unless an extension of time is authorized under the Act. (The Access to Information Act sets a 30-business-day standard timeline for responses, which may be extended in certain cases such as large volume requests or the need to consult with third parties.) If an extension is necessary, the applicant will be notified in writing of the extension and the reason for it, in accordance with the Act.

(c) **Partial Disclosure:** If a record contains some information that is excepted from disclosure (for example, personal information or other exempt material), the Town will provide **partial access** by severing (redacting) the excepted portions and releasing the remainder of the record, whenever possible. The Applicant will be informed of the rationale for any portions that are withheld.

(d) **Notification of Decision:** If a request is refused in whole or in part, the Applicant will be provided with a written notice stating the reasons for the refusal and identifying the specific exceptions or provisions of the Act relied upon, as well as information on the right to request a review of the decision. Every response letter will inform the Applicant of their right to an internal review (appeal) and/or to ask the Information and Privacy Commissioner to review the decision.

4.3 **Routine Disclosure and Proactive Release:** The Town of Hanna will continue to provide access to information through routine disclosure and active dissemination of records without the need for formal requests, to the extent possible. The Town shall identify categories of records that are of public interest and can be released routinely (such as Council meeting minutes, bylaws, policies, public reports, etc.) and make these available via the Town's website or other means. This practice aligns with the Access to Information Act's emphasis on proactive disclosure, whereby public bodies are encouraged to release information without requiring a formal request. The existence of this bylaw and formal request process does not limit the Town's ability to continue releasing information informally as long as it does not contravene any laws.

4.4 **Correction of Personal Information:** An individual who is given access to their own personal information by the Town has the right to request correction of that information if they believe there is an error or omission. If the individual makes a request in writing for correction of their personal information:

- The Town shall correct the information if it is satisfied on reasonable grounds that the correction is warranted; or
- If the Town does not agree that the information is in error, it will annotate the personal information with the correction that was requested but not made.

No fee will be charged for a request for correction. The Town will respond to correction requests within the time period set out in the applicable legislation (generally 30 days). If a correction is made, or a note of disagreement is added, the Town will, where practicable, notify any other public body or third party to whom that information has been disclosed within the last year of the change (so they can also correct their records), as required by POPA. The right of correction is provided under the Protection of Privacy Act to ensure personal information is as accurate and complete as possible.

PART V THIRD PARTY NOTIFICATIONS

5 If an access request is received for a record that contains information about a Third Party (for example, personal information about someone other than the applicant, or a third party's confidential business information), the Town shall follow the third-party notice requirements of the Access to Information Act before disclosing the record. In practice, the Access and Privacy Coordinator (on behalf of the Head) will:

(a) **Notice to Third Party:** Notify the Third Party in writing of the request within 10 business days after the Formal Request is received (this notice will state that a request has been made for records that may contain information about the Third Party, and include an opportunity for the Third Party to consent to disclosure or to object). *(The Town's goal is to provide notice promptly, generally within about 10 business days, to allow timely processing. The Act specifies that notice to third parties must be given within a reasonable time.)*

(b) **Time for Response:** Give the Third Party a reasonable period to respond to the notice. The Third Party shall have 20 days from the date of the notice to provide written comment or evidence as to whether the information should be disclosed or withheld. The notice will inform the Third Party of this 20-day period (which aligns with the timeline contemplated in the legislation for third-party responses under the former FOIP Act).

(c) **Consideration of Objections:** After the 20-day response period, the Head (or designate) will consider any representations or objections received from the Third Party. The Head will then decide on whether to disclose the information in question to the Applicant, in accordance with the criteria set out in the Access to Information Act. This decision will be made with reference to the specific

exceptions in the Act (for example, if the information is third-party personal information or trade secrets, the Act may prohibit disclosure in some cases). The Head shall issue a written decision to the Third Party, and to the Applicant, explaining whether the record (or part of it) will be released and giving reasons, pursuant to the Act's requirements (analogous to the process under section 31 of the former FOIP Act).

(d) **Review by Commissioner:** If the Third Party objects to the Town's decision to disclose the information, the Third Party may request a review by the Information and Privacy Commissioner. In such cases, the Town will not disclose the information to the Applicant until the Commissioner's review is concluded and any applicable appeal rights are exhausted (the Applicant will be informed that a third-party review is underway). The Town will **refer the matter to the Commissioner** if required, by forwarding the relevant records and decision to the Office of the Information and Privacy Commissioner for a ruling. The Town shall abide by the Commissioner's decision or any binding order that results from the review. If no review request is received from the Third Party within the time limit set by the Act (generally 20 days after the Third Party is informed of the Town's decision), the Town will proceed to release the information to the Applicant as per the original decision.

(Note: The Third-Party notification process in this Part aligns with the principles of the Access to Information Act, ensuring that third parties' privacy and confidentiality are protected. It replaces the similar provisions formerly found in sections 30 and 31 of the FOIP Act.)

PART VI PRIVACY BREACH RESPONSE

6.1 **Privacy Management Program:** The Town of Hanna shall establish and maintain a *privacy management program* as required by the Protection of Privacy Act and its regulations. This program will consist of documented policies and procedures to ensure the Town's compliance with POPA in its collection, use, disclosure, retention, and safeguarding of personal information. The privacy management program will be designed proportionately to the volume and sensitivity of the personal information the Town handles, and will include:

- Appointment of an individual (the Access and Privacy Coordinator or another designate) responsible for privacy management;
- Privacy policies addressing topics such as data collection, consent (where applicable), use and disclosure of personal information, records retention and disposal, and administrative, technical, and physical safeguards;
- Ongoing training and education for Town staff on their obligations under POPA and this bylaw;

- Regular review and updating of privacy policies and practices to reflect changes in law and best practices; and
- A process for handling privacy complaints or inquiries from the public.

6.2 **Prohibition on Selling Personal Data:** The Town of Hanna is prohibited from selling personal information in its custody or under its control, under any circumstances. This is a strict requirement of the Protection of Privacy Act, which expressly forbids public bodies from selling personal information for any purpose. All Town employees and officials shall ensure that no personal information held by the Town is sold or offered for sale to any external party. Any willful violation of this prohibition is an offence under POPA (see Part X of this bylaw for penalties).

6.3 Privacy Impact Assessments: The Town shall conduct Privacy Impact Assessments (PIAs) in circumstances required by the Protection of Privacy Act and its regulations. A Privacy Impact Assessment is a process to identify and address potential privacy risks that may occur in the course of new or significantly revised projects, programs, systems, or technologies that involve the collection, use, or disclosure of personal information. When embarking on such initiatives, the Town will assess how personal information will be handled, ensure compliance with POPA, and mitigate any privacy risks. Where required by POPA or the Information and Privacy Commissioner, PIAs will be submitted to the Commissioner for review and comment. The Town's privacy management program will include guidance on when and how to complete PIAs.

6.4 **Definition of a Privacy Breach:** For the purposes of this bylaw, a *privacy breach* means any incident involving the loss of, unauthorized access to, or unauthorized disclosure of personal information in the custody or control of the Town. This includes events such as misdirected emails or mail containing personal data, theft or loss of devices holding personal information, database intrusions, or any other situation where personal information is compromised without proper authorization.

6.5 **Privacy Breach Response:** In the event that a privacy breach is suspected or confirmed, the Town shall take immediate steps to contain and manage the breach in accordance with POPA and the Town's internal Privacy Breach Response Guidelines (Schedule D). The following actions will be undertaken:

(a) **Containment and Initial Reporting:** Town staff or officials who become aware of a potential privacy breach must immediately contain the breach (e.g., retrieve misdirected documents, shut down systems, or correct security weaknesses to prevent further unauthorized access). They must also report the breach without delay to the Access and Privacy Coordinator or the CAO (Head). The Access and Privacy Coordinator will log the incident and lead the response.

(b) **Assessment of Risks:** The Access and Privacy Coordinator (in consultation with the CAO/Head and any necessary technical experts) will

promptly investigate and assess the breach. This includes determining the nature and scope of the breach, identifying the personal information involved, and evaluating the risks of harm to affected individuals. Risks may include identity theft, financial loss, hurt, humiliation, damage to reputation, loss of trust, or any other potential harm. The Coordinator will determine the likelihood and magnitude of harm that could result from the breach.

(c) **Notification to Affected Individuals:** If, after assessment, it is determined that the breach could result in a real risk of significant harm to one or more individuals, the Town will notify those individuals of the breach as soon as reasonably possible. Notification will include a description of the breach, the personal information involved, steps taken to mitigate the harm, and contact information for more information or assistance. The notice will also advise affected individuals of steps they can take to protect themselves (such as monitoring financial accounts or changing passwords, if applicable).

(d) **Notification to Commissioner and Minister:** In accordance with the Protection of Privacy Act's new mandatory breach reporting provisions, the Town will report the breach to the Office of the Information and Privacy Commissioner (OIPC) and the Minister responsible for POPA if the incident meets the threshold of a real risk of significant harm. The report to the Commissioner and Minister will contain details of the breach as required by law (including a description of the incident, the information involved, cause, containment steps, intended notification to individuals, and future prevention measures). This notification will be made without unreasonable delay once the Town determines that the threshold is met. *(These requirements implement the mandatory breach notification introduced by POPA, which are the strongest public-sector privacy protections in Canada.)*

(e) **Prevention and Remediation:** After the immediate response, the Town will analyze the cause of the breach and implement measures to prevent similar incidents in the future. This may include revising procedures, enhancing security safeguards, providing additional training to staff, or other remedial actions. The Town's privacy management program will be updated if necessary to address any lessons learned from the incident. A report documenting the breach and the Town's response will be prepared and retained.

6.6 All Town employees, contractors, and agents must follow the Town's Privacy Breach Response Guidelines (Schedule D) in the event of a breach. Failure to report or respond to a known breach appropriately may result in disciplinary action. The Town will treat privacy breaches with the utmost seriousness and will cooperate fully with the Information and Privacy Commissioner in any investigation of a breach.

*(*Note: The above procedures meet or exceed the requirements of POPA, which imposes mandatory breach notification to affected individuals, the Commissioner, and the Minister for breaches with risk of harm. The Town's approach aligns with best practices for breach management as recommended by Alberta's *OIPC.)*

PART VII ACCESS REQUEST APPEALS AND REVIEW PROCESS

7.1 **Submitting an Access to Information Request:** An Applicant seeking access to Town records under the Access to Information Act must submit a Formal Request in writing. The preferred method is to use the Town's Access to Information Request Form (Schedule A), which captures all information required to process the request. The completed form, along with the initial application fee (if applicable), can be submitted to the Town's Access and Privacy Coordinator at the Town Office (contact information is provided in Schedule E). Requests should be as specific as possible to enable efficient searching of records. If an applicant needs assistance in formulating a request, the Access and Privacy Coordinator will provide reasonable assistance (see duty to assist in section 4.2(a)).).

7.2 **Internal Review (Local Appeal):** If an Applicant is not satisfied with the Town's response to an access request – for example, if access to some or all records is refused, or if they believe the response is incomplete or the fee assessed is incorrect – the Applicant **may request an internal review** (appeal) by the Town. The following provisions apply:

(a) **Request to CAO or Council:** The Applicant may file an Internal Review/Appeal Form (Schedule B) within 30 days of receiving the Town's decision on an access request. On the form, the Applicant should indicate whether they are requesting a review by the Chief Administrative Officer (CAO) or by the Town Council. The Town provides these two internal appeal options to ensure fairness – for instance, if the original decision was made by the CAO (as Head), the Applicant might choose to have Council review it. The internal review request should state the reasons for the appeal (e.g. why the Applicant believes more information should be released, or why a correction should be made, etc.). There is no fee for an internal review.

(b) **Conducting the Internal Review:** Upon receiving a request for internal review, the Town will acknowledge it and proceed to review the original decision. The CAO or Council (whichever is chosen by the Applicant on the form) will consider the matter. This may involve examining the records in question, the reasons for withholding or redacting information, and any arguments the Applicant has provided in their appeal form. The internal review will be conducted impartially – if the appeal is to Council, Council may meet in camera to review the records and consult with the Access and Privacy Coordinator or legal advisors as needed. The Town will complete the internal review and provide a written decision to the Applicant within 30 days of the appeal being received. The internal reviewer (CAO or Council) may decide to

uphold the original decision, or to release further information (in whole or in part), or to adjust any fee or correction decision as appropriate. The written outcome of the internal review will include reasons for the decision.

(c) **Notice to Applicant:** After the internal review, the Applicant will be notified of the outcome in writing. If the internal review results in additional records being released or a change in fees, those will be provided. If the original decision is upheld (no further information released), the Applicant will be informed of that result. In all cases, the notice will again advise the Applicant of the right to seek an external review by the Information and Privacy Commissioner if they remain unsatisfied.

7.3 **External Review by Commissioner:** In addition to (or instead of) the internal review process, an Applicant has the right under the Access to Information Act to request a review of the Town's decision by the Alberta Information and Privacy Commissioner (an independent oversight office). The following applies to Commissioner reviews:

(a) **Time Limit to Request Commissioner Review:** The Applicant must request a review by the Commissioner within 60 days of receiving the Town's final decision on their access request. (If the Applicant used the internal review process first, the 60 days would typically run from when they received the internal review decision. However, an Applicant may choose to skip internal review and go directly to the Commissioner – they do not lose the right to Commissioner review by pursuing an internal appeal first.)

(b) **How to Request a Commissioner Review:** To initiate a review, the Applicant should submit a written Request for Review to the Office of the Information and Privacy Commissioner (OIPC). This can be done by filling out the OIPC's form or writing a letter that includes: the Applicant's name and contact information, a copy of the original access request and the Town's response (decision letter), and a brief explanation of what aspects of the decision the Applicant disputes. The Applicant should send this request to the OIPC at the address provided in Schedule E (Contact Information for Appeals), or via the OIPC's email/fax, within the 60-day timeframe. The Town's Access and Privacy Coordinator is available to provide the Applicant with OIPC contact information or answer process questions, but cannot provide legal advice on the appeal.

(c) **Commissioner's Review Process:** Once the Commissioner receives a Request for Review, the OIPC will typically notify the Town and any affected third parties, and an OIPC Portfolio Officer may be assigned to investigate or mediate. The Commissioner's office may attempt to settle the matter through mediation between the Applicant and the Town. If mediation is unsuccessful or not pursued, the Commissioner may decide to conduct an inquiry (a more formal adjudication process). During an inquiry, both the Applicant and the Town (and any third party, if applicable) can make submissions or present evidence. The Commissioner will then

issue a written decision, which could be an order. Under the new legislation, the Commissioner has the power to make binding orders. For example, the Commissioner can order the Town to disclose records (in full or part) or confirm that the Town was justified in refusing access. The Town of Hanna is required to comply with any legally binding order issued by the Commissioner. The outcome of the Commissioner's review will be communicated to both the Applicant and the Town in writing.

(d) **Judicial Review:** If any party (the Applicant, the Town, or a Third Party) is dissatisfied with the Commissioner's decision or order, they may seek a judicial review at the Alberta Court of King's Bench, as allowed by the Acts. A judicial review is essentially an appeal to the court to review the Commissioner's decision for any errors in law or jurisdiction. The application for judicial review must be filed with the Court within 45 days of receiving the Commissioner's decision/order. The court will then consider the case and may uphold the Commissioner's decision, overturn it, or send the issue back to the Commissioner for reconsideration. Judicial review is typically used only in complex or significant matters, as it involves legal proceedings. During any judicial review process, the Town will comply with any court directives (and, generally, the records in question would not be released until the court has rendered a decision if a stay is in effect).

7.4 **Effect of Appeals on Disclosure:** While an appeal (internal or external) is in progress, the Town will generally hold off on releasing any disputed records until the matter is resolved, so as not to prejudice any party's rights. However, if the appeal relates only to a portion of the records, and other records can be released, the Town may release the undisputed portion to the Applicant while withholding the contested information pending the appeal outcome. The Town will follow any directions from the Commissioner regarding the handling of records during a review.

7.5 **Assistance During Appeals:** The Town's Access and Privacy Coordinator will act as the primary liaison for the Town during reviews by the Commissioner, providing the Commissioner's office with the records and explanations as required. The Coordinator will also keep Council/CAO informed of any significant appeals and their outcomes.

(For a step-by-step guide to the review and appeal process, including internal review and Commissioner review, see Schedule E – Review and Appeal Process. Schedule E provides a summary table of timelines and contacts for convenience.)

PART VIII FEES FOR INFORMATION REQUESTS

8.1 **Authority to Charge Fees:** The Town of Hanna may charge fees for processing access to information requests, in accordance with the Access to Information Regulation made under the Access to Information Act and as specified in this

bylaw. All fees charged by the Town will be consistent with the fee structure set by the provincial regulation, ensuring that applicants are not charged more than the allowable amounts. Schedule C of this bylaw (Fee Schedule) sets out the detailed fees adopted by the Town, which mirror the standard rates.

8.2 **Fee Schedule (Schedule C):** A summary of applicable fees is as follows:

- **General (Non-Personal) Information Request:** $25.00 initial application fee per request (this is a standard fee for requests that are not limited to the applicant's own personal information).
- **Continuing Request (for ongoing/periodic access):** $50.00 initial fee (if an applicant requests records on an ongoing basis over a period of time, e.g., a monthly report, the regulation provides for a higher initial fee).
- **Search and Retrieval:** $30.00 per hour for locating, retrieving, and preparing records (not including the first 3 hours, which are free). The Town will not charge for the first three hours of search time, but beyond that, hourly fees may apply.
- **Copies of Records:** $0.25 per page for paper photocopies of standard size (letter or legal). For large size documents (e.g. maps, plans) or specialized printouts, fees will be based on actual costs.
- **Electronic Records:** If records are provided on electronic media (CD, USB drive) or by email, the Town will charge the actual cost of the storage media (if any). Providing records by email may be free of charge unless printing or significant processing is required.
- **Certified Copy of Record:** $10.00 per document for a certified true copy, if the applicant requests official certification.
- **Other Services:** For other services such as programming or data manipulation to produce a record, or translation, the Town will charge actual costs as permitted by regulation. The applicant will be provided an estimate beforehand if such services are needed.

These fees are further detailed in Schedule C. The Town's fees will be reviewed periodically to ensure they remain in line with any changes to the Access to Information Regulation. The Town may choose to waive fees in certain cases (see section 8.3 below). All fees collected are payable to the Town of Hanna and must be received before records are released.

8.3 **Fee Waivers:** The Town of Hanna may waive fees, in whole or in part, in circumstances where charging the fee would be unfair or where waiver is in the public interest, as guided by the Access to Information Regulation. For example:

- **Inability to Pay (Financial Hardship):** If an applicant can demonstrate that paying the fees would cause them financial hardship, the Town will consider waiving fees.

The Applicant may be asked to provide some evidence of hardship (e.g., proof of income) for significant fee waivers.

- **Public Interest:** If the requested records relate to a matter of public interest (for example, the environment, public health or safety, or the use of public funds) and release of the information will benefit the public or contribute to public understanding of an issue, the Town may waive fees on that basis. This aligns with the principle that fees should not be a barrier to access when the information is for the common good.
- **Personal Information Requests:** As per the regulation, if an individual is requesting only their own personal information, the Town will not charge the $25 initial fee. Additionally, certain costs (like reviewing the individual's own personal information) may not be charged.
- **Other Cases:** The CAO/Head or the Access and Privacy Coordinator (if delegated) has discretion to waive or reduce fees in other situations deemed appropriate – for instance, if only a small amount is owing, or if processing the payment would cost more than the fee itself, or as a goodwill gesture for frequent requesters when appropriate.

If a fee waiver is denied, the Applicant will be notified and given the reason. The Applicant may also appeal a denial of a fee waiver as part of an internal review or Commissioner review (unreasonable fees can be considered by the Commissioner on review).

8.4 **Fee Estimates and Deposits:** Where the estimated cost of processing a request (beyond the initial fee) exceeds $150, the Town will provide the Applicant with a fee estimate before proceeding with the request. The estimate will include a breakdown of the anticipated charges (e.g., search time, copying costs). In such cases, the Town may require the Applicant to pay a 50% deposit of the estimated amount before continuing with processing. Work on the request may be paused until the deposit is paid, as allowed by the regulation. The time taken by the Applicant to pay a deposit is not counted in the statutory response time. If the actual processing ends up costing less than the deposit, any overpayment will be refunded. If it is more, the Applicant will be expected to pay the balance before receiving the records. The Town will always aim to provide records most cost-effectively to minimize fees for the Applicant.

PART IX SCHEDULES

9.1 The following Schedules are attached to and form part of this bylaw:

- **Schedule A – Access to Information Request Form** (form to be used by the public to request access to records under the Access to Information Act).
- **Schedule B – Internal Review/Appeal Form** (form to request an internal review by the CAO or Council, or to initiate an appeal to the Commissioner).

- **Schedule C – Fee Schedule** (detailed list of fees for processing access requests, consistent with provincial regulations, as adopted by the Town).
- **Schedule D – Privacy Breach Response Guidelines** (step-by-step procedures for Town staff to respond to privacy breaches in compliance with the Protection of Privacy Act).
- **Schedule E – Review and Appeal Process** (a user-friendly guide outlining the steps for internal reviews and appeals to the Commissioner, including contact information and timelines, to assist applicants in understanding their options).

9.2 These Schedules may be updated by Council from time to time by bylaw amendment to reflect changes in law, fees, or administrative procedures. The intent is to keep the forms and guidelines current without requiring a full replacement of this bylaw's text, provided such updates remain consistent with the Acts.

PART X OFFENCES AND PENALTIES

10.1 **Internal Discipline:** Any Town of Hanna employee, officer, or contractor who willfully contravenes the provisions of this bylaw or the duties imposed by the Access to Information Act or Protection of Privacy Act may be subject to disciplinary action. This includes deliberate misuse or unauthorized disclosure of personal information, willful obstruction of access to information processes, or other knowing violations. Disciplinary measures may range from remedial training and reprimand up to termination of employment or contract, depending on severity and in accordance with Town personnel policies. Nothing in this section limits the ability of external authorities to prosecute an individual under the Acts, if applicable.

10.2 **Offences under the Access to Information Act:** The Access to Information Act creates offences for certain unlawful actions, such as willfully concealing, altering or destroying records to evade an access request, or obstructing the Commissioner's investigation. Any person found guilty of an offence under the ATIA is liable to the penalties set out in that Act. Penalties for offences under the Access to Information Act have been increased and can be up to a maximum fine of $50,000 for an individual on summary conviction. For example, if a Town employee were to deliberately destroy a record after an access request is received, that individual could face prosecution and, upon conviction, a substantial fine. The Town will not indemnify employees for fines resulting from willful violations of the law.

10.3 **Offences under the Protection of Privacy Act:** The Protection of Privacy Act likewise establishes offences for egregious violations of privacy, such as willfully collecting, using or disclosing personal information in contravention of the Act, or attempting to re-identify individuals from anonymized data in violation of the Act. Offences under POPA carry even stricter penalties – an individual could face a fine

of up to $200,000, and a public body (organization) could face a fine of up to $1,000,000 upon conviction. In particular, selling personal information is prohibited (as noted in section 6.2 of this bylaw), and any person who knowingly directs or participates in the selling of personal information would be committing an offence. The POPA also makes it an offence to retaliate against someone for making a request or a complaint under the Act. The Town and its representatives must strictly observe all privacy obligations; any willful breach will be dealt with under the law.

10.4 **Good Faith Actions:** No Town employee or official shall be found to have committed an offence under this bylaw if they acted in good faith and in a reasonable belief that their action or inaction was lawful under the circumstances. This bylaw is intended to encourage compliance and education; prosecution is a last resort for willful and knowing misconduct. The Town will generally seek to correct and educate before considering punitive measures, except in cases of malicious or deliberate breaches.

(For reference: These penalty provisions reflect the new maximum fines set by the provincial Acts, which are among the strictest in Canada. The Town is committed to upholding the law, and these consequences underscore the importance of compliance.)

PART XI GENERAL PROVISIONS

11.1 **Repeal of Previous Bylaws:** Bylaw No. 1039-2025 of the Town of Hanna (the "Freedom of Information and Protection of Privacy Bylaw, 2025") is hereby repealed in its entirety. Any other previous bylaws, resolutions or policies of the Town of Hanna that are inconsistent with this bylaw are also hereby repealed or rescinded to the extent of the inconsistency.

11.2 **Enactment and Effective Date:** This bylaw shall come into force and take effect on the date of third reading and final passing. All access to information requests received on or after that date will be processed under this bylaw and the new Access to Information Act and Protection of Privacy Act. Requests already in progress at the time of enactment will continue under the new regime as well, with no loss of rights to applicants.

11.3 **Severability:** Should any provision of this bylaw be found invalid or unenforceable by a court of competent jurisdiction, that provision shall be severed, and the remainder of the bylaw shall remain in full force and effect. The invalidity of any section, in whole or in part, does not affect the validity of the rest of the bylaw, which can be given effect without the invalid portion.

11.4 **Headings:** The part and section headings in this bylaw are for ease of reference only and do not affect the interpretation of the bylaw.

11.5 **Publication and Awareness:** A copy of this bylaw, along with the schedules and forms, shall be posted on the Town of Hanna's official website and made available at the Town Office for public inspection during regular business hours. The Town will also provide training and informational materials to staff about the new procedures to ensure smooth implementation.

11.6 This bylaw repeals Bylaw No. 1039-2025 and any previous FOIP bylaws.

EFFECTIVE DATE

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

READ A FIRST TIME THIS 9TH DAY OF SEPTEMBER 2025.

READ A SECOND TIME THIS 9TH DAY OF SEPTEMBER 2025.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED THIS 9TH DAY OF SEPTEMBER 2025.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

Schedule A – FOIP Request Form

TOWN OF HANNA
PROVINCE OF ALBERTA
FOIP REQUEST FORM – SCHEDULE A

This form is to be used for submitting a formal request for access to records under the Access to Information Act. Please complete all sections. If you have any questions about how to fill out this form, contact the Town of Hanna Access and Privacy Coordinator for assistance.

Note:

- An initial $25.00 application fee is required for all requests for general information (non-personal information).
- Requests for *your own personal information* do not require an application fee.
- Additional processing fees may be charged for locating, copying, or preparing records, as outlined in Schedule C (Fee Schedule), but a fee estimate will be provided if fees are likely to exceed $150.
- The statutory response time is 30 business days from receipt of the request, unless an extension is authorized.

SECTION 1: APPLICANT INFORMATION

- **Full Name:** ……
- **Company/Organization (if applicable):** ……
- **Mailing Address:** ……
- **City/Town:** …… **Province:** …… **Postal Code:** ……
- **Telephone (Daytime):** …… **Telephone (Evening):** ……
- **Email Address:** ……
- **Preferred Contact Method:** ☐ Email ☐ Mail ☐ Phone

If you are acting on behalf of another person (e.g., you have power of attorney or are requesting someone else's information with consent), please attach proof of your authority to act for that person (such as an authorization letter or legal documentation).

SECTION 2: TYPE OF REQUEST *(Check one)*

- ✅ **General Information Request** (requesting records that do *not* contain your personal information) – *$25 application fee applies*.
- ✅ **Personal Information Request** (requesting records containing your own personal information) – *No application fee*.
- ✅ **Third-Party Personal Information Request** (requesting another individual's personal information **with their consent** or other legal authority) – *No application fee, but you must attach the individual's signed consent or proof of your legal authority to obtain their information.*

SECTION 3: DETAILS OF REQUESTED RECORDS

- **Describe the records you are requesting:** Please provide as much detail as possible about the records you wish to access. Include specific keywords, subject matters, file names or numbers (if known), departments involved, etc. For example: "Emails and meeting minutes between [Department] and [Company] regarding [Project] from January 2024 to December 2024." The more details you provide, the more efficiently we can locate the records.

Description of Records:

.....
.....
.....

- **Timeframe of records (if applicable):** If your request covers a range of dates, please specify the time period.
  From: _____ (YYYY/MM/DD) **To:** _____ (YYYY/MM/DD)
- **Format of access requested:** ☐ Receive copies of records ☐ Examine the records in person ☐ Receive records in electronic format (if available, e.g., PDF via email or USB)

(Note: Choosing electronic copies can sometimes reduce fees. The Town will provide records in the format requested whenever feasible.)

SECTION 4: URGENT PROCESSING (Optional)

The standard response time is 30 business days. If you require urgent processing of your request, please indicate the reason. The Access to Information Act allows public bodies to prioritize requests in certain situations (for example, if it involves an individual's life or security).

- **Reason for urgency (if applicable):**
  .....
  .....

Please note: Expedited processing is at the Town's discretion and typically will only be granted if legislated criteria are met. You may be asked to provide evidence supporting any urgent circumstances.

SECTION 5: FEES AND PAYMENT

- **Application Fee:** For general information requests, a $25 application fee must be paid before your request is processed. Personal information requests have no initial fee.
- **Additional Fees:** In some cases, additional fees may apply for searching, photocopying, etc., as per Schedule C (Fee Schedule). If the estimated fees exceed $150, you will receive a fee estimate and may need to pay a deposit of 50%. You can indicate an upper limit you are willing to pay without further approval if you wish (optional).

☐ **I enclose the $25.00 application fee** (for general information requests).
☐ **Not applicable** (my request is only for personal information about myself).

- **Deposit Agreement:** If estimated processing costs exceed $150, do you agree to pay a 50% deposit to initiate processing?
  ☐ Yes, I agree to pay the required deposit if the estimate exceeds $150.
  ☐ No (If no, your request will not proceed beyond the free threshold without payment, and this may delay processing).
- **Maximum Fee Willing to Pay (optional):** $_____.
  If the fee estimate is higher than this amount, we will contact you to discuss how to proceed (you may revise your request to reduce fees, or decide whether to continue).
- **Method of Payment:** ☐ Cash ☐ Cheque ☐ Debit ☐ Credit Card ☐ E-Transfer
  (Do not send cash by mail. Cheques should be payable to Town of Hanna.)

SECTION 6: DECLARATION AND SIGNATURE

By signing below, you:
☐ **Certify** that the information you have provided on this form is true and correct.
☐ **Understand** that the Town of Hanna will process your request in compliance with the Access to Information Act and Protection of Privacy Act, and that some information may be withheld or redacted under the law's exceptions.

☐ **Agree** to pay any applicable fees associated with this request, as per Schedule C, and understand that the Town may require a deposit for large requests before proceeding.
☐ **Understand** that you will be notified if an extension to the response time is needed or if third-party consultations are required.

Signature of Applicant: _____ **Date:** _____

Submit this form (with the $25 application fee if required) to:

Access and Privacy Coordinator
Town of Hanna
302 2nd Avenue West, P.O. Box 430
Hanna, AB T0J 1P0
Email: admin@hanna.ca | Phone: 403-854-4433

You can mail or drop off the form at the Town Office, or email a scanned copy. The Town will officially acknowledge receipt of your request and the date received.

FOR OFFICE USE ONLY (to be filled out by Town staff)

- Date Received: _____
- File/Request Number: _____
- Received by: _____ (staff name)
- Initial Fee Paid: ☐ Yes ☐ No ☐ N/A Amount: $_____
- Fee Estimate Provided: ☐ Yes (date provided: _____) ☐ No (fees under $150)
- Deposit Required: ☐ Yes (Amount $_____) ☐ No
- Due Date (30 business days from receipt, or as extended): _____
- Extended Deadline (if applicable, max +30 days without OIPC approval): _____
- Third-Party Notice Required: ☐ Yes (sent on _____) ☐ No
- Date Completed: _____
- Outcome: ☐ Full access ☐ Partial access ☐ Access refused (see letter)
- Date Applicant Notified of Decision: _____
- Method of Notification: ☐ Letter ☐ Email ☐ Other _____
- If partial/refused: Appeal information provided: ☐ Yes

- Records released: ☐ Yes (date: _____) ☐ No (if no, explain in decision letter)
- Coordinator/FOIP Head Signature: _____ Date: _____
-
- **Instructions for Submitting Your Request:**
- 📬 **Mail or Drop-Off:**
  Town of Hanna – CAO
  302 2nd Ave West
- PO Box 430
- Hanna, AB, T0J 1P0
- 📧 **Email:**
  admin@hanna.ca
- ☎️ **Questions?** Contact 403 854 4433
- ---

Schedule B – FOIP Appeal Form

TOWN OF HANNA

PROVINCE OF ALBERTA
Internal Review / Appeal Form – SCHEDULE B

Use this form if you wish to appeal the decision on your Access to Information request. You may request an internal review by the Town (to be conducted by the CAO or Town Council), or you may appeal directly to the provincial Information and Privacy Commissioner.

Please complete Sections 1–7. Submit this form to the Town of Hanna's Access and Privacy Coordinator. The Town will contact you to acknowledge your appeal and outline next steps. If you are appealing to the Commissioner, the Town can forward your request to the OIPC or you may send it directly (see contact info in Schedule E).

Important: You have 30 days from the date you received the Town's decision to request an internal review by the CAO/Council. You have 60 days from the Town's decision to appeal to the Information and Privacy Commissioner. (If you first do an internal review, the 60 days for the Commissioner typically run from when you get the internal review result.) If you miss these deadlines, your appeal might not be accepted.

SECTION 1: APPLICANT INFORMATION (Person requesting the review/appeal)

- **Name:** ……
- **Company/Organization (if applicable):** ……
- **Mailing Address:** ……
- **City/Town:** …… **Province:** …… **Postal Code:** ……
- **Telephone:** …… **Alternate Phone:** ……
- **Email Address:** ……
- **Preferred Contact Method:** ☐ Email ☐ Mail ☐ Phone

SECTION 2: ORIGINAL REQUEST DETAILS

- **Access Request File Number (if known):** _____
- **Date of Original Access Request:** _____
- **Date of Town's Decision Letter:** _____

- **Type of Request:** ☐ General Information ☐ Personal Information ☐ Third-Party Information *(check the category of your original request)*

SECTION 3: REASONS FOR APPEAL
(Why are you appealing? Check all that apply and/or write an explanation.)

- ☐ **Access Denied:** I was refused access to all or part of the requested records.
- ☐ **Incomplete Information:** I believe additional records exist that were not provided (information was missing or omitted).
- ☐ **Excessive Redactions:** Information was severed (blacked out) and I disagree with the extent of the redactions.
- ☐ **Correction Request Denied:** I requested a correction to my personal information and it was refused or ignored.
- ☐ **Delayed Response:** The Town's response was not provided within the 30 business day period (or any extended period) as required.
- ☐ **Fee Dispute:** The fees assessed by the Town are unreasonable or were incorrectly calculated.
- ☐ **Other:** (please describe any other issues, such as a privacy complaint or other grievance related to the request)

Explanation (optional, you may attach additional pages):
.....
.....
.....

If you know specific provisions of the Act that you believe were applied incorrectly (e.g., a certain exception), you can note them here:
(Example: "The Town cited section 17 (personal privacy) to withhold information, but I have consent from the individual" or "Section 25 (privileged information) was used, but I believe it doesn't apply because...".)
.....

SECTION 4: PREFERRED OUTCOME
(What are you seeking from this appeal?)

- ☐ Full release of all information requested (overturn the denial/redactions).
- ☐ Partial release of information (release additional portions that were withheld).

- ☐ Fee reduction or waiver (if you believe fees should be lowered/waived).
- ☐ Correction of personal information as I originally requested.
- ☐ An explanation of the Town's decision (I want a more detailed rationale).
- ☐ Other: …… (describe any other remedy, such as improved search for records, etc.)

SECTION 5: INTERNAL REVIEW vs. COMMISSIONER APPEAL

(Choose one option for how you want your appeal handled at first instance.)

- **Option 1 – Internal Review by Town:**
  ☐ I request an **Internal Review** of the decision by the Town of Hanna. I would like the decision to be reviewed by (choose one):
  - ☐ **CAO (Head) Review** – (The CAO will re-evaluate the decision.)
  - ☐ **Council Review** – (Council will review the matter, typically in a closed meeting, and make a determination.)

The internal review will be completed within 30 days and a written response will be sent to you.

- **Option 2 – Direct Appeal to Commissioner:**
  ☐ I wish to appeal directly to the Information and Privacy Commissioner of Alberta (OIPC), without first having an internal review by the Town.

If you choose this option, you can submit this form to the OIPC yourself, or the Town can forward it on your behalf. The Commissioner's office will follow up with you for any additional information. The Commissioner's review may involve mediation or a formal inquiry, and can take additional time.

(Note: You may pursue an internal review first and then go to the Commissioner if unsatisfied. Choosing an internal review first does not waive your right to a Commissioner's review. It may, however, extend the overall timeline. Conversely, you may go straight to the Commissioner and bypass internal review.)

SECTION 6: DECLARATION

☐ I certify that the information provided in this appeal is true and correct to the best of my knowledge.

☐ I understand that the Town of Hanna and/or the Office of the Information and Privacy Commissioner may contact me to clarify the issues on appeal and that they will receive copies of relevant records and correspondence to conduct the review.

☐ I authorize the Town of Hanna to release any personal information about me that is necessary for the handling of this appeal to the Alberta Information and Privacy Commissioner (if I have requested a Commissioner review).

Appellant's Signature: _____ **Date:** _____

Submit this form to:
Access and Privacy Coordinator
Town of Hanna
302 2nd Avenue West, P.O. Box 430
Hanna, AB T0J 1P0
Email: admin@hanna.ca | Fax: 403-854-2772

The Town will confirm receipt of your appeal and the selected review option. If you indicated a Commissioner appeal, you may also send a copy of this form directly to the OIPC (see Schedule E for OIPC contact information). Keep a copy of this form and any attached pages for your records.

FOR TOWN OFFICE USE (Internal Review handling)

- Date Appeal Received: _____
- Received by: _____
- 30-day Deadline for Internal Review: _____
- Internal Review to be conducted by: ☐ CAO ☐ Council
- Date of Review Meeting/Decision: _____
- Internal Review Decision: ☐ Original decision upheld ☐ Information released ☐ Other _____
- Date Applicant Notified of Internal Review Outcome: _____
- If Applicant unsatisfied, referred to OIPC on: _____ (date)

FOR OIPC USE (Commissioner Review handling, if applicable) – *The OIPC will have its own forms/process; this section is just for reference*

- OIPC File Number: _____
- Date Commissioner Review Initiated: _____
- Mediation: ☐ Yes ☐ No (outcome: _____)
- Inquiry held: ☐ Yes (Inquiry No. ___) ☐ No

- Commissioner’s Decision/Order No.: _____ Date: _____

- **Instructions for Submitting Your Request:**
- 📬 **Mail or Drop-Off:**
  Town of Hanna – CAO
  302 2nd Ave West
- PO Box 430
- Hanna, AB, T0J 1P0
- 📧 **Email:**
  admin@hanna.ca
- ☎️ **Questions?** Contact 403 854 4433

Schedule C – FOIP Fee Schedule

TOWN OF HANNA

PROVINCE OF ALBERTA
ACCESS TO INFORMATION FEE SCHEDULE – SCHEDULE C

The following fee schedule is established pursuant to Part VIII of this bylaw, and is consistent with the maximum amounts allowed under the Alberta Access to Information Regulation and associated Ministerial Regulation. All fees are in Canadian dollars. The Town will only charge fees as permitted by law and will adhere to the principles of reasonable cost recovery, not profit.

1. Application Fees:

- **General Information Request:** $25.00 per request.
  (This fee applies to requests for information that is not personal information about the applicant. It must be paid at the time of application. Each separate request requires a separate fee. This fee is non-refundable once processing begins, even if no records are found or all records are exempt.)
- **Personal Information Request:** $0.00.
  (There is no initial fee for requests where the applicant is asking only for their own personal information. Identity verification may be required in such cases.)
- **Continuing Request:** $50.00 per request.
  (If you make a "continuing request" – i.e., a single request for records that are to be provided on a periodic basis over a set time frame – the initial fee is $50, as set by regulation. This covers the entire series of releases under that continuing request.)

2. Search and Retrieval Fees:

- **Locating, retrieving, and processing records:** $30.00 per hour.
  (This covers staff time spent searching for the records, retrieving files from storage, electronically searching for digital records, and preparing and reviewing records for disclosure, including applying any necessary redactions.)

Note: The first 3 hours of search and preparation time are provided **free of charge**. Fees will only be charged for time in excess of 3 hours. For example, if a request takes 5 hours of search/preparation time, the fee would be $30 x (5-3) = $60.00.

- **Computer programming or data processing:** $30.00 per hour. *(If a request requires writing a program or running a query to extract data from databases in a manner not already done in the usual course of business, this fee may apply. Simple queries or minor programming may be included in search time; this would typically apply to complex data compilation.)*

3. Reproduction (Copying) Fees:

- **Paper copies (black and white, up to 8.5”x14”):** $0.25 per page.
- **Paper copies (colour or larger size paper):** Actual cost (the Town will charge the actual cost from an external print shop or the per-page cost if using a colour printer in-house). We will let you know in advance if large-format or colour copying is required and the estimated cost.
- **Electronic copies:** If records are provided in electronic form, the Town can provide them via email at no cost (if the file sizes are manageable), or on a physical storage device. USB flash drive or CD/DVD – at cost (if one needs to be provided, typically $10 or less). If you provide your own new USB drive, no charge. There is no per-page fee for electronic records, but if scanning of physical records is required, the above photocopy rates apply for the scanning process.
- **Photographs, plans, audio/video recordings:** Actual cost of reproduction. (For instance, if an outside vendor is needed to copy a video or a large plan, you pay what they charge us. We will seek your approval before incurring any significant vendor costs.)
- **Certified true copies:** $10.00 per document. (If you request that a copy of a record be certified by the Town as a true copy of the original, this per-document fee applies. “Document” means an individual record or page certified – if multiple pages are bound together as one report, it counts as one document for certification.)

4. Other Charges:

- **Postage or Courier:** If you request physical copies to be mailed or couriered, you will be charged the actual postage or courier cost. (Standard letter mail is usually minimal; large packages or courier services will be charged at cost. You may also opt to pick up records in person to avoid mailing costs.)
- **Translation:** If you request a translation of records into another language (and if the Town can arrange this), you would be charged the actual cost of translation services. (Note: The Town is not required to translate records under the Act; this would only be done as a special service if resources allow.)

5. Fee Estimates: If the total cost of processing your request is estimated to exceed $150, the Town will provide you with a written fee estimate. This estimate will break down the expected costs (e.g., hours of search, number of copies, etc.). You may be asked to pay a 50% deposit of the estimate before processing continues. The Town will work with you to potentially narrow the request to reduce fees, if desired. The clock for responding to your request stops while we await your decision on a fee estimate or deposit payment.

6. Waiver of Fees: As noted in section 8.3 of the bylaw, you may request a fee waiver. You should outline the reasons (financial hardship, public interest, etc.). The CAO or designate will consider each waiver request on a case-by-case basis. If a waiver is refused, you will be notified of the decision and reasons, and you still have the option to proceed with the request by paying the fees or to appeal the fee decision.

7. No GST: Currently, fees for access to information requests are not subject to GST. The amounts listed are the total amounts payable. (Should provincial policy change regarding taxes on fees, the Town will adjust accordingly.)

8. Example of Fee Calculation: For illustration, suppose you request 100 pages of records, and it takes 4 hours to search and prepare them. If it's a general info request, you paid $25 to apply. The first 3 hours are free; 1 extra hour is $30. 100 pages at $0.25 = $25. Total = $25 (application) + $30 + $25 = $80. If, however, it was your personal info, no $25 fee, so it would be $55. If the request was narrow and under 3 hours to process and, say, 10 pages, the only charge would be the $25 application fee plus $2.50 for copies, i.e., $27.50. We provide these examples to be transparent about how costs can accumulate. We encourage applicants to be specific in their requests to reduce unnecessary costs, and we will communicate with you if we think a modification to your request could significantly lower the fees.

9. Payment: Payment can be made by cash, debit, credit card, cheque, or money order to the Town of Hanna. For remote applicants, credit card or e-transfer arrangements can be made. Do not mail cash. If a payment (like a cheque) is returned NSF, processing of the request may halt until payment is corrected (and the bank's NSF charge may be added).

This fee schedule is effective as of the date of passage of the bylaw. The Town of Hanna will amend this schedule if provincial regulations change the fee amounts in the future.

- **Instructions for Submitting Your Request:**
- 📬 **Mail or Drop-Off:**
  Town of Hanna – CAO
  302 2nd Ave West
- PO Box 430
- Hanna, AB, T0J 1P0
- 📧 **Email:**
  admin@hanna.ca
- ☎️ **Questions?** Contact 403 854 4433

Schedule D – Privacy Breach Response Guidelines

TOWN OF HANNA

PROVINCE OF ALBERTA
PRIVACY BREACH RESPONSE GUIDELINES – SCHEDULE D

These guidelines are part of the Town's privacy management program (see Part VI of the bylaw) and are designed to ensure a prompt, consistent, and compliant response to any privacy breach. All Town employees and contractors must follow these steps in the event of a breach involving personal information. These guidelines incorporate the requirements of the Protection of Privacy Act (POPA), including the new mandatory notification provisions.

Definition of Privacy Breach: A privacy breach occurs when personal information is accessed, collected, used, disclosed, or disposed of in an unauthorized manner or by unauthorized persons. This can happen through theft, loss (e.g., a misplaced file or device), hacking or other cyber incident, accidental email to the wrong recipient, improper disposal of documents, etc. Essentially, any situation where personal data is at risk of exposure or misuse beyond what is permitted under POPA is considered a breach.

IMMEDIATE STEPS (CONTAINMENT & REPORTING):

1. **Secure the Information:** As soon as a staff member discovers or suspects a privacy breach, they must immediately act to contain the breach. This may include:
    - Stopping the unauthorized practice (e.g., if information was mistakenly posted online, remove it; if an email went to the wrong person, attempt to recall it or have the recipient delete it).
    - Recovering the records or equipment if possible (e.g., retrieve documents that were left in a public place; recover a lost laptop if possible).
    - Disabling or changing passwords on compromised accounts.
    - Revoking access permissions if an internal account is misused.
    - Securing any physical areas involved (lock cabinets, offices, etc.).
2. **Report to Coordinator/CAO:** Immediately notify the FOIP Head/Access and Privacy Coordinator of the incident. If the Coordinator is not available, notify the CAO or a senior manager. Time is of the essence – even if not all details are known yet, the key

is to alert those who can initiate further response. Provide all available details, including: what happened, when it was discovered, what types of personal info are involved, how many people's data might be affected, and what steps have been taken so far to contain it. The person receiving the report (Coordinator or CAO) should start a log of the incident.

3. **Preserve Evidence:** Do not destroy or alter any records related to the breach (including system logs). This evidence may be needed to investigate and understand the breach.

ASSESSMENT & INVESTIGATION:

4. **Assign Investigation Leads:** The Access and Privacy Coordinator will lead the investigation, under the oversight of the CAO if appropriate. They may assemble a breach response team including IT staff (if technology is involved), the department manager where the breach occurred, and others as needed (e.g., legal counsel, communications). Assign clear responsibilities for fact-finding, notifying affected parties, etc.
5. **Identify Scope of Breach:** Determine exactly what personal information was compromised. Key questions:
    - Whose information is involved? (How many individuals? Employees, citizens, clients?)
    - What types of information? (Name, address, SIN, medical info, financial info, etc.)
    - How sensitive is the info? (E.g., Social Insurance Numbers and medical records are highly sensitive; names and business contact info are less so.)
    - Is the information encrypted or otherwise not readily accessible? (If a lost device was encrypted, the risk is much lower.)
    - How did the breach occur? (Hack, human error, technical glitch, theft, etc.)
    - Is the breach ongoing or contained? (Has all lost info likely been recovered? Could the data be further disseminated?)
6. **Risk Evaluation:** Evaluate the risks of harm to individuals whose data was breached. Consider:

- **Potential harms:** Could individuals face identity theft or fraud? Financial loss? Physical harm or safety risk? Damage to reputation or relationships? Emotional harm (e.g., embarrassment, distress)?
- **Likelihood of misuse:** Who accessed the info? For example, if an email with personal data was sent to a trusted partner who deleted it, the risk is low; if it was posted publicly online, the risk is high. If a laptop was stolen, do we believe it was targeted for the data or just opportunistic theft?
- **Number of people affected:** A breach affecting many individuals might heighten public interest and harm.
- **Foreseeable adverse effects:** For instance, exposure of health or counselling records could be very impactful to individuals' privacy and well-being.

Document this risk assessment carefully, as it will guide the notification decisions.

7. **Consult if needed:** If unsure about whether a breach triggers mandatory notification, the Coordinator/CAO may consult with the Office of the Information and Privacy Commissioner (OIPC) informally for guidance, without initially identifying individuals involved if possible. Legal counsel can also be consulted regarding the Town's obligations and potential liabilities.

NOTIFICATION & REPORTING:

8. **Determine Notification Requirements:** Under POPA, if the Town determines that there is a real risk of significant harm (RRSH) to an individual as a result of the breach, the Town must notify that individual and must report to the Commissioner and Minister. Use the risk evaluation (Step 6) to decide if the RRSH threshold is met. "Significant harm" includes bodily harm, humiliation, damage to reputation/relationships, loss of employment or opportunities, financial loss, identity theft, negative effects on credit record, and damage to or loss of property. "Real risk" means the probability of harm is not remote – consider the sensitivity of the info and the likelihood of misuse. If in doubt, it is safer to err on the side of notification. The Coordinator and CAO should concur on this decision if possible.
9. **Notification to Affected Individuals:** If required, prepare notification letters or emails to affected individuals. Notifications should include:
    - **Date of breach (approximate)** and date of discovery.

- **Description of the incident** in general terms (e.g., "a laptop containing your personal information was stolen from a staff vehicle" or "an email with your personal data was inadvertently sent to the wrong recipient").
- **Description of the personal information involved** (e.g., "your name, address and social insurance number were in the file" – be specific so the person knows what data of theirs is at risk, but do not include the sensitive data itself in the letter subject line or envelope).
- **Potential risks or harms** that could result (e.g., "there is a risk of identity theft" or "you may receive phishing emails as a result").
- **Steps taken by the Town to control or reduce the harm:** e.g., "we have recovered the documents," "we have disabled the compromised accounts and enhanced security," "police have been notified," etc.
- **Steps the individual can take:** e.g., advice to change their passwords, contact their bank or credit bureau, watch for suspicious activity, etc., depending on the situation. Offer resources such as credit monitoring services if appropriate and if the Town is providing that (in some cases, organizations provide affected individuals with credit monitoring subscriptions when financial info/SIN is breached).
- **Contact information:** Provide a Town contact (the Coordinator or a hotline) for the individual to ask questions, as well as the OIPC's contact info in case they want to learn of their rights or file a complaint.
- **Apology:** A sincere apology and assurance that the Town takes the matter seriously and is taking steps to prevent future incidents.

Notifications should be made as soon as possible – undue delay could increase harm. Typically, letters should be sent out without waiting for perfection; aim for within days or a week of breach discovery for serious cases. If contact information for affected individuals is outdated or unknown, consider alternative means (phone call, email, public notice if truly no direct contact info, etc.). Document all attempts to notify. If law enforcement is involved and tells us that notification would impede a criminal investigation, consult legal counsel and possibly delay notification accordingly (rare).

10. **Reporting to OIPC and Minister:** If the breach meets RRSH, complete a breach report to the Information and Privacy Commissioner and the Minister (Service Alberta). The Commissioner's office may have a specific form, or you can write a letter containing:

- A summary of the incident (what happened, when, and how discovered).
- Number of individuals affected and the types of personal information involved.
- The Town's assessment of risk of harm.
- Actions taken to mitigate harm (containment and planned notification to individuals).
- Contact info for the Town's breach lead.
- Any other relevant details (like if police are investigating).

The report to the Commissioner should be submitted as soon as practicable and no later than when individual notifications are sent out. Similarly, the Minister must be notified; typically, sending a copy of the OIPC report to the Minister (through the designated email or address in the regulations) is sufficient. The Town will follow any specific directions from the regulations regarding breach report content and format. Keep a copy of all correspondence.

11. **Optional Police Notification:** If the breach involved any criminal activity (e.g., theft, hacking) or if misuse of the data could lead to fraud, the Town should notify the RCMP or local police. For example, stolen identity information – police can watch for cases of identity theft. Also, if stolen devices are involved, a police report should be filed for insurance and investigative purposes.

FOLLOW-UP & PREVENTION:

12. **Investigation Report:** The Access and Privacy Coordinator will compile a report once the immediate crisis is handled. This internal report should include a timeline of events, how the breach occurred, who was involved in the response, what steps were taken, and all outcomes (including how many people were notified, any communications with OIPC, etc.). It should also outline recommended remedial actions to prevent similar breaches. The report should be shared with the CAO and relevant department heads, and a summary could be provided to Council in camera if appropriate (especially for serious breaches).
13. **Evaluate Prevention Measures:** Determine what went wrong and what measures will prevent this type of breach in the future. Actions might include:
    - **Policy or Procedure Changes:** e.g., if it was human error, perhaps better checks for sending emails, encryption of attachments, or a two-person rule for mass emails. If it were a technical issue, update the software or change configurations.

- **Additional Training:** Perhaps staff need refresher training on privacy protocols, such as double-checking email recipients, locking file cabinets, using strong passwords, etc. Privacy and security training should be reinforced across the organization.
- **Enhanced Security:** Strengthen physical security (locks, clean desk policy), technical security (encryption of laptops, improved firewalls, access controls), and administrative controls (limit who can access certain personal info on a need-to-know basis).
- **Contractor Management:** If a contractor caused or suffered the breach, ensure contracts have proper privacy clauses and that they took proper actions. Possibly reconsider which contractors handle personal data or impose stricter requirements.
- **Testing and Auditing:** Implement or increase regular privacy audits or vulnerability assessments to catch weaknesses before a breach happens.

14. **Follow-up with Affected Individuals:** In some cases, the Town might issue a follow-up communication to affected individuals, especially if significant new information comes to light (e.g., stolen data is recovered or the culprit is apprehended). Also, be prepared to handle inquiries: some individuals may contact the Town or the media may report on the breach. The Town's communications should be coordinated to ensure consistent and accurate information, without disclosing sensitive details that could worsen the situation.
15. **Documentation and Continuous Improvement:** All breach documentation (incident log, investigation report, copies of notifications) should be preserved in a confidential file. Lessons learned from the breach should be integrated into the Town's privacy training and policies. The privacy management program (see Part VI) should be updated if necessary – for example, if the breach revealed a gap in policy, fill that gap. The Town will treat each incident as a learning opportunity to bolster privacy protection moving forward.

Roles and Responsibilities:

- **Employee/Contractor discovering breach:** Immediately report it; attempt initial containment if safe to do so (e.g., unplug system, retrieve document); cooperate with investigation.

- **Access & Privacy Coordinator:** Lead breach response team; coordinate investigation, risk assessment, and notifications; act as primary liaison with OIPC and affected individuals; document the incident.
- **Chief Administrative Officer (Head):** Oversee the response; make key decisions on notifications in consultation with Coordinator; approve public communications; brief Council if needed; authorize resource allocation for response and remediation.
- **IT Department:** If breach is IT-related, identify and close security vulnerabilities; provide technical details for assessment; assist with containment (e.g., shut down servers, secure backups); support forensic analysis.
- **Department Manager (of area where breach occurred):** Ensure front-line cooperation; implement any immediate fixes in departmental procedures; partake in after-action review to improve departmental practices.
- **Communications Officer (if exists or CAO designate):** Prepare press releases or media lines if the breach becomes public; ensure affected individuals get clear information; avoid public disclosure of identities or sensitive details beyond what is necessary.
- **Legal Counsel (if consulted):** Advise on legal obligations, wording of notifications, liability mitigation, and any contractual or law enforcement issues.
- **Office of the Information and Privacy Commissioner (external):** Receives breach report; may follow up with Town for more info; can provide guidance; in serious cases, may launch an investigation or require certain steps. We must cooperate fully with any OIPC investigation or recommendations.

Remember: The goal in breach response is to minimize harm to affected individuals, comply with legal requirements (which now include Commissioner and Minister notifications for serious breaches), and to strengthen our systems to prevent future incidents. Time and transparency are critical – acting fast and honestly will help maintain public trust even when mistakes happen.

If you have any questions about these guidelines or if you are unsure whether something constitutes a breach, contact the Access and Privacy Coordinator immediately. It is better to ask and verify than to overlook a potential incident. The Town of Hanna is committed to safeguarding personal information and continuously improving our privacy practices.

- **Instructions for Submitting Your Request:**
- 📬 **Mail or Drop-Off:**
  Town of Hanna – CAO
  302 2nd Ave West
- PO Box 430
- Hanna, AB, T0J 1P0
- 📧 **Email:**
  admin@hanna.ca
- ☎️ **Questions?** Contact 403 854 4433

Schedule E – FOIP Appeal Process

TOWN OF HANNA

PROVINCE OF ALBERTA
ACCESS TO INFORMATION REVIEW AND APPEAL PROCESS – SCHEDULE E

This schedule provides a user-friendly guide summarizing how an applicant can seek a review or appeal regarding an access to information request, under the Access to Information Act (ATIA) and the Protection of Privacy Act (POPA). It outlines internal review by the Town and external appeal to the Office of the Information and Privacy Commissioner (OIPC), along with important timelines and contact information. This is for guidance only; in case of any discrepancy, the provisions of the Acts and the main body of the bylaw prevail.

Step 1: Internal Review (Optional Initial Appeal to Town)

- **Initiating Internal Review:** If you are dissatisfied with the Town's response to your access request (e.g., information withheld, correction refused, or you feel the process was not handled properly), you have the option to request an internal review by the Town. Submit a completed Internal Review/Appeal Form (Schedule B) to the Town within 30 days of receiving the Town's decision. Indicate whether you want the CAO or Town Council to conduct the review.
- **Town's Review Process:** The Town will acknowledge your appeal and carry out the review. If the CAO review is chosen, the CAO (who is the Head under the Act) will re-examine the decision. If Council review is chosen, Council may delegate a committee or handle it in a closed meeting to reconsider the matter. The reviewer will look at the records, the reasons for denial/redaction, and any arguments you provided.
- **Timeline:** The Town aims to complete the internal review and issue a decision within **30 days** of receiving your appeal. You will be notified in writing of the outcome.
- **Possible Outcomes:**
  – Decision upheld: The Town stands by the original decision (no additional information released or change made).
  – Decision modified: Some additional information may be disclosed, fees adjusted, or other changes made in your favor.
  – Decision overturned: The Town agrees to release the information or make the correction you sought (in whole).

You will receive a letter explaining the result and reasoning.

- **Next Steps After Internal Review:** If you are satisfied with the internal review outcome, the process ends here – the Town's decision is implemented. If you are not satisfied, or if you did not choose to use internal review, you can proceed to Step 2. Remember, using the Town's internal review is optional – you may go directly to the Commissioner if you prefer.

Step 2: Appeal to the Alberta Information and Privacy Commissioner

- **Right to External Review:** Under the Access to Information Act, you have the right to ask the independent Information and Privacy Commissioner of Alberta to review any decision, act, or failure to act by the Town on your access request. Common reasons include: denial of access to records, excessive redactions, delays beyond statutory timelines, fees that you feel are unreasonable, or a refusal to correct your personal information.

- **How to Request Commissioner Review:** You must request the OIPC within 60 days of the Town's final decision on your request (this could be 60 days from the original decision if you skipped internal review, or 60 days from the internal review outcome letter if you used that process). The request should be in writing. You can either:
  a) **Send a Letter or Form to OIPC:** Include your name and contact, the name of the public body (Town of Hanna), the file number of your request (if known), date of the Town's decision, and a brief description of what you want reviewed (e.g., "I believe more records exist," or "Section X was improperly applied to withhold information about…", etc.). The OIPC has a form called "Request for Review" available on their website, which you can fill out.
  b) **Through the Town (if you filled Schedule B):** If you filled out Schedule B and indicated a direct appeal to the Commissioner, the Town can forward that form to the OIPC, but it's ultimately your responsibility to ensure OIPC receives your request in time.

- **Where to Send:** You can mail, fax, or email your review request to the OIPC.

Office of the Information and Privacy Commissioner (OIPC) – Alberta
Suite 2460, 801 – 6 Avenue SW
Calgary, AB T2P 3W2
Email: generalinfo@oipc.ab.ca
Phone: 1-888-878-4044 (toll-free) or 403-297-2728
Fax: 403-297-2711

(The OIPC also has an Edmonton office; Calgary is given here for convenience. You may use either.)

- **After Requesting OIPC Review:** The Commissioner's office will typically send you a confirmation and open a case file. They will notify the Town that a review has been launched and outline what will be reviewed. An OIPC mediator or investigator may contact you and the Town to gather information. Often, the OIPC will attempt to mediate the dispute: the mediator may discuss with you and the Town to see if a resolution can be reached (e.g., perhaps the Town agrees to release some additional information, or you agree to narrow your request). Mediation is an informal and often successful stage.

- **Inquiry (Formal Hearing):** If mediation doesn't resolve the issue, the Commissioner may decide to hold a formal inquiry. This is like a tribunal hearing, usually done through written submissions but sometimes orally. You and the Town (and any third parties, if applicable) will be asked to provide written arguments and evidence by certain deadlines. The Commissioner (or an appointed Adjudicator) will then consider the case and issue an Order.

- **Commissioner's Decision/Order:** The result of an OIPC review can be a variety of outcomes depending on the issue:
  – The Commissioner may **order the Town to release** records that were withheld, if they find the exemptions were applied incorrectly.
  – Conversely, the Commissioner may uphold the Town's decision that certain information should remain confidential.
  – The Commissioner could also confirm or reduce a fee, order a correction to be made, or require the Town to take other steps (such as a further search for records).
  – Under the updated legislation, the Commissioner's orders are binding on the Town. This means the Town must comply with the order, subject to any further appeal (judicial review) rights. The Town will provide you with any additional records as directed by the Order, typically within a set time frame.

You will receive a copy of the Commissioner's written Order, which will outline the findings and what must be done. Many Orders are also published (with personal identities removed) on the OIPC website for transparency.

- **Timeline for OIPC Review:** There is no fixed timeline in the Act for the Commissioner's process – some simple matters in mediation might conclude in a month or two; formal inquiries might take several months up to a year or more, depending on complexity and the OIPC's caseload. The Commissioner does have a mandate to try to resolve matters expeditiously and has new powers to set binding timelines for reviews under the modernized Act. The Town will not usually release

disputed information during the OIPC process unless both you and the Town agree or the Commissioner orders an early release, to preserve the rights at issue.

Step 3: Judicial Review (Court) *(if applicable)*

- If you disagree with the Commissioner's Order, or if the Town or a Third Party disagrees, an application can be made to the Alberta Court of King's Bench for a judicial review. This must be filed within 45 days of the Commissioner's Order being issued. Note: The Commissioner's Order will include information about this right. Judicial review is essentially a court proceeding to review the lawfulness of the Commissioner's decision. The Court will consider whether the Commissioner made any error in interpreting the law or in their process. The Court could uphold the Commissioner's decision or send the matter back to the Commissioner for reconsideration (or potentially, rarely, substitute its own decision).
- Judicial review is a legal process that typically requires representation by a lawyer. As an applicant, you are not required to have a lawyer, but given the complexity of legal arguments, it is recommended to consult one. Keep in mind, going to court may involve legal costs (for you and potentially liability for others' costs if unsuccessful).
- For the average FOIP/ATIA applicant, judicial review is not commonly pursued unless the matter involves significant principles or amounts of information and the Commissioner's ruling is seen as problematic.
- The Town of Hanna, as a public body, will comply with any final court rulings.

Summary of Appeal Options and Timelines:

Appeal Option	Deadline to Initiate	Who Reviews	Outcomes
Internal Review (CAO or Council)	30 days from the Town's decision	Town of Hanna (CAO or Council)	New decision by Town (may release more info, uphold denial, etc.) within 30 days. Not binding on applicant – you can still go to OIPC.
Commissioner Review (OIPC)	60 days from Town's decision	Independent Information and Privacy Commissioner of Alberta	Order issued – can require Town to release records or uphold Town's

Appeal Option	Deadline to Initiate	Who Reviews	Outcomes
	(or internal review result)	(mediator/investigator, then possibly an Adjudicator)	actions, etc. Binding on Town.
Judicial Review (Court)	45 days from the Commissioner's Order	Alberta Court of King's Bench	Court judgment – can uphold or quash the Commissioner's Order, with possible further directions. Binding on all parties (subject to any further appeal to the Court of Appeal).

(References: The above timelines and authorities are drawn from the Access to Information Act and the Protection of Privacy Act. For example, ATIA section on requesting review by Commissioner within 60 days mirrors FOIP's provision, and POPA's provisions on judicial review mirror FOIP's 45-day rule.)

Contact Information for Appeals:

- **Town of Hanna Access and Privacy Coordinator (Internal Appeals):**
  - *Address:* 302 2nd Ave West, P.O. Box 430, Hanna, AB T0J 1P0
  - *Email:* admin@hanna.ca
  - *Phone:* 403-854-4433
  - *Office Hours:* 8:30 am – 4:30 pm, Monday to Friday (closed statutory holidays)

When submitting an internal review request, you can deliver it to the Town Office in person, by mail, or email it. If emailing, it's a good idea to request a read receipt or follow up by phone to ensure it was received.

- **Office of the Information and Privacy Commissioner of Alberta (External Appeals):**
  - *Calgary Office:* Suite 2460, 801 6 Avenue SW, Calgary, AB T2P 3W2
    Phone: 1-888-878-4044 or 403-297-2728; Fax: 403-297-2711

- *Edmonton Office:* Suite 410, 9925 109 Street NW, Edmonton, AB T5K 2J8
  Phone: 780-422-6860; Fax: 780-422-5682
- *Email:* generalinfo@oipc.ab.ca
- *Website:* www.oipc.ab.ca (resources and forms are available here)

You can contact OIPC for general information on the process even before filing your review. Their staff can explain how to request a review. Remember not to include ultra-sensitive personal info in unencrypted email to OIPC – stick to the basics when initiating.

Need Help?

- If you require assistance at any stage – e.g., filling forms, understanding reasons for a decision, or how to word your concerns for a review – you may contact the Town's Access and Privacy Coordinator. The Coordinator can guide you on the process (however, note they represent the Town's interests too, so they can't advise you on how to argue your case, but they can clarify what the decision was and what it was based on).
- For independent advice, you might consider reaching out to the OIPC (they won't give legal advice but can clarify your rights) or seek legal counsel, especially for complex matters or the judicial review stage. Non-profit organizations that focus on freedom of information or privacy rights might also offer assistance or resources.
- The Alberta OIPC website has FAQs and examples of Orders which might be useful to understand how similar cases have been resolved in the past. It can sometimes be helpful to reference previous OIPC Orders if you think your case is similar (though each case is decided on its own merits).

Remember: Exercising your right to appeal or review is part of the democratic process of ensuring transparency. The Town of Hanna is committed to respecting your rights under the Access to Information Act and the Protection of Privacy Act. We will cooperate fully in any review by the Commissioner and strive to continuously improve our practices based on feedback and decisions resulting from appeals.

We hope this guide helps clarify the process. Your privacy and access rights matter to us, and we aim to make the process as straightforward as possible. If anything is unclear, please do not hesitate to reach out for clarification.

- **Instructions for Submitting Your Request:**
- 📬 **Mail or Drop-Off:**
  Town of Hanna – CAO
  302 2nd Ave West
- PO Box 430
- Hanna, AB, T0J 1P0
- 📧 **Email:**
  admin@hanna.ca
- ☎️ **Questions?** Contact 403 854 4433

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 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 REPORTS & ROUNDTABLE

Council Date: **Sept 9, 2025**
Prepared by: **Councilor Kyle Olsen**

Meeting: Palliser Board Meeting
Location: Palliser Office
Date & Time: June 18 12:00 PM

Successfully filled the vacant Planner I position, Zacharie Forest started July 21. Many active municipalities going through approval of LUB, ASPs and there has been an average number of subdivision applications so far this year. 347 permits for Q1, which is above average. Planning for new aerial imagery next year for interested member municipalities

Meeting: Lynks Board Meeting
Location: Lynks Office
Date & Time: June 19 4:45 PM

Introduction to the new CFO Laura Creasy, next year will be 50th Anniversary of HLC/Lynks providing support and advocacy for every single person in our community.

Meeting: Hanna Golf & Country Club Board Meeting
Location: The Nickel
Date & Time: July 23, 6:00 PM

Went over current budget status, water planning, and staffing. Budget remains tight, and clubhouse costs are significantly down, revenue is typical and operations are going well.

Meeting: MPC Meeting
Location: Council Chambers
Date & Time: July 30, 12:30 PM

Approved one development permit for a residence in a commercial building.

Meeting: Lynks Board Meeting
Location: Zoom
Date & Time: July 31 12:00 PM

Presentation from potential revenue/project idea.

Meeting: Lynks Board Meeting
Location: Zoom
Date & Time: August 5 12:00 PM

Presentation from potential revenue/project idea.

Meeting: Lynks Year End Financial Committee
Location: Lynks Office
Date & Time: September 4, 4:45

Review and recommendation for the upcoming AGM.

COUNCIL REPORT

Council Date: **Sept 9, 2025**
Prepared by: **Councilor Vernon Thuroo**

Meeting: Canada Day Celebration
Location: Hanna
Date & Time: July 1 – 12-4:30 pm

Meeting: Drag Races
Location: Hanna Airport
Date & Time: Aug 2-4

Meeting: Hanna Fall Fair / Car Show
Location: Curling Rink / Museum
Date & Time: Aug 8-9

Meeting: PEP Japanese Export Seminar
Location: Medicine Hat College
Date & Time: Aug 18

Meeting: Chamber of Commerce Golf Tournament
Location: Hanna Golf Course
Date & Time: Aug 19

Meeting: Henry Kroeger Regional Water Commission Meeting / BBQ
Location: Lions Hall
Date & Time: Aug 20

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence item 12.01 – 12.07 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 Medial 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. Alberta Municipal Affairs – 2025-26 Canada Community Building Fund
2. Government of Alberta – COPTER Fact Sheet
3. Government of Alberta – Information Sessions QA
4. Seniors Circle – Request for Letter of Support
5. Pool – Thank You
6. Marigold Library System – Hanna Library - 2024 Value of Your Investment
7. Roundhouse Grand Opening – September 27, 2025

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR119711

August 8, 2025

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

Dear Mayor Povaschuk:

I am pleased to confirm your allocation for the 2025-26 Canada Community-Building Fund (CCBF). In 2025, Canada allocated Alberta $276 million; this partnership between the province and the federal government will help ensure local governments in Alberta can continue to make needed investments in local infrastructure.

For the Town of Hanna, your 2025 CCBF allocation is $195,403.

Both the CCBF and Local Government Fiscal Framework (LGFF) funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at https://open.alberta.ca/publications/canada-community-building-fund-allocations.

I look forward to working together with you to support your local infrastructure needs, and building strong, vibrant communities across Alberta.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Matthew Norburn, Chief Administrative Officer, Town of Hanna

Classification: Protected A

Amendments to the Community Organization Property Tax Exemption Regulation

Regulation Change Summary - July 2025

Overview

The *Municipal Government Act* (*MGA*) provides the legislative framework for Alberta's municipal governments and establishes the province's property assessment and taxation system.

Under the *MGA*, the Community Organization Property Tax Exemption Regulation (COPTER) establishes the criteria under which municipalities provide property tax exemptions to non-profit organizations (NPOs). Many organizations in Alberta rely on these exemptions to support their operations and fulfill their charitable or benevolent purposes that serve the public interest.

The Government of Alberta has approved amendments to COPTER that improve clarity and consistency in the application of property tax exemptions,.

Key Changes

Eligibility for Organizations Serving Disadvantaged People

COPTER now clearly indicates NPOs with a primary purpose to serve disadvantaged people are eligible for property tax exemptions, provided their activities meet the regulation's charitable or benevolent use criteria.

This interpretation aligns with policies in the *Alberta Human Rights Act* (*AHRA*) that help to address disadvantages, by recognizing that serving a specific disadvantaged population—when done for a charitable purpose that benefits the broader public—does not disqualify an organization from exemption.

- Stakeholders raised concerns that a key purpose of the NPO sector is improving lives of disadvantaged people and that the restricted access provisions in COPTER may prevent some of this work.

Continuing Care and Supportive Living Facilities

The updates will clearly allow for certain types of non-profit continuing care homes, licensed under the *Continuing Care Act* (*CCA*), to be eligible for tax exemption. This clarification helps municipalities and non-profits better understand which care facilities are eligible for property tax exemptions.

Eligible facilities include type B (formerly known as designated supportive living) and type C (hospice and palliative) continuing care homes and Supportive Living Accommodations (such as group homes) licensed under the *CCA*. The facilities still must be held by a NPO and meet the relevant conditions of COPTER. These updates improve equitable treatment of properties that provide similar services.

Temporary and Transitional Housing

Clear property tax exemption criteria are added for non-profit temporary and transitional housing to provide greater certainty to organizations and promote consistent application across the province.

- Temporary and transitional accommodations offer wraparound services such as mental health and addiction support along with accommodations for disadvantaged persons.

Administrative Updates

For clarity and consistency of interpretation, updates include several administrative changes.

The *MGA* was amended, effective 2025, to establish property tax exemptions for subsidized affordable housing. These updates to COPTER clarify that affordable housing accommodations are not eligible for property tax exemption under COPTER.

A definition of minor entrance or service fee was added to clarify fees should not impede the use of property by the general public.

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The list of 'Professional Sports Franchises' was updated to reflect Alberta's current professional teams.

Amendments also clarify that restricting access to administrative, parking, or storage areas for the purposes of safety, liability, or property protection does not affect exemption eligibility, if these areas support the NPO's purpose.

Implementation

Amendments to COPTER will take effect January 1, 2026, with the regulation extended so that it expires on December 31, 2030.

The Property Tax Exemptions in Alberta: a guide will be updated to reflect changes to COPTER and will be available on Open Alberta.

Resources

To learn more, please refer to:

- COPTER amendment regulation: M.O. MAG:007/25 - Municipal Affairs
- Current version of COPTER: https://open.alberta.ca/publications/1998_281
- Current version of the Property Tax Exemptions in Alberta: a guide: https://open.alberta.ca/publications/0778541894

Contact us

Phone:	780-422-1377
Toll-free in Alberta:	310-0000
Email:	ma.aptp@gov.ab.ca

Commonly Asked Questions

The Government of Alberta is enhancing civilian governance of RCMP-policed communities to ensure they have a voice in setting local and province-wide policing priorities and performance goals by creating municipal and regional policing committees, as well as a Provincial Police Advisory Board.

This document provides answers to questions that were asked during the information sessions, which were held Dec. 17 and 18, 2024. Where appropriate, we have included updated information to reflect the current state and provide an accurate response.

Information Session 1: Municipal Population over 15,000

Will there be any further regulation change or direction on structure/operations of the committees forthcoming?	The act and the regulations came into force March 1, 2025. Further amendments or new regulations are not anticipated in the short term.
Is there an expectation as to when the committees need to be operational?	Due to the development of a new enhanced security check process for police governance bodies, most committees will experience delays in their appointment process. However, the expectation is that municipalities are taking all necessary steps to establish their bylaws and recruit/appoint members, as quickly as possible.
Municipal elections are happening in the fall. Could we delay appointing committee members until after the election?	As above, the legislation and accompanying regulations are in force. The expectation is that municipalities take all necessary steps to establish their committees, or appoint members, as soon as possible.
Why was the timeline for implementation so tight?	We recognize some communities may need more time to determine the best approach and to develop and pass a bylaw. We will remain connected with individual communities to gauge their progress towards implementing the bylaw and appointing committee members.
Our policing committee has a committee member code of conduct that has been established in the bylaw. Can that stay or does it have to be removed?	The legislation sets out a minimum standard. Municipalities may wish to ensure they have a suite of policies governing their policing committee and a code of conduct is highly recommended.
Does the act require that the committee be established through bylaw?	The committee would be established through the municipality's usual bylaw channels. Training materials are available through the Government of Alberta's Police Governance E-Learning Training Program. Bylaw templates and other useful resources are available on the Alberta Association of Police Governance's website: aapg.ca. We recognize that passing bylaws can take time and may require community consultation.

Can you elaborate on the process of a ministerial appointment to the committees? What will be the process? What will be the criteria for selection? Does a municipality have any input on this?

Ministerial appointments to committees follow the appointment process for agencies, boards and commissions coordinated by the Government of Alberta. There are a few methods for provincial appointments to municipal governance bodies. The Minister may choose to appoint members either directly or through an open competition or a combination of these two methods.

Provincial appointments will proceed in a manner that ensures the best representation on the governance bodies.

The Government of Alberta recognizes the critical importance of local oversight and input to policing. It is important to ensure community and municipality-specific concerns and trends are not overlooked, particularly for areas that have diverse and geographically dispersed populations and demographics.

The new model, consisting of a mixture of municipal and provincial appointments, ensures sufficient representation from both local and provincial government while allowing the municipalities to hold the majority of representation. This brings Alberta into alignment with other jurisdictions in Canada that facilitate provincial appointments to governance bodies.

Will the provincial appointments be limited to residents of the municipality for which the policing committee is set up?

Currently, municipal and provincial appointments are not restricted to residents of the municipality establishing the municipal policing committee.

Is it counter-intuitive to have the creation of municipal policing committees to enhance community input and involvement, while allowing for the GOA ministerial appointment of committee members?

Provincial appointees are subject to the individual bylaws of the police governance body to which they are appointed. The Minister of Public Safety and Emergency Services is responsible for ensuring that adequate and effective police services are provided across the province, and the decision to mandate provincial appointees on police governance bodies is a logical extension of the minister's mandate.

It is common practice to have provincial appointees on police boards and commissions across Canada, including B.C., Ontario, Manitoba, New Brunswick and Nova Scotia.

Our municipality has a policing committee that consists of nine members, do we need to reduce that number down to seven to align with this new regulation?

The Police Governance (Ministerial) Regulation states that a municipal policing committee shall consist of not fewer than three members and not more than seven members appointed by the municipality's council. To align with the regulation, the municipality would have to reduce the size of the municipal policing committee to seven. The minister may also make appointments to the committee.

The regulation states that if a municipal policing committee consists of:
(a) three members, the Minister may appoint one member to the committee,
(b) four to six members, the Minister may appoint up to two members to the committee, or,
(c) seven members, the Minister may appoint one member for each group of three members appointed to the committee, including any remaining group that is fewer than three members.

Why are chief elected officials not allowed to chair the committee?

This provision has been in the *Police Act* since the inception of governance bodies in the legislation. Further, the legislation also states that elected officials, mayors, and vice mayors cannot be elected as a vice chair, demonstrating the committee or commission is operating outside the normal course of political influence.

Is it a correct reading of the regulations to state that a committee could, potentially, consist of only council members?

While the legislation in its current form does not explicitly require community representation on all committees – and this may allow for some committees to be composed solely of council members - the intended purpose of these requirements to ensure community representation on every committee.

The Ministry is currently reviewing this aspect of the regulation to ensure consistency across police governance bodies and to support strong community and civilian involvement in policing oversight.

For municipal policing committees, the municipality typically conducts a recruitment process to engage interested community members. Regional policing committees may also follow a similar approach or may choose to appoint a council member as their representative, based on what they determine best represents their interests at the regional level.

Public access was indicated during municipal police committee meetings - is creating public access a requirement?

Public access is a feature of police governance that creates transparency and builds the public trust. There is latitude for a municipality to decide what an appropriate level of public involvement should be. By being present and observing / participating members of the community can better understand the purpose and scope of the municipal policing committee, thereby increasing engagement, public interest and input. Typically, the structure of meetings of police governance bodies involves a public portion and a private or "in-camera" portion of meetings. In-camera portions of meetings typically are set aside for official matters having to do with personnel or detachment issues that may be sensitive or confidential in nature.

Are committee members compensated for attending meetings? Are the provincially appointed members going to be compensated?

Municipal policing committees are formed under municipal bylaw and remain a municipal responsibility, meaning that municipalities are responsible for the costs of establishing, administering, and sustaining membership of municipal and regional policing committees. This also applies to provincially appointed members who are expected to participate at the same level.

Municipalities do have the option of using a portion of their annual Police Support Grant, which allows funds to be used for governance and local police oversight.

Communities with populations between 5,000 and 15,000 may also take the opportunity to share costs related to RCMP governance by becoming part of a regional policing committee.

Can you explain the expectations and standards surrounding the new required community safety plans?

The act creates a requirement for police governance bodies to create, maintain and submit community safety plans to the Ministry of Public Safety and Emergency Services. In the coming months, more information, tools, training and templates will be made available to support committees with this responsibility.

Will there be a standardized template for municipal police committee annual reporting?	Wherever possible and as deemed useful to municipalities and governance bodies, the Ministry will work with municipalities and the Alberta Association of Police Governance to provide templates for those plans that are submitted to the Ministry in order to provide for consistency.
Were municipalities directly consulted in the creation of the committee requirement and what feedback did they give?	Albertans shared their thoughts on policing and their experiences with the police through an online survey from Dec. 3, 2020 to Jan. 4, 2021. In late 2020 and early 2021, government officials met with stakeholders, including police associations, First Nations, community leaders, municipalities, and culturally and ethnically diverse communities. Following the proclamation of the *Police Amendment Act*, 2022 a series of amendments were set to come into force over the next three years. The ministry engaged with municipalities, municipal associations and the RCMP about RCMP governance bodies, their composition, roles, and functions during January and February of 2024. The feedback helped to inform the Police Governance Regulation and the Police Governance (Ministerial) Regulation that were enabled by the *Police Amendment Act* 2022.

Information Session 2: Regional Policing Committees

What is the composition of a regional policing committee?	Regional policing committees will consist of at least one member appointed by each municipality (with an MPSA) for a period of two to three years. They can also include additional members appointed by municipalities with the agreement of all the municipalities in the region where the municipality is located. The four regions are: Central Alberta; Southern Alberta; Eastern Alberta and Western Alberta and utilize the regional boundaries of the Alberta RCMP in Alberta.
If we currently have a policing committee, do we have to still get ministerial approval to maintain this?	If a municipality between 5,000 and 15,000 population, with a Municipal Police Service Agreement (MPSA), currently has a policing committee and wishes to continue with that committee, they may elect to opt out of the regional policing committee. To opt out of the regional policing committee, a municipality must seek ministerial approval by writing to the Minister to request permission to continue operating their municipal policing committee and confirming the municipal policing committee bylaw will align with the Police Governance Regulation and the Police Governance (Ministerial) Regulation.
Is there a notification or application process opt out of the regional committee. Are there certain requirements or criteria that a municipality has to meet in order to be considered?	To initiate the process of obtaining ministerial approval, a municipality should make a motion in council to opt out of the regional committee and write to the Minister requesting approval to establish their own municipal policing committee. There is no requirement or criteria; a municipality must simply identify its intentions and the benefits to the community and confirm that the municipal policing committee bylaw will align with regulations.

In terms of regional committees, will the province designate the regions or are they leaving it up to the municipalities to decide on the size of the committee or region?	As identified above, the regions are aligned with the current RCMP Districts (east, west, central and south). We recommend that municipalities within a region connect with each another, so they are actively and collectively aware of which communities intend to opt out and which ones want to remain in the regional committee.
Can MPSA municipalities and Provincial Police Service Agreement (PPSA) municipalities form a regional committee?	Communities policed by the PPS do not have a requirement to form a police governance body. All PPSA communities fall under the purview of the Provincial Police Advisory Board. Informal police advisory committees or regional police advisory committees continue to exist and collaboration amongst neighboring communities is recognized as being valuable. Although these advisory groups are not recognized in legislation an MPSA community along with neighboring PPSA communities may collaborate to form an informal police advisory committee. There is more information on this topic in section 3.
What is the reasoning for requiring an enhanced security clearance as opposed to reliability status?	A modern, robust security clearance framework will help ensure the integrity of appointees, as well as information, infrastructure and reputation of the committees. All appointees should be properly vetted to ensure public trust in government institutions and processes, which in turn would improve public safety. Security incidents within Canada's public service community, including law enforcement, have demonstrated the importance of strong vetting practices reflected in the enhanced security clearance process.
Have there been discussions on the anticipated impacts on detachment commanders to be able to support the number of committees they may have to support?	The Ministry of Public Safety and Emergency Services engages in regular meetings with Alberta RCMP K Division and remains in close contact with the division during the implementation of these governance bodies. There will be impacts, as there are with most shifts in policy at a provincial level, but the RCMP have pledged to work collaboratively with all partners to ensure the transition to this new governance framework is successful. RCMP detachments have always worked together with municipalities; the shift to this governance model is just a more formalized way of doing this. The ministry welcomes feedback from the RCMP and municipalities with respect to the new governance structures.
The same detachments will be required to align with municipal, regional, and the provincial police oversight bodies. How will conflicting priorities among these groups be handled and who ultimately directs the detachment priorities?	Alberta RCMP leadership and the RCMP Districts will determine the best way to address their participation in municipal and regional policing committees. Any issues encountered will be managed through regular meetings between the ministry and Alberta RCMP K Division.

Information Session 3: Provincial Police Advisory Board (PPAB)

Do we have to pass a bylaw if we fall under the PPAB?

PPSA communities who fall under the purview of the Provincial Police Advisory Board are not required to form a governance body and are not required to establish any formal bylaws at the community/municipal level. Small and rural communities with populations under 5,000 including municipal districts and counties who are policed by the RCMP will be represented by the Provincial Police Advisory Board (PPAB). The PPAB is established by the Government of Alberta.

How will representatives be selected within the four divisions?

The Minister will appoint 15 representatives following the existing appointment process to agencies, boards and commissions coordinated by the Government of Alberta. The Minister can appoint in three ways: via a direct appointment, an open competition or a combination of these methods. The act and regulations are prescriptive about the composition of the PPAB, so these requirements must be met. For the First Nations and Metis Settlements' representations, these nominations will come from the communities themselves.

As provided for in the *Police Act* and Police Governance Regulations, the PPAB will include:

- First Nations representation: The *Police Act* prescribes at least one member from a First Nation, nominated by the First Nation, and the regulation includes two additional First Nations representatives. The regulations make allowance for additional First Nations members.
- At least one member from a Metis Settlement or community, nominated by the Metis Settlement or community.
- Two Rural Municipalities of Alberta representatives.
- Two Alberta Municipalities representatives.
- Four representatives, one from each RCMP district, who are members of the community (not RCMP members).
- Three other representatives with consideration given to geographic representation, expertise and other desirable attributes that will contribute to the PPAB's ability to serve the 280+ small and rural communities it represents.

Why just three Indigenous representatives when there are four RCMP divisions?

The three Indigenous representatives are not bound by geographic districts. These representatives would serve in the broader interest of the board and may be nominated by their Nation to act in respect of the interests of all indigenous communities.

The First Nations communities policed by the RCMP are not considered municipalities and are not among the PPSA communities that fall under the *Police Act*. Instead, these communities are part of a framework agreement with the Government of Canada. Existing Community Consultative Groups apply in some of the RCMP-policed First Nations communities.

For municipal representation, does the legislation specify that PPAB membership be elected officials, or can they be community members at large?

The PPAB will be a blend of elected officials and residents from communities across Alberta.

How can PPSA communities ensure their local priorities and concerns are heard?

Communities should establish strong communication networks and channels with the PPAB to ensure their interests are represented to the ministry and Alberta RCMP. In addition, communities should expect that the PPAB will, in turn, represent information to them from the Ministry and Alberta RCMP.

The PPAB will help advance the interests of small and rural RCMP-policed communities by:

- Advising and supporting collaboration between the RCMP, communities and community agencies on integrated community safety planning.
- Representing the interests of communities served by the RCMP under a provincial police service agreement.
- Reporting annually on progress related to provincial police service priorities, provincial police service resourcing, and related initiatives.
- Working with the RCMP and the Ministry of Public Safety and Emergency Services to communicate with municipalities about provincial priorities, resourcing, and community specific challenges.

What is the mandate of the Provincial Police Advisory Board?

As per the roles and functions mentioned above, the PPAB will help foster effective communication and collaboration between the RCMP and the Ministry of Public Safety and Emergency Services with communities on matters of public safety or issues affecting their Alberta's small and rural communities.

What if the policing priorities identified by these existing regional advisory committees clash with those identified by the new PPAB?

The PPAB will represent the collective interests of small and rural communities across Alberta. Given the diverse needs of different regions, some variation in priorities is natural. The board will work to foster collaboration and ensure local concerns are heard, bringing key issues to the attention of the Government of Alberta and the RCMP.

How many meetings does the detachment commander have to go to?

Detachment commanders do not attend meetings of the PPAB. The PPAB will establish a regular meeting cycle with senior leadership at Alberta RCMP, including the commanding officer and representatives from the Ministry of Public Safety and Emergency Services. The PPAB may convene meetings on its own for its membership in deliverance of its mandate. Police members are not appointed to the PPAB.

If we have an enhanced agreement for a Community Peace Officer - does that have any impact?

The PPAB operates at a provincial level. Community Peace Officer programs are managed locally by municipalities and do not fall under the purview of the PPAB.

How is the PPAB envisioned to work with communities that have RCMP detachments that are under an MPSA for the urban portion and a portion of PPSA for the smaller rural component?	Currently, the structure for RCMP governance bodies in legislation is based upon the type of agreement via which a municipality receives policing services. PPSA communities are not required to have police governance bodies. MPSA communities do have governance obligations in administering their agreement and a responsibility to the communities they serve. PPSA communities may form informal police advisory groups with neighbouring PPSA communities to develop a regional police advisory approach to priority setting and community safety planning. Detachments do participate in local advisory committees with the communities represented. This local advisory approach is outside the scope of legislation but has seen success over the years in Alberta communities.
Do we have to stop having our own meetings with the RCMP (where they report to council on stats, and allow council to ask questions)? What is the status of local police advisory committees?	It is recommended that municipalities' with locally established advisory groups (advisory committees) for informal regional collaborations continue current practices, as these advisory groups add value and facilitate communication within and across communities. Many of these local and regional advisory groups have been successfully operating in the province for years. For example, Red Deer County operates a Regional Police Advisory Committee for PPSA neighbouring communities, often including other municipal representation. This configuration has proven effective in this jurisdiction as it offers excellent information sharing and engagement opportunities with the local communities and the police. It is recommended that these informal configurations continue.
Given the intent of the legislation is to promote community engagement with the RCMP, could you explain the rationale that municipalities under a PPSA cannot join a joint municipal police committee with a municipality under a MPSA.	While geographically adjacent communities served by the same RCMP detachment may benefit from collaboration, formal governance structures differ based on the type of policing agreement. The legislation does not intend to disrupt effective informal arrangements between communities. If your municipality has established informal collaboration mechanisms that are working well, we recommend maintaining these practices to continue meeting your communities' needs. The formal distinction between governance bodies exists primarily for administrative purposes but should not prevent practical cooperation that serves citizens effectively. Municipalities under an MPSA have statutory authority over policing, including setting priorities and monitoring performance, while PPSA municipalities provide input through advisory groups without formal oversight powers. This distinction requires separate governance structures but does not prevent informal collaboration. Municipalities are encouraged to maintain any existing cooperative arrangements that effectively support local policing needs.
Can an MPSA municipality fall under the PPAB or does it have to be represented under a regional committee?	Communities with populations over 5,000 that have MPSAs must join a regional committee or have their own municipal policing committee. The PPAB is limited to only serving the needs of those policed by the PPS in an advisory capacity.

Will those interested in participating in the PPAB apply through the GOA's agencies, boards and commissions process? Will opportunities be posted publicly?	Any municipality with an interest in serving as a member on the PPAB should express their interest in writing to the Minister or through their preferred association – Rural Municipalities of Alberta or Alberta Municipalities.
Can municipalities recommend members to the PPAB for ministerial approval?	Municipalities may recommend or nominate an individual to be considered for appointment to the PPAB by writing to the Ministry to advocate on behalf of a person. Communities may also make representation through Rural Municipalities of Alberta and Alberta Municipalities on behalf of someone they feel is an excellent candidate.
Will there be a change in the legislation to recognize the configuration of MPSA and PPSA?	As with any policy change, the ministry will work with municipalities over time to assess what is working well and where adjustments may be needed. Feedback on the new RCMP governance bodies is welcome and can be shared directly with the Minister, through the PPAB, or via albertapolicegovernance@gov.ab.ca.
Were the Alberta Summer Villages Association (ASVA) engaged to provide input into the process?	An invite to the stakeholder sessions would likely have been provided by the Rural Municipalities of Alberta. They should liaise with the RMA in connection with both this matter and future engagements.
Who is responsible for costs associated with the PPAB?	All the costs related to the Provincial Police Advisory Board are borne by the province. There will be no cost to municipalities in terms of the establishment or ongoing operations of this advisory board.
Who can municipalities contact with questions about the new civilian governance bodies?	Municipalities can contact the Ministry of Public Safety and Emergency Services at AlbertaPoliceGovernance@gov.ab.ca with questions and/or support in setting up these new governance bodies.

More information on RCMP civilian governance bodies can be found in the *Police Act*, *Police Amendment Act* and in the Police Governance Regulation and Police Governance (Ministerial) Regulation, found at Alberta King's Printer.

From: Alberta Pioneers Association of Hanna and District <hannapioneers@gmail.com>
Sent: Tuesday, August 26, 2025 2:27 PM
To: Winona Gutsche <wgutsche@hanna.ca>
Subject: Seniors Circle letter of support

Afternoon Winona,

The Seniors Circle is applying for a grant from the Community Facility Enhancement Program to replace our furnaces. We estimate they were installed in the 80's and we are concerned that they may be near the end of their life.

One of the recommendations CFEP makes in their application process is to include letters of support from different organizations in the community that would show the role the Seniors Circle plays in the community and the impact it has on members of the community.

We are asking the Town of Hanna to prepare a letter of support for us to include with our application. The legal name we are applying under is Alberta Pioneers Association of Hanna and District and the contact person for the grant is Judy Burgemeister.

Thank you in advance for your help.

Judy Burgemeister
Treasurer
Seniors Circle

Mayor Povaschuk,
Town councillors
Pool staff.

Thank you all for a wonderful 2025 Season at the pool. Special thanks to the Town of Hanna employees that kept the boiler working!!

Thank you for the extended hours - very much appreciated. Especially the 5-7 opening spot for adults in the diving tank.

Be very proud of your Hanna Seals Swim Club, who did exceptional in regionals (I think 67 medals) and also at provincials with 16 medals. a great showing by coaches, swimmers and parents.

The swimming pool staff were excellent. The pool and deck area were always clean, They were friendly, helpful and diligent with their job.

Though the weather was not the best, the lifeguards watched us with smiles!!

...to all of you.



Thanks again!
Pam Job

Hanna Municipal Library

2024 Value of Your Investment

As a Marigold Library System member, your library maximizes cost-savings and benefits from shared library collections and resources, enhancing public library service for your residents.

2024 levy payments to Marigold (2023 Municipal Affairs population)

	Per Capita Levy	Population	Contribution
Municipality	$6.46	2,394	$15,465.24
Library Board	$4.50	2,394	$10,773.00
		TOTAL levy payments from Hanna to Marigold	**$26,238.24**

2024 financial value of Marigold membership

This amount indicates what it would cost your library, where costs are known, to offer the same standard of service to meet community needs and interests without membership in Marigold.

The value of core services for your library includes managed IT services and helpdesk support, library software, books, ebooks and other collections, deliveries of interlibrary loans, training materials for staff and patrons, and more.

Value calculations are detailed on the following pages	$473,102.53
Cash and spending accounts from Marigold	
Transfer payments (cash)	$6,645.00
IT Capacity Fund (spending account)	$1,000.00
Collection allocation & bestsellers (spending accounts)	$10,987.50
TOTAL value of membership	**$491,735.03**

2024 Levy Payments to Marigold
$26,238.24

2024 Value of Your Membership in Marigold
$491,735.03

Hanna Municipal Library

2024 Value of Your Investment

MARIGOLD LIBRARY SYSTEM

Financial Value of Marigold Services

These amounts indicate what it would cost your library to offer the same standard of services to meet community needs and interests.

Collections

Collections Discounts for Your Library — $3,845.63

This value represents the amount of money your library saved on collection materials in 2024. Marigold's bulk purchasing power provides deep discounts for new collection items. Without membership in Marigold, your library would spend more to purchase the same collection materials. Marigold staff save library staff time by assisting with collection selection.

Cataloguing & Processing of New Materials by Marigold — $4,635.00

Professional cataloguing enables patrons to locate and request popular books, video games, movies, equipment, and more in the online catalogue or app. New materials are delivered to your library ready for patrons to borrow, complete with barcodes, protective wrapping, durable cases for AV, and labelling.

Unique eBook & eAudiobook Titles Borrowed by Your Cardholders — $146,281.87

Marigold provides a wide range of digital collections for reading, watching, listening, and learning. The average cost for an eBook is $36, and for an eAudiobook, it is $53. Marigold's membership in The Regional Automation Consortium (TRAC) allows your patrons access to shared Overdrive/Libby and Cloud Library collections.

eResources — $15,990.00

Licensed online resources provide digital, online content for your patrons. eResources include Ancestry.com, Consumer Reports, Auto Repair, Kanopy Plus, Pronunciator Language Learning, and more.

Kits, Games & Travelling Displays Borrowed from Marigold — $1,110.00

Libraries save money by borrowing kits, games, and displays from Marigold, such as craft and makerspace kits, travelling book displays, a karaoke machine, life-size games like Snakes and Ladders, and more.

Collection Insurance — $1,335.94

Marigold provides insurance for the physical collections at member libraries.

Hanna Municipal Library

2024 Value of Your Investment

MARIGOLD LIBRARY SYSTEM

Delivery & Resource Sharing

Unique Physical Titles Borrowed from Other Libraries by Your Patrons $91,014.00

As a member of TRAC and an Alberta Public Library Network Partner, patrons registered at Marigold libraries can request an item from any of the 185+ libraries in TRAC, plus other libraries across Alberta. The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

Library to You (L2U) is a free mail service for those facing physical or geographic difficulties visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

Weekly Van Delivery Service $27,490.66

All items requested by patrons pass through Marigold headquarters for sorting and transportation to their destination through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems), or by mail (e.g. academic libraries). Drivers also deliver new collection materials, kits, games, supplies, and promotional materials.

IT

IT Site Visits, Helpdesk, Remote Support & Consultation $8,321.76

IT staff provide remote support, troubleshooting, cybersecurity training, and on-site installations and upgrades for your library. Their goal is reliable IT support for library staff and a positive patron experience. Marigold helps library staff plan for the lifecycle of their computer equipment.

Marigold IT manages the network of computers, devices, and systems that connect member libraries and library service to the world. Member libraries can rely on our team to offer technical support, monitor bandwidth, implement firewall protocols, troubleshoot connection issues, and perform software updates.

Equipment, Software, Licensing, and Library Software $154,563.06

Libraries need the right equipment, software, and network, and Marigold provides the expertise to bring it all together. Networked services include email hosting, cloud-based storage, software licensing, file sharing, a toll-free phone system, and a secure environment for patrons to access library collections and digital content. Marigold staff negotiate complex IT vendor contracts on behalf of the system.

Hanna Municipal Library

2024 Value of Your Investment

Supernet & Internet $6,704.40

Internet and Wi-Fi are available to patrons and staff at member libraries via Marigold on a robust, secure, fibre-optic network. The Alberta Public Library Services Branch (PLSB) pays for monthly SuperNet costs for Marigold member libraries, and Marigold pays for monthly internet costs (bandwidth).

Website $9,197.37

Marigold provides a website where your library can share information on everything it offers. The websites allow libraries to engage with community members and provide information, resources, and services to the public. Marigold staff are available to assist libraries with website updates.

More details regarding IT products and services will be provided in next year's report.

Training, Professional Development & Consultation

Marigold Conference & Professional Development $1,000.00

Marigold pays for up to two library staff members to travel and attend the Marigold Conference, which featured keynote speaker Nick Tanzi in 2024. The conference also included a day of sessions and networking with peers. Marigold also organizes and pays for library staff to travel and attend Library Leaders training in September. The 2024 meeting featured sessions on public speaking and working with the media.

Consultation, Support & Expertise $1,313.85

Each member library is assigned a consultant from our team of professional librarians. Marigold consultants have a wide range of skills and backgrounds and are experts in problem-solving and teamwork.

Your Library Services Consultant provides advice, solutions, and support for library managers and staff on personnel management, professional development, program planning and support, collection development, weeding and inventory, board and policy development, standards and best practices, reference questions, performance measures, space planning, and more.

Library Services Consultants also train library staff on a wide range of skills and topics (this is not reflected in the value assigned here).

Hanna Municipal Library

2024 Value of Your Investment

MARIGOLD LIBRARY SYSTEM

Customized Plastic Library Cards

Marigold subsidizes new plastic library cards, which require a special numbering sequence for each library.	$299.00

Financial Benefit TOTAL	**$473,102.53**

HANNA'S HISTORIC NEW VENUE

Roundhouse Grand Opening

September 27, 2025

Doors open 5 pm
Dinner 6 pm

Entertainment to follow featuring
ELTON LAMMIE



Presale tickets only

$65/person

$480/table of 8

Cash Bar and Silent Auction
Call/Text for tickets (18+ event)
403-854-0175 or 403-854-8541

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: September 9, 2025 Agenda Item No: 13.00

Closed Session

Recommended Motion

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

13.1 Municipal Enforcement as per FOIP Sections 16 & 17
13.2 Land Matter as per FOIP Sections 16 & 17
13.3 Third Party personnel privacy as per FOIP Section 17
13.4 Land Matter as per FOIP Section 16 & 17
13.5 Land Matter as per FOIP Section 16 & 17

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

Background

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

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

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

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

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

Public bodies should not:

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

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

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

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

Communications

Highlights of the correspondence reports may be communicated through the Town Social Medial Programs.

Financial Implications

Operating:	N/A	Capital Cost:	N/A
Budget Available:		Budget Available:	

Unbudgeted Costs:		Unbudgeted Costs:	
Source of Funds:		Source of Funds:	

Policy and/or Legislative Implications

N/A

Attachments

N/A

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer