TOWN OF HANNA
Part of the Harvest Sky Region

TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
February 10, 2026

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 DELEGATION

4 PUBLIC PRESENTATION

5 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – January 13, 2026
5.02 Minutes of the Information Meeting of Council – January 28, 2026

6 FINANCE REPORTS

6.01 Accounts Payable
6.02 Statement of Revenues & Expenses – January 2026
6.03 Budget Overview – January 2026

7 COMMITTEE REPORTS

8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

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

9 BUSINESS ITEMS

9.01 Hanna Marigold Agreement
9.02 2025 Taxation Report

10 BYLAWS

10.01 Bylaw 1044-2026 Council Procedural Bylaw
10.02 Bylaw 1045-2026 Repeal Code of Conduct Bylaw

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

12.1 Alberta Japan Twinned Municipalities Conference
12.2 LYNKS Spring Gala
12.3 Hanna Elks Lodge Invite
12.4 Hanna Elks Lodge Letter of Support
12.5 ATCO – Hand Hills Hybrid Project Update

13 CLOSED SESSION

13.1 Land Matter
as per ATIA Sections 19 & 20
13.2 Disclosure harmful to business interest of a third party
as per ATIA Section 19
13.3 Disclosure harmful to business interest of a third party
as per ATIA Section 19

14 ADJOURNMENT

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: February 10, 2026 Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held January 13, 2026, be adopted as presented.

That the Minutes of the Information Meeting of Council held January 28, 2026, be adopted as presented.

Background

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

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

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

Attachments

1. Minutes of the Regular Meeting of Council – January 13, 2026
2. Minutes of the Information Meeting of Council – January 28, 2026

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

MINUTES

REGULAR MEETING OF COUNCIL

January 13, 2026

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, January 13, 2026, at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

Danny Povaschuk
Fred Crowle
Paul Hunter
Brenda Karg
Erica Rorabeck
Vernon Thuroo
Angie Warwick

Council Members Absent

Administration Present:

Matthew Norburn – Chief Administrative Officer – Video Conference
Winona Gutsche – Director of Corporate Services
Katie Campbell – Communications Assistant
Brent Olesen – Director of Public Works & Community Services
Skye Suntjens – Bylaw Enforcement Officer

1.0 CALL TO ORDER

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

2.0 ADOPTION OF AGENDA

002-2026 Moved by Councillor Warwick that the agenda for January 13, 2026, Regular Council Meeting be adopted with the amendment of adding Business Item 9.07 ABMunis 2026 Spring Municipal Leaders Caucus.

Motion Carried.

3.0 DELEGATIONS

3.01 Stan Hutton

Stan Hutton was in attendance to present Council with his concerns of the future of Fox Lake Park, the water levels of the lake and dam and asking if council would support future development projects.

4.0 PUBLIC PRESENTATION

There was no one present for public presentation.

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – December 9,2025

003-2026 Moved by Councillor Warwick that the Minutes of the Regular Meeting of Council held December 9, 2025, be adopted as presented.

Motion Carried.

5.02 Minutes of the Special Meeting of Council – December 15, 2025

004-2026 Moved by Councillor Thuroo that the Minutes of the Special Meeting of Council held December 15, 2025, be adopted as presented.

Motion Carried.

5.03 Minutes of the Special Meeting of Council – December 17, 2025

005-2026 Moved by Councillor Crowle that the Minutes of the Special Meeting of Council held December 17, 2025, be adopted as presented.

Motion Carried.

5.04 Minutes of the Special Meeting of Council – January 5, 2026

006-2026 Moved by Councillor Karg that the Minutes of the Special Meeting of Council held January 5, 2026, be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

007-2026 Moved by Councillor Hunter that Council accepts the accounts payable listings for general account cheques 043551 - 043564, direct deposits 004681 - 004764, and Electronic Funds Transfer Batches 995 & 998 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – December 2025

008-2026 Moved by Councillor Rorabeck that Council accepts the Statement of Revenue & Expense Report for December 2025 for information.

Motion Carried.

6.03 Budget Overview – December 2025

009-2026 Moved by Councillor Thuroo that Council accepts the Budget Overview for December 2025 for information.

Motion Carried.

6.04 Capital Budget Update – December 2025

010-2026 Moved by Councillor Crowle that Council accepts the Capital Budget Update for December 2025 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

7.01 Community Services Board Meeting Minutes – December 8, 2025

011-2026 Moved by Councillor Rorabeck that Council accepts the Community Services Board Meeting Minutes of December 8, 2025, for information.

Motion Carried.

7.02 Municipal Planning Commission Meeting Minutes – December 19, 2025

012-2026 Moved by Councillor Thuroo that Council accepts the Municipal Planning Commission Meeting Minutes of December 19, 2025, for information.

Motion Carried.

8.0 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

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

013-2026 Moved by Councillor Crowle that Council accepts the Chief Administrative report as presented for information.

Motion Carried.

014-2026 Moved by Councillor Rorabeck that Council accepts the Community Services Coordinator report for information.

Motion Carried.

015-2026 Moved by Councillor Rorabeck that Council accepts the Director of Public Works and Community Services report for information.

Motion Carried.

9.0 BUSINESS ITEMS

Councillor Rorabeck left the meeting at 7:07 p.m.

Councillor Rorabeck returned to the meeting at 7:08 p.m.

9.01 Development Permit Report – 2025 4th Quarter

016-2026 Moved by Councillor Karg that Council accepts the Town of Hanna Development Permit Statistics Report for the 2025 4th Quarter (October - December) for information and thanks Development Officer David Mohl for his presentation this evening.

Motion Carried.

9.02 Emergency Management Report – 2025 4th Quarter

017-2026 Moved by Councillor Thuroo that Council accepts the Town of Hanna Director of Emergency Management 2025 4th Quarter Report (October – December) for information and thanks the Director of Emergency Management David Mohl for his presentation this evening.

Motion Carried.

9.03 Hanna Fire Department – 2025 4th Quarter Report

018-2026 Moved by Councillor Rorabeck that Council accepts the Hanna Fire Department 2025 4th Quarter Report (October – December) and thanks Fire Chief David Mohl for this presentation this evening.

Motion Carried.

9.04 Hanna Bylaw Enforcement – 2025 4th Quarter Report

019-2026 Moved by Councillor Hunter that Council accepts the Hanna Bylaw Enforcement Services 2025, Fourth Quarter Report for October, November and December 2025 as information.

Motion Carried.

9.05 2026 - 2028 Operating and 2026 – 2030 Capital Budgets

020-2026 Moved by Councillor Karg that Council direct Administration to remove the 2% COLA increase for Council salaries from the 2026 Operating Budget and remove $50,000 from the 2026 Capital Budget for the renovation of the council chambers.

Motion Defeated.

021-2026 Moved by Councillor Thuroo that Council adopts the 2026 Operating and Capital Budget dated January 13, 2026, as presented; and accepts the 2027 & 2028 Operating Budgets and the 2027-2030 Capital Budgets for information.

Motion Carried.

9.06 Presentation by Palliser Regional Municipal Services

022-2026 Moved by Councillor Karg that Council receives for information the presentation from Palliser Regional Municipal Services regarding the Municipal Development Plan Review and associated Public Participation Plan.

Motion Carried.

9.07 ABMunis 2026 Spring Municipal Leaders Caucus

The ABMunis 2026 Spring Municipal Leaders Caucus will be held in Edmonton March 26 & 27, 2026.

10.0 BYLAWS

10.01 Bylaw 1043-2026 – Municipal Public Utilities Amendment

023-2026 Moved by Councillor Hunter that Council give first reading to Bylaw 1043-2026, the 2026 Municipal Public Utilities Amendment Bylaw.

Motion Carried.

024-2026 Moved by Councillor Crowle that Council give second reading to Bylaw 1043-2026, the 2026 Municipal Public Utilities Amendment Bylaw.

Motion Carried.

025-2026 Moved by Councillor Thuroo that Council provide unanimous consent for third reading of Bylaw 1043-2026, the 2026 Municipal Public Utilities Amendment Bylaw at this meeting.

Motion Carried.

026-2026 Moved by Councillor Warwick that Council give third and final reading to Bylaw 1043-2026, the 2026 Municipal Public Utilities Amendment Bylaw.

Motion Carried.

11.0 COUNCIL REPORTS AND ROUNDTABLE

027-2026 Moved by Councillor Crowle that Council accepts the Council Reports for information.

Motion Carried.

12.0 CORRESPONDENCE

12.01 Special Areas Board – 2025 Industrial Tax Transfer
12.02 Special Areas Board – 2025 Recreation Mill Rate Grant
12.03 Prairie Crocus Community Fund - Letter

028-2026 Moved by Councillor Rorabeck that Council accepts the Correspondence items 12.01 – 12.03 for information.

Motion Carried.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:24 p.m.

These minutes approved this 10th day of February 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

MINUTES

INFORMATION MEETING OF COUNCIL

January 28, 2026

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, January 28, 2026, at 8:30 a.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Fred Crowle
Paul Hunter
Brenda Karg
Erica Rorabeck
Vernon Thuroo

Council Members Absent

Angie Warwick

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

029-2026 Moved by Councillor Karg that the agenda for January 28, 2026, Information Council Meeting be adopted presented.

Motion Carried.

3.0 DELEGATION

3.01 Drumheller Health Foundation
Grow Your Own Rural Nursing Program & Simulation Lab

030-2026 Moved by Councillor Rorabeck that Council thanks the representatives of the Drumheller Health Foundation Janice Chalmers and Sue & Dave Schmidt for their presentation on Grow Your Own Rural Nursing Program & Simulation Lab.

Motion Carried.

3.02 Palliser Regional Municipal Services – New Council Orientation

031-2026 Moved by Councillor Hunter that Council thanks the representatives from Palliser Regional Municipal Services Devin Diano CEO & Elliott Hall GIS Coordinator for the New Council Orientation presentation.

Motion Carried.

Councillor Crowle left the meeting at 10:03 a.m.

Mayor Povaschuk called a recess at 10:03 a.m.

Mayor Povaschuk called the meeting to order at 10:08 a.m.

4.0 PUBLIC PRESENTATION

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

5.01 CAO Report

CAO Matthew Norburn reviewed his report with Council.

6.0 BUSINESS ITEMS

6.01 Council Remuneration and Indexing

032-2026 Moved by Councillor Thuroo that Council reviews the information provided and offer feedback, and that Administration be directed to develop revised Council Remuneration and Travel & Expense Reimbursement policies for Council's consideration.

Motion Carried.

6.02 Proposed Amendments to Council Procedural Bylaw 1015-2021

033-2026 Moved by Councillor Rorabeck that Council receives this report for information and provide feedback and direction to Administration regarding the proposed amendments to the Council Procedural Bylaw.

Motion Carried.

6.03 Michele Toews – Community Services Coordinator

Mayor Povaschuk thanked Councillor Rorabeck and Michele Toews Community Services Coordinator for their presentation on the pilot project Period Positivity, which will provide free feminine products in the Library, Provincial Building and some town facility washrooms.

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the January 13, 2026, Regular Council Meeting.

7.01 Facility Tour – Public Works Shop

Council will be touring all town facilities in the coming months, today they will tour the Public Works Shop.

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 10:54 a.m.

These minutes approved this 10th day of February 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: February 10, 2026 Agenda Item No: 06.01

Accounts Payable

Recommended Motion

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

- Cheques 043565 - 043588
- Direct Deposits 004765 - 004851
- Electronic Funds Transfer – Batch Numbers 1003, 1004 & 1009

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 043565 - 043588	Total	$145,959.33
2.	Accounts Payable Listing – Direct Dep 004765 - 004851	Total	$523,490.74
3.	Accounts Payable Listing – EFT Batch No. 1003, 1004 & 1009	Total	$42,590.23

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: February 10, 2026 Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for January 2026 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 2026 Operating and Capital budgets approved by Council at the January 13, 2026, Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The statement reflects the revenues and expenses to January 31, 2026.

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

Communications

N/A

Financial Implications

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

Policy and/or Legislative Implications

N/A

Attachments

1. Statement of Revenue & Expense Report – January 2026

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 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
GENERAL MUNICIPAL				
MUNICIPAL RESIDENTAL REAL PROPERTY T	1-01-0000-111	0.00	2,641,345.00-	2,641,345.00-
COMMERCIAL REAL PROPERTY TAX	1-01-0000-112	0.00	984,550.00-	984,550.00-
INDUSTRIAL REAL PROPERTY TAX	1-01-0000-113	0.00	74,738.00-	74,738.00-
FARMLAND REAL PROPERTY TAX	1-01-0000-114	0.00	1,305.00-	1,305.00-
POWER PIPELINE & CABLE T.V.	1-01-0000-115	0.00	155,485.00-	155,485.00-
PROVINCIAL GRANTS-IN-LIEU	1-01-0000-240	0.00	99,847.00-	99,847.00-
PENALTY & COST ON TAX	1-01-0000-510	10,301.45-	20,646.00-	10,344.55-
CONCESSION & FRANCHISE	1-01-0000-540	0.00	598,900.00-	598,900.00-
RETURN ON INVESTMENTS	1-01-0000-550	0.00	197,000.00-	197,000.00-
	TOTAL GENERAL MUNICIPAL 01:	10,301.45-	4,773,816.00-	4,763,514.55-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	166.00-	8,700.00-	8,534.00-
ADMIN SOUVENIR	1-12-0000-419	128.14-	1,400.00-	1,271.86-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	1,875.00-	14,700.00-	12,825.00-
ADMIN OTHER REVENUE	1-12-0000-590	0.00	10,400.00-	10,400.00-
ADMIN PROVINCIAL CONDITIONAL GRANT	1-12-0000-840	0.00	305,700.00-	305,700.00-
ADMIN SPECIAL AREAS PROV. CONDITIONA	1-12-0000-841	0.00	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:	2,169.14-	1,070,900.00-	1,068,730.86-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	0.00	2,300.00-	2,300.00-
	TOTAL POLICE:	0.00	2,300.00-	2,300.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	0.00	87,800.00-	87,800.00-
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	211,180.00-	211,180.00-
	TOTAL FIRE:	0.00	398,980.00-	398,980.00-
FIRE - ECETP				
FIRE - ECETP PROVINCIAL CONDITIONAL	1-23-0200-840	0.00	29,500.00-	29,500.00-
	FIRE - ECETP TOTAL:	0.00	29,500.00-	29,500.00-
BY-LAW ENFORCEMENT				
BY-LAW WORK BILLED TO OTHERS	1-26-0000-410	0.00	3,000.00-	3,000.00-
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	0.00	600.00-	600.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	20,450.00-	18,100.00-	2,350.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	0.00	200.00-	200.00-
BY-LAW FINES	1-26-0000-530	0.00	1,000.00-	1,000.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	18,600.00-	18,600.00-
	TOTAL BY-LAW ENFORCEMENT:	20,450.00-	41,500.00-	21,050.00-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	3,300.02-	5,900.00-	2,599.98-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	3,300.02-	6,000.00-	2,699.98-
COMMON SERVICES				
COMMON SERV WORK BILLED TO OTHER	1-31-0000-410	0.00	6,800.00-	6,800.00-
COMMON SERV OTHER REVENUE	1-31-0000-590	0.00	300.00-	300.00-
	TOTAL COMMON SERVICES:	0.00	7,100.00-	7,100.00-
STREETS & ROADS				
S & R PROVINCIAL CONDITIONAL GRANT	1-32-0000-840	0.00	786,776.00-	786,776.00-
S & R DRAWN FROM DEFERRED REVENUE -	1-32-0000-930	0.00	65,621.00-	65,621.00-
	TOTAL STREETS & ROADS:	0.00	852,397.00-	852,397.00-
AIRPORT				
AIRPORT RENTAL & LEASE REVENUE	1-33-0000-560	0.00	11,000.00-	11,000.00-
AIRPORT OTHER REVENUE	1-33-0000-590	0.00	100.00-	100.00-
AIRPORT LOCAL GRANT	1-33-0000-850	0.00	14,010.00-	14,010.00-
	TOTAL AIRPORT:	0.00	25,110.00-	25,110.00-
WATER SUPPLY & DISTRIBUTION				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
WATER SALE OF WATER	1-41-0000-410	156.15	1,210,072.00-	1,210,228.15-
WATER SERVICE CHARGES	1-41-0000-413	0.00	1,300.00-	1,300.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	0.00	100,600.00-	100,600.00-
	TOTAL WATER SUPPLY & DISTRIBUTION:	156.15	1,311,972.00-	1,312,128.15-
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	13.56-	277,400.00-	277,386.44-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	289,885.00-	289,885.00-
	TOTAL SANITARY SEWERS:	13.56-	567,285.00-	567,271.44-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	4.66-	74,300.00-	74,295.34-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	4.66-	74,300.00-	74,295.34-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	18.64-	353,800.00-	353,781.36-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	18.64-	353,900.00-	353,881.36-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	300.00-	300.00-
FCSS VAN RENTAL	1-51-0000-561	48.30-	1,000.00-	951.70-
FCSS DONATIONS	1-51-0000-591	0.00	500.00-	500.00-
FCSS FEDERAL CONDITIONAL	1-51-0000-830	0.00	4,200.00-	4,200.00-
FCSS PROVINCIAL CONDITIONAL	1-51-0000-840	23,460.00-	93,800.00-	70,340.00-
	TOTAL F.C.S.S.:	23,508.30-	99,800.00-	76,291.70-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	1,825.00-	14,300.00-	12,475.00-
CEMETERY OTHER	1-56-0000-590	0.00	692.00-	692.00-
	TOTAL CEMETERY:	1,825.00-	14,992.00-	13,167.00-
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	400.00-	2,828.00-	2,428.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	1,201.15-	7,100.00-	5,898.85-
RECREATION FEDERAL CONDITIONAL GRANT	1-72-0000-830	0.00	43,080.00-	43,080.00-
RECREATION LOCAL GRANTS	1-72-0000-850	0.00	250,968.00-	250,968.00-
RECREATION DRAWN FROM DEFERRED REVEN	1-72-0000-930	0.00	66,969.00-	66,969.00-
RECREATION WORK BILLED TO OTHERS	1-72-0000-998	0.00	9,600.00-	9,600.00-
	TOTAL RECREATION REVENUE:	1,601.15-	380,545.00-	378,943.85-
SWIMMING POOLS				
POOL PASSES & PLUNGE CARDS	1-72-0100-410	0.00	23,200.00-	23,200.00-
POOL LESSON REGISTRATIONS	1-72-0100-411	0.00	38,300.00-	38,300.00-
POOL DAILY ADMISSIONS	1-72-0100-412	0.00	12,200.00-	12,200.00-
POOL RETAIL SALES	1-72-0100-419	0.00	3,500.00-	3,500.00-
POOL RENTAL REVENUE	1-72-0100-560	0.00	7,600.00-	7,600.00-
POOL DONATIONS	1-72-0100-590	0.00	200.00-	200.00-
	TOTAL SWIMMING POOLS:	0.00	85,000.00-	85,000.00-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	6,450.00-	15,300.00-	8,850.00-
ARENA RENTAL REVENUE	1-72-0200-560	230.00-	83,900.00-	83,670.00-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	0.00	3,300.00-	3,300.00-
	TOTAL ARENA:	6,680.00-	102,500.00-	95,820.00-
CURLING RINK				
CURLING RINK SALE OF SERVICES	1-72-0400-410	0.00	45,600.00-	45,600.00-
CURLING RINK RENTAL REVENUE	1-72-0400-560	0.00	9,700.00-	9,700.00-
	CURLING RINK TOTAL:	0.00	55,300.00-	55,300.00-
BALL DIAMONDS				
BALL DIAMOND REVENUE	1-72-0500-560	0.00	6,200.00-	6,200.00-
	TOTAL BALL DIAMONDS REVENUE:	0.00	6,200.00-	6,200.00-
FOX LAKE & HELMER DAM				
FOX LAKE REVENUE	1-72-0700-410	0.00	4,300.00-	4,300.00-
FOX LAKE RETAIL SALES - ICE & NOVELT	1-72-0700-419	0.00	103.00-	103.00-
FOX LAKE RENTAL REVENUE	1-72-0700-560	0.00	81,200.00-	81,200.00-
	TOTAL FOX LAKE & HELMER DAM:	0.00	85,603.00-	85,603.00-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM REVENUE	1-72-1000-410	380.00-	11,987.00-	11,607.00-
	TOTAL PLAYGROUND PROGRAM:	380.00-	11,987.00-	11,607.00-
HKH PIONEER PARK				
HKH DRAWN FROM SURPLUS	1-72-1300-920	0.00	32,672.00-	32,672.00-
	TOTAL HKH PARK REVENUE:	0.00	32,672.00-	32,672.00-
SOCCER FIELDS				
SOCCER FIELDS REVENUE	1-72-1400-560	0.00	2,500.00-	2,500.00-
	TOTAL SOCCER FIELDS REVENUE:	0.00	2,500.00-	2,500.00-
REGIONAL COMMUNITY SERVICES CENTRE				
RCSC RENTAL REVENUE	1-74-0800-560	2,555.08-	13,600.00-	11,044.92-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	76.00-	0.00	76.00
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	28,570.00-	28,570.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	2,576.03-	29,274.00-	26,697.97-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	5,207.11-	91,444.00-	86,236.89-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	8,770.48-	33,866.00-	25,095.52-
	TOTAL COMMUNITY CENTRE:	8,770.48-	33,866.00-	25,095.52-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	825.00-	3,300.00-	2,475.00-
	LIONS HALL TOTAL:	825.00-	3,300.00-	2,475.00-
	TOTAL REVENUE:	84,898.36-	10,520,769.00-	10,435,870.64-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	7,826.59	101,400.00	93,573.41
COUNCIL BENEFITS	2-11-0000-130	314.53	4,200.00	3,885.47
COUNCIL NON T4 BENEFITS	2-11-0000-133	0.00	550.00	550.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	0.00	14,400.00	14,400.00
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	1,250.00	13,300.00	12,050.00
COUNCIL GOODS	2-11-0000-500	3,080.94	17,400.00	14,319.06
COUNCIL OTHER (ELECTION)	2-11-0000-990	0.00	4,200.00	4,200.00
COUNCIL PUBLIC RELATIONS & PROMOTION	2-11-0000-999	0.00	2,100.00	2,100.00
	TOTAL COUNCIL:	12,472.06	157,550.00	145,077.94
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	24,841.69	329,400.00	304,558.31
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	8,700.00	8,700.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	2,101.57	21,800.00	19,698.43
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	3,614.72	39,700.00	36,085.28
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	5,149.99	5,100.00	49.99-
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	0.00	43,300.00	43,300.00
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	7,100.00	7,100.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	275.00	5,900.00	5,625.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	567.00	10,600.00	10,033.00
ADMINISTRATION TELEPHONE	2-12-0000-217	309.50	8,200.00	7,890.50
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	862.26	9,400.00	8,537.74
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	930.95	10,000.00	9,069.05
ADMINISTRATION AUDIT	2-12-0000-230	0.00	38,700.00	38,700.00
ADMINISTRATION LEGAL	2-12-0000-231	0.00	25,000.00	25,000.00
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	32,239.37	145,284.00	113,044.63
ADMINISTRATION REGIONAL PLANNING SER	2-12-0000-233	44,400.00	49,250.00	4,850.00
ADMINISTRATION CONTRACTED REPAIRS	2-12-0000-250	1,893.75	7,500.00	5,606.25
ADMINISTRATION INSURANCE	2-12-0000-274	0.00	20,480.00	20,480.00
ADMINISTRATION ASSESSOR	2-12-0000-280	0.00	51,400.00	51,400.00
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	0.00	1,000.00	1,000.00
ADMINISTRATION GOODS	2-12-0000-500	319.71	9,000.00	8,680.29
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	1,500.00	1,500.00
ADMINISTRATION POWER	2-12-0000-541	0.00	22,600.00	22,600.00
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	79,722.23	164,400.00	84,677.77
ADMINISTRATION BANK CHARGES	2-12-0000-810	0.00	7,300.00	7,300.00
ADMINISTRATION GROSS REC TO OPER - W	2-12-0000-963	0.00	840.00	840.00
ADMINISTRATION OTHER	2-12-0000-990	0.00	27,000.00	27,000.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	0.00	1,000.00	1,000.00
	TOTAL ADMINISTRATION:	197,227.74	1,072,054.00	874,826.26
POLICE				
POLICE TRANSFERS TO PROVINCIAL GOVER	2-21-0000-340	0.00	124,827.00	124,827.00
	TOTAL POLICE:	0.00	124,827.00	124,827.00
SAFETY & RISK MANAGEMENT				
SAFETY & RISK MANAGEMENT TRAINING	2-22-0000-212	0.00	2,000.00	2,000.00
SAFETY & RISK MANAGEMENT SUBSCRIPTIO	2-22-0000-221	0.00	1,950.00	1,950.00
SAFETY & RISK MANAGEMENT CONTRACTED	2-22-0000-250	0.00	1,200.00	1,200.00
SAFETY & RISK MANAGEMENT GOODS	2-22-0000-500	0.00	1,200.00	1,200.00
	TOTAL SAFETY & RISK MANAGEMENT:	0.00	6,350.00	6,350.00
FIRE				
FIRE SALARIES - OFFICERS & FIRE FIGH	2-23-0000-111	0.00	137,300.00	137,300.00
FIRE BENEFITS - FIRE FIGHTERS	2-23-0000-131	225.23	9,600.00	9,374.77
FIRE NON T4 BENEFITS	2-23-0000-133	0.00	1,500.00	1,500.00
FIRE TRAVEL	2-23-0000-211	0.00	12,100.00	12,100.00
FIRE TRAINING	2-23-0000-212	0.00	39,500.00	39,500.00
FIRE FREIGHT	2-23-0000-215	135.00	1,000.00	865.00
FIRE TELEPHONE	2-23-0000-217	84.65	7,500.00	7,415.35
FIRE ADVERTISING	2-23-0000-220	0.00	800.00	800.00
FIRE MEMBERSHIPS	2-23-0000-221	0.00	1,600.00	1,600.00
FIRE CONTRACTED SERVICES	2-23-0000-232	3,033.33	43,000.00	39,966.67
FIRE CONTRACTED REPAIRS	2-23-0000-250	0.00	21,000.00	21,000.00
FIRE CONTRACTED VEHICLE REPAIRS	2-23-0000-255	0.00	20,000.00	20,000.00
FIRE INSURANCE	2-23-0000-274	0.00	23,750.00	23,750.00
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	2,000.00	2,000.00
FIRE GOODS	2-23-0000-500	1,245.50	23,151.00	21,905.50
FIRE PETROLEUM PRODUCTS	2-23-0000-521	0.00	8,800.00	8,800.00
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	300.00	300.00
FIRE HEATING	2-23-0000-540	0.00	13,200.00	13,200.00
FIRE POWER	2-23-0000-541	0.00	13,700.00	13,700.00
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	0.00	17,000.00	17,000.00
	TOTAL FIRE:	4,723.71	396,801.00	392,077.29
FIRE - EAST CENTRAL EMERGENCY TRAINING PARTNERSHIP				
FIRE - ECETP TRAINING	2-23-0200-212	0.00	29,498.00	29,498.00
	TOTAL FIRE - ECETP:	0.00	29,498.00	29,498.00
EMERGENCY SERVICES				
EMERGENCY SERVICES TRAINING	2-24-0000-212	0.00	4,500.00	4,500.00
EMERGENCY SERVICES CONTRACTED SERVCI	2-24-0000-232	866.67	10,400.00	9,533.33
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	4,300.00	4,300.00
	TOTAL EMERGENCY SERVICES:	866.67	19,200.00	18,333.33
BY-LAW ENFORCEMENT				
BYLAW SALARIES	2-26-0000-110	4,091.59	62,400.00	58,308.41
BYLAW BENEFITS	2-26-0000-130	340.76	5,500.00	5,159.24
BYLAW NON T4 BENEFITS	2-26-0000-133	257.12	5,200.00	4,942.88
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	635.00	700.00	65.00
BYLAW TELEPHONE	2-26-0000-217	101.27	1,250.00	1,148.73
BYLAW ADVERTISING	2-26-0000-220	0.00	1,900.00	1,900.00
BYLAW MEMBERSHIP	2-26-0000-221	0.00	200.00	200.00
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	3,462.26	13,100.00	9,637.74
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	3,000.00	3,000.00
BYLAW INSURANCE	2-26-0000-274	0.00	750.00	750.00
BYLAW GOODS	2-26-0000-500	132.07	2,500.00	2,367.93
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	0.00	1,200.00	1,200.00
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	0.00	3,000.00	3,000.00
	TOTAL BY-LAW ENFORCEMENT:	9,020.07	102,700.00	93,679.93
DOG CONTROL				
DOG CONTROL POSTAGE	2-28-0000-215	540.00	700.00	160.00
DOG CONTROL ADVERTISING	2-28-0000-220	0.00	400.00	400.00
DOG CONTROL CONTRACTED SERVICES	2-28-0000-232	1,271.69	1,600.00	328.31
DOG CONTROL GOODS	2-28-0000-500	178.00	600.00	422.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	0.00	10,000.00	10,000.00
	TOTAL DOG CONTROL:	1,989.69	13,300.00	11,310.31
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	15,738.21	315,200.00	299,461.79
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	1,850.28	3,700.00	1,849.72
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	1,219.70	24,100.00	22,880.30
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	145.41	300.00	154.59
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	3,497.67	48,800.00	45,302.33
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	173.00	1,700.00	1,527.00
COMMON SERVICES TELEPHONE	2-31-0000-217	163.80	5,400.00	5,236.20
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	600.00	600.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	66.45	2,600.00	2,533.55
COMMON SERVICES CONTRACTED REPAIRS	2-31-0000-250	457.90	20,000.00	19,542.10
COMMON SERV CONTRACTED EQUIPMENT REP	2-31-0000-253	0.00	10,000.00	10,000.00
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	0.00	14,500.00	14,500.00
COMMON SERVICES INSURANCE	2-31-0000-274	0.00	35,550.00	35,550.00
COMMON SERVICES GOODS	2-31-0000-500	2,127.04	19,857.00	17,729.96
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	0.00	46,600.00	46,600.00
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	39.37	6,800.00	6,760.63
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	1,613.43	16,500.00	14,886.57
COMMON SERVICES HEATING	2-31-0000-540	0.00	19,200.00	19,200.00
COMMON SERVICES POWER	2-31-0000-541	0.00	15,200.00	15,200.00
COMMON SERVICES ADDED TO OPER RESERV	2-31-0000-764	0.00	41,780.00	41,780.00
COMMON SERVICES GROSS REC TO OPER- W	2-31-0000-963	0.00	3,000.00	3,000.00
	TOTAL COMMON SERVICES:	27,092.26	653,387.00	626,294.74
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	13,323.31	108,500.00	95,176.69
S & R SEASONAL SALARIES	2-32-0000-111	2,371.67	5,500.00	3,128.33
S & R BENEFITS	2-32-0000-130	1,208.21	8,000.00	6,791.79
S & R SEASONAL BENEFITS	2-32-0000-131	186.23	400.00	213.77
S & R NON T4 BENEFITS	2-32-0000-133	2,047.43	16,300.00	14,252.57
S & R FREIGHT	2-32-0000-215	841.97	700.00	141.97-
S & R CONTRACTED SERVICES	2-32-0000-232	0.00	15,000.00	15,000.00
S & R CONTRACTED REPAIRS	2-32-0000-250	0.00	135,000.00	135,000.00
S & R EQUIPMENT MAINTENANCE	2-32-0000-253	0.00	5,000.00	5,000.00
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	2,756.90	35,582.00	32,825.10
S & R EQUIPMENT GOODS	2-32-0000-522	0.00	9,900.00	9,900.00
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	0.00	127,500.00	127,500.00
S & R TRANSFER TO CAPITAL	2-32-0000-762	0.00	786,776.00	786,776.00
S & R ADDED TO OPERATING RESERVE	2-32-0000-764	0.00	352,500.00	352,500.00
	TOTAL STREETS & ROADS:	22,735.72	1,610,658.00	1,587,922.28
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	116.54	2,700.00	2,583.46
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,200.00	3,200.00
AIRPORT BENEFITS	2-33-0000-130	9.63	200.00	190.37
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	200.00	200.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	8.36	500.00	491.64
AIRPORT FREIGHT	2-33-0000-215	0.00	100.00	100.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	0.00	50.00	50.00
AIRPORT CONTRACTED SERVICES	2-33-0000-232	47.62	2,100.00	2,052.38
AIRPORT CONTRACTED REPAIRS	2-33-0000-250	0.00	9,300.00	9,300.00
AIRPORT VEHICLE REPAIRS	2-33-0000-255	729.54	200.00	529.54-
AIRPORT INSURANCE	2-33-0000-274	0.00	5,670.00	5,670.00
AIRPORT GOODS	2-33-0000-500	49.97	4,500.00	4,450.03
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	0.00	2,200.00	2,200.00
AIRPORT POWER	2-33-0000-541	0.00	7,600.00	7,600.00
AIRPORT WATER & SEWER	2-33-0000-542	0.00	500.00	500.00
	TOTAL AIRPORT:	961.66	39,120.00	38,158.34
WATER PLANT				
WATER PLANT CONTRACTED REPAIRS	2-41-0100-250	0.00	40,000.00	40,000.00
WATER PLANT CHARGES FROM COMMISSION	2-41-0100-300	0.00	936,300.00	936,300.00

Description	Account	YTD Actual	YTD Budget	YTD Variance
WATER PLANT POWER	2-41-0100-541	0.00	30,700.00	30,700.00
	TOTAL WATER PLANT:	0.00	1,007,000.00	1,007,000.00
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	7,164.82	172,300.00	165,135.18
WATER LINES SEASONAL SALARIES	2-41-0200-111	0.00	3,000.00	3,000.00
WATER LINES BENEFITS	2-41-0200-130	576.64	14,200.00	13,623.36
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.00	200.00	200.00
WATER LINES NON T4 BENEFITS	2-41-0200-133	899.93	28,000.00	27,100.07
WATER LINES TRAVEL & TRAINING	2-41-0200-211	947.14	7,000.00	6,052.86
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	2,308.50	9,200.00	6,891.50
WATER LINES ADVERTISING	2-41-0200-220	0.00	2,000.00	2,000.00
WATER LINES PROFESSIONAL SERVICES	2-41-0200-232	5,229.87	12,000.00	6,770.13
WATER LINES CONTRACTED REPAIRS	2-41-0200-250	0.00	65,000.00	65,000.00
WATER LINES GOODS	2-41-0200-500	888.40	37,450.00	36,561.60
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	18,015.30	400,350.00	382,334.70
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	576.06	37,300.00	36,723.94
SEWERS BENEFITS	2-42-0000-130	48.32	2,900.00	2,851.68
SEWERS NON T4 BENEFITS	2-42-0000-133	56.37	5,900.00	5,843.63
SEWERS FREIGHT & POSTAGE	2-42-0000-215	0.00	500.00	500.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	0.00	1,800.00	1,800.00
SEWERS CONTRACTED REPAIRS	2-42-0000-250	1,292.35	85,000.00	83,707.65
SEWERS INSURANCE	2-42-0000-274	0.00	4,720.00	4,720.00
SEWERS GOODS	2-42-0000-500	0.00	18,500.00	18,500.00
SEWERS HEATING	2-42-0000-540	0.00	1,400.00	1,400.00
SEWERS POWER	2-42-0000-541	0.00	12,300.00	12,300.00
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	1,973.10	220,320.00	218,346.90
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	5,297.10	68,800.00	63,502.90
GARBAGE GOODS	2-43-0000-500	0.00	400.00	400.00
	TOTAL GARBAGE:	5,297.10	69,200.00	63,902.90
REGIONAL WASTE				
REGIONAL WASTE BCWMC CONTRACT	2-44-0000-235	99,117.54	347,000.00	247,882.46
REGIONAL WASTE - TRANSFER TO RESERVE	2-44-0000-764	0.00	6,800.00	6,800.00
	TOTAL REGIONAL WASTE SYSTEM:	99,117.54	353,800.00	254,682.46
FCSS				
FCSS SALARIES	2-51-0100-110	423.39	6,000.00	5,576.61
FCSS BENEFITS	2-51-0100-130	36.67	500.00	463.33
FCSS NON T4 BENEFITS	2-51-0100-133	82.48	1,100.00	1,017.52
FCSS TRAVEL	2-51-0100-211	0.00	1,800.00	1,800.00
FCSS TRAINING	2-51-0100-212	0.00	800.00	800.00
FCSS FREIGHT & POSTAGE	2-51-0100-215	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	1,750.00	22,800.00	21,050.00
FCSS INSURANCE	2-51-0100-274	0.00	12.00	12.00
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	0.00	640.00	640.00
	TOTAL FCSS:	2,562.54	37,652.00	35,089.46
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	846.77	11,900.00	11,053.23
COORDINATOR BENEFITS	2-51-0200-130	73.35	1,100.00	1,026.65
COORDINATOR NON T4 BENEFITS	2-51-0200-133	164.98	2,300.00	2,135.02
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	0.00	700.00	700.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	0.00	400.00	400.00
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,100.00	2,100.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	2,100.00	2,100.00
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	1,500.00	19,500.00	18,000.00
COORDINATOR GOODS	2-51-0200-500	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	7,050.00	99,800.00	92,750.00

Description	Account	YTD Actual	YTD Budget	YTD Variance
	TOTAL COORDINATOR:	9,905.10	142,600.00	132,694.90
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	423.39	6,000.00	5,576.61
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	36.67	500.00	463.33
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	82.48	1,100.00	1,017.52
FCSS YOUTH CLUB SUPPORT ADVERTISING	2-51-0300-220	0.00	2,300.00	2,300.00
FCSS YOUTH CLUB SUPPORT PROFESSIONAL	2-51-0300-232	750.00	9,800.00	9,050.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	1,292.54	20,400.00	19,107.46
COMMUNITY SERVICES VANS				
CSD VAN CONTRACTED VEHICLE REPAIRS	2-51-0500-255	0.00	400.00	400.00
CSD VAN INSURANCE	2-51-0500-274	0.00	7,070.00	7,070.00
CSD VAN GOODS	2-51-0500-500	0.00	100.00	100.00
CSD VAN PETROLEUM PRODUCTS	2-51-0500-521	0.00	100.00	100.00
CSD VAN VEHICLE MAINTENANCE	2-51-0500-523	0.00	200.00	200.00
	TOTAL COMMUNITY SERVICES VANS:	0.00	7,870.00	7,870.00
CEMETERY				
CEMETERY SALARIES	2-56-0000-110	402.98	10,900.00	10,497.02
CEMETERY SEASONAL SALARIES	2-56-0000-111	28.49	5,300.00	5,271.51
CEMETERY BENEFITS	2-56-0000-130	31.93	900.00	868.07
CEMETERY SEASONAL BENEFITS	2-56-0000-131	2.24	400.00	397.76
CEMETERY NON T-4 BENEFITS	2-56-0000-133	33.45	1,900.00	1,866.55
CEMETERY ADVERTISING	2-56-0000-220	0.00	300.00	300.00
CEMETERY PROFESSIONAL SERVICES	2-56-0000-232	678.24	4,300.00	3,621.76
CEMETERY CONTRACTED REPAIRS	2-56-0000-250	0.00	1,500.00	1,500.00
CEMETERY INSURANCE	2-56-0000-274	0.00	30.00	30.00
CEMETERY GOODS	2-56-0000-500	0.00	5,000.00	5,000.00
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
	TOTAL CEMETERY:	1,177.33	31,230.00	30,052.67
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
TOURISM				
TOURISM SALARIES	2-61-0300-110	896.44	24,300.00	23,403.56
TOURISM BENEFITS	2-61-0300-130	81.59	2,100.00	2,018.41
TOURISM NON T4 BENEFITS	2-61-0300-133	175.78	4,700.00	4,524.22
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	0.00	1,700.00	1,700.00
TOURISM GOODS	2-61-0300-500	0.00	5,000.00	5,000.00
	TOTAL TOURISM:	1,423.81	38,400.00	36,976.19
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	3,585.72	97,100.00	93,514.28
B & C BENEFITS	2-61-0400-130	327.40	8,300.00	7,972.60
B & C NON T4 BENEFIT	2-61-0400-133	703.11	18,700.00	17,996.89
B & C TRAVEL	2-61-0400-211	0.00	1,000.00	1,000.00
B & C TRAINING	2-61-0400-212	0.00	1,000.00	1,000.00
B & C FREIGHT & POSTAGE	2-61-0400-215	270.00	300.00	30.00
B & C TELEPHONES	2-61-0400-217	0.00	1,100.00	1,100.00
B & C ADVERTISING & PRINTING	2-61-0400-220	0.00	2,200.00	2,200.00
B & C SUBSCRIPTIONS & MEMBERSHIPS	2-61-0400-221	0.00	3,400.00	3,400.00
B & C CONTRACTED PROFESSIONAL SERVIC	2-61-0400-232	22,500.00	50,200.00	27,700.00
B & C INSURANCE	2-61-0400-274	0.00	160.00	160.00
B & C GOODS	2-61-0400-500	0.00	1,300.00	1,300.00
B & C PETROLEUM PRODUCTS	2-61-0400-521	0.00	500.00	500.00
B & C POWER	2-61-0400-541	0.00	3,900.00	3,900.00
	TOTAL BUSINESS & COMMUNICATIONS:	27,386.23	189,160.00	161,773.77
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	0.00	2,700.00	2,700.00
VIC SEASONAL SALARIES	2-62-0000-111	0.00	1,200.00	1,200.00
VIC BENEFITS	2-62-0000-130	0.00	200.00	200.00
VIC SEASONAL BENEFITS	2-62-0000-131	0.00	100.00	100.00
VIC NON T4 BENEFITS	2-62-0000-133	0.00	500.00	500.00

Description	Account	YTD Actual	YTD Budget	YTD Variance
VIC TELEPHONES	2-62-0000-217	30.95	400.00	369.05
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	200.00	200.00
VIC CONTRACTED SERVICES	2-62-0000-232	0.00	3,400.00	3,400.00
VIC CONTRACTED REPAIR	2-62-0000-250	0.00	1,000.00	1,000.00
VIC INSURANCE	2-62-0000-274	0.00	1,400.00	1,400.00
VIC GOODS	2-62-0000-500	0.00	3,200.00	3,200.00
VIC HEATING	2-62-0000-540	0.00	1,400.00	1,400.00
VIC POWER	2-62-0000-541	0.00	2,600.00	2,600.00
VIC WATER	2-62-0000-963	0.00	4,100.00	4,100.00
	TOTAL VISITOR INFORMATION CENTRE:	30.95	22,400.00	22,369.05
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	20,000.00	20,000.00
	TOTAL COMMUNITY SERVICES BOARD:	0.00	20,500.00	20,500.00
RECREATION				
RECREATION SALARIES	2-72-0000-110	846.77	11,900.00	11,053.23
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	73.84	1,100.00	1,026.16
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	164.98	2,300.00	2,135.02
RECREATION TRAVEL	2-72-0000-211	0.00	1,800.00	1,800.00
RECREATION TRAINING	2-72-0000-212	0.00	2,700.00	2,700.00
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	0.00	2,200.00	2,200.00
RECREATION ADVERTISING	2-72-0000-220	0.00	1,800.00	1,800.00
RECREATION SUBSCRIPTIONS/MEMBERSHIPS	2-72-0000-221	545.00	900.00	355.00
RECREATION PROFESSIONAL SERVICES	2-72-0000-232	750.00	14,000.00	13,250.00
RECREATION INSURANCE	2-72-0000-274	0.00	13,260.00	13,260.00
RECREATION GOODS	2-72-0000-500	0.00	4,200.00	4,200.00
RECREATION PROGRAM EXPENSES	2-72-0000-510	0.00	6,568.00	6,568.00
RECREATION PETROLEUM - CAR ALLOWANCE	2-72-0000-521	0.00	2,400.00	2,400.00
RECREATION VEHICLE MAINTENANCE	2-72-0000-523	0.00	300.00	300.00
RECREATION TRANSFER TO CAPITAL	2-72-0000-762	0.00	90,000.00	90,000.00
RECREATION OTHER	2-72-0000-990	0.00	5,800.00	5,800.00
	TOTAL RECREATION:	2,650.59	172,728.00	170,077.41
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	177.32	14,700.00	14,522.68
POOL SEASONAL SALARIES	2-72-0100-111	0.00	137,400.00	137,400.00
POOLS BENEFITS	2-72-0100-130	14.53	1,300.00	1,285.47
POOL SEASONAL BENEFITS	2-72-0100-131	0.00	9,400.00	9,400.00
POOLS NON T-4 BENEFITS	2-72-0100-133	21.24	2,900.00	2,878.76
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	705.00	2,700.00	1,995.00
POOLS TELEPHONE	2-72-0100-217	30.95	480.00	449.05
POOLS ADVERTISING	2-72-0100-220	0.00	1,000.00	1,000.00
POOL CONTRACTED SERVICES	2-72-0100-232	0.00	5,800.00	5,800.00
POOLS CONTRACTED REPAIRS	2-72-0100-250	0.00	8,000.00	8,000.00
POOLS INSURANCE	2-72-0100-274	0.00	9,770.00	9,770.00
POOLS GOODS	2-72-0100-500	1,204.45	19,890.00	18,685.55
POOL RETAIL GOODS	2-72-0100-501	0.00	2,000.00	2,000.00
POOLS CHEMICALS	2-72-0100-531	0.00	22,400.00	22,400.00
POOLS HEATING	2-72-0100-540	0.00	19,900.00	19,900.00
POOLS POWER	2-72-0100-541	0.00	22,000.00	22,000.00
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	0.00	4,940.00	4,940.00
	TOTAL SWIMMING POOLS:	2,153.49	286,580.00	284,426.51
ARENA				
ARENA SALARIES	2-72-0200-110	15,144.65	140,300.00	125,155.35
ARENA SEASONAL SALARIES	2-72-0200-111	67.60	10,500.00	10,432.40
ARENA BENEFITS	2-72-0200-130	1,227.94	12,000.00	10,772.06
ARENA SEASONAL BENEFITS	2-72-0200-131	4.02	700.00	695.98
ARENA NON T4 BENEFITS	2-72-0200-133	2,154.66	26,100.00	23,945.34
ARENA TRAVEL	2-72-0200-211	0.00	1,600.00	1,600.00
ARENA TRAINING	2-72-0200-212	0.00	2,600.00	2,600.00
ARENA FREIGHT & POSTAGE	2-72-0200-215	270.00	1,000.00	730.00
ARENA TELEPHONE	2-72-0200-217	30.95	360.00	329.05

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	500.00	500.00
ARENA CONTRACTED SERVICES	2-72-0200-232	357.08	6,200.00	5,842.92
ARENA CONTRACTED REPAIRS	2-72-0200-250	0.00	17,800.00	17,800.00
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	0.00	5,800.00	5,800.00
ARENA INSURANCE	2-72-0200-274	0.00	15,300.00	15,300.00
ARENA GOODS	2-72-0200-500	964.31	20,100.00	19,135.69
ARENA PETROLEUM PRODUCTS	2-72-0200-521	0.00	4,700.00	4,700.00
ARENA HEATING	2-72-0200-540	0.00	36,500.00	36,500.00
ARENA POWER	2-72-0200-541	0.00	21,900.00	21,900.00
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	0.00	4,900.00	4,900.00
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	0.00	14,300.00	14,300.00
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	0.00	17,100.00	17,100.00
	TOTAL ARENA:	20,221.21	360,760.00	340,538.79
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	61.90	720.00	658.10
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	0.00	1,000.00	1,000.00
PARKS SHOP INSURANCE	2-72-0300-274	0.00	2,110.00	2,110.00
PARKS SHOP GOODS	2-72-0300-500	0.00	2,000.00	2,000.00
PARKS SHOP HEATING	2-72-0300-540	0.00	7,700.00	7,700.00
PARKS SHOP POWER	2-72-0300-541	0.00	3,500.00	3,500.00
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	0.00	700.00	700.00
	TOTAL PARKS SHOP:	61.90	17,730.00	17,668.10
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	0.00	5,300.00	5,300.00
CURLING RINK SEASONAL SALARIES	2-72-0400-111	0.00	2,100.00	2,100.00
CURLING RINK BENEFITS	2-72-0400-130	0.00	500.00	500.00
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	0.00	100.00	100.00
CURLING RINK NON T4 BENEFITS	2-72-0400-133	0.00	1,000.00	1,000.00
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	178.80	5,600.00	5,421.20
CURLING RINK INSURANCE	2-72-0400-274	0.00	10,590.00	10,590.00
CURLING RINK GOODS	2-72-0400-500	0.00	1,500.00	1,500.00
CURLING RINK HEATING	2-72-0400-540	0.00	22,700.00	22,700.00
CURLING RINK POWER	2-72-0400-541	0.00	11,600.00	11,600.00
CURLING RINK - SUBSIDY	2-72-0400-771	0.00	17,500.00	17,500.00
CURLING RINK GROSS RECOV TO OPERATIN	2-72-0400-963	0.00	2,400.00	2,400.00
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	0.00	14,300.00	14,300.00
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	0.00	17,100.00	17,100.00
	TOTAL CURLING RINK:	178.80	112,790.00	112,611.20
BALL DIAMONDS				
BALL DIAMOND SALARIES	2-72-0500-110	0.00	5,300.00	5,300.00
BALL DIAMOND SEASONAL SALARIES	2-72-0500-111	0.00	3,200.00	3,200.00
BALL DIAMOND BENEFITS	2-72-0500-130	0.00	500.00	500.00
BALL DIAMOND SEASONAL BENEFITS	2-72-0500-131	0.00	200.00	200.00
BALL DIAMONDS NON T-4 BENEFITS	2-72-0500-133	0.00	1,000.00	1,000.00
BALL DIAMOND CONTRACTED REPAIRS	2-72-0500-250	0.00	1,000.00	1,000.00
BALL DIAMOND GOODS	2-72-0500-500	0.00	9,500.00	9,500.00
BALL DIAMOND POWER	2-72-0500-541	0.00	1,200.00	1,200.00
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	0.00	12,150.00	12,150.00
	TOTAL BALL DIAMONDS:	0.00	34,050.00	34,050.00
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	0.00	3,810.00	3,810.00
	TOTAL GOLF COURSE:	0.00	3,810.00	3,810.00
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	0.00	5,300.00	5,300.00
FOX LAKE SEASONAL SALARIES	2-72-0700-111	0.00	2,100.00	2,100.00
FOX LAKE BENEFITS	2-72-0700-130	0.00	500.00	500.00
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	0.00	100.00	100.00
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	0.00	1,000.00	1,000.00
FOX LAKE FREIGHT	2-72-0700-215	0.00	200.00	200.00
FOX LAKE ADVERTISING	2-72-0700-220	0.00	600.00	600.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	0.00	36,200.00	36,200.00
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	0.00	5,000.00	5,000.00
FOX LAKE INSURANCE	2-72-0700-274	0.00	330.00	330.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
FOX LAKE GOODS	2-72-0700-500	0.00	7,100.00	7,100.00
FOX LAKE RETAIL ITEMS - ICE & NOVELT	2-72-0700-501	0.00	400.00	400.00
FOX LAKE PETROLEUM PRODUCTS	2-72-0700-521	0.00	700.00	700.00
FOX LAKE HEAT	2-72-0700-540	0.00	600.00	600.00
FOX LAKE POWER	2-72-0700-541	0.00	9,700.00	9,700.00
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,590.00	8,590.00
	TOTAL FOX LAKE PARK:	0.00	78,420.00	78,420.00
PARKS				
PARKS SALARIES	2-72-0800-110	4,790.00	83,400.00	78,610.00
PARKS SEASONAL SALARIES	2-72-0800-111	0.00	64,300.00	64,300.00
PARKS BENEFITS	2-72-0800-130	418.18	7,200.00	6,781.82
PARKS SEASONAL BENEFITS	2-72-0800-131	0.00	4,500.00	4,500.00
PARKS NON T4 BENEFITS	2-72-0800-133	767.33	15,700.00	14,932.67
PARKS TRAVEL	2-72-0800-211	0.00	600.00	600.00
PARKS TRAINING	2-72-0800-212	0.00	1,000.00	1,000.00
PARKS FREIGHT	2-72-0800-215	75.76	800.00	724.24
PARKS CONTRACTED REPAIRS	2-72-0800-250	0.00	22,200.00	22,200.00
PARKS EQUIPMENT REPAIRS	2-72-0800-253	0.00	11,800.00	11,800.00
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	0.00	6,000.00	6,000.00
PARKS INSURANCE	2-72-0800-274	0.00	5,600.00	5,600.00
PARKS GOODS	2-72-0800-500	348.75	30,200.00	29,851.25
PARKS PETROLEUM PRODUCTS	2-72-0800-521	0.00	13,000.00	13,000.00
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	84.07	4,385.00	4,300.93
PARKS VEHICLE MAINTENANCE	2-72-0800-523	0.00	5,000.00	5,000.00
PARKS POWER	2-72-0800-541	0.00	3,300.00	3,300.00
PARKS RECOVERIES TO OPERATING	2-72-0800-963	0.00	22,540.00	22,540.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	6,484.09	302,525.00	296,040.91
PLAYGROUND PROGRAM				
PLAYGROUND PROGRAM SEASONAL SALARIES	2-72-1000-111	0.00	23,400.00	23,400.00
PLAYGROUND PROGRAM SEASONAL BENEFITS	2-72-1000-131	0.00	1,600.00	1,600.00
PLAYGROUND PROGRAM TRAVEL	2-72-1000-211	0.00	300.00	300.00
PLAYGROUND PROGRAM TRAINING	2-72-1000-212	0.00	600.00	600.00
PLAYGROUND PROGRAM FREIGHT & POSTAGE	2-72-1000-215	135.00	140.00	5.00
PLAYGROUND PROGRAM TELEPHONE	2-72-1000-217	0.00	120.00	120.00
PLAYGROUND PROGRAM ADVERTISING	2-72-1000-220	0.00	1,000.00	1,000.00
PLAYGROUND PROGRAM CONTRACTED SERVIC	2-72-1000-232	250.00	5,800.00	5,550.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
	TOTAL PLAYGROUND PROGRAM:	385.00	39,160.00	38,775.00
SPRAY PARK				
SPRAY PARK SALARIES	2-72-1200-110	0.00	1,300.00	1,300.00
SPRAY PARK SEASONAL SALARIES	2-72-1200-111	0.00	2,400.00	2,400.00
SPRAY PARK EMPLOYEE BENEFITS	2-72-1200-130	0.00	100.00	100.00
SPRAY PARK SEASONAL EMPLOYEE BENEFIT	2-72-1200-131	0.00	100.00	100.00
SPRAY PARK NON T-4 BENEFITS	2-72-1200-133	0.00	300.00	300.00
SPRAY PARK FREIGHT	2-72-1200-215	0.00	500.00	500.00
SPRAY PARK CONTRACTED REPAIRS	2-72-1200-250	0.00	500.00	500.00
SPRAY PARK INSURANCE	2-72-1200-274	0.00	880.00	880.00
SPRAY PARK GOODS	2-72-1200-500	0.00	600.00	600.00
SPRAY PARK CHEMICALS	2-72-1200-531	0.00	1,400.00	1,400.00
SPRAY PARK POWER	2-72-1200-541	0.00	1,900.00	1,900.00
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	0.00	2,760.00	2,760.00
	TOTAL SPRAY PARK:	0.00	12,740.00	12,740.00
KING HUNTER PARK				
KING HUNTER PARK SALARIES	2-72-1300-110	0.00	5,300.00	5,300.00
KING HUNTER PARK SEASONAL SALARIES	2-72-1300-111	0.00	8,400.00	8,400.00
KING HUNTER PARK EMPLOYEE BENEFITS	2-72-1300-130	0.00	500.00	500.00
KING HUNTER PARK SEASONAL EMPL BENEF	2-72-1300-131	0.00	600.00	600.00
KING HUNTER PARK EMP NON T4 BEN	2-72-1300-133	0.00	1,000.00	1,000.00
KING HUNTER PARK REPAIRS & MAINTENAN	2-72-1300-250	0.00	3,000.00	3,000.00
KING HUNTER PARK INSURANCE	2-72-1300-274	0.00	190.00	190.00
KING HUNTER PARK GOODS	2-72-1300-500	0.00	3,000.00	3,000.00
KING HUNTER PARK POWER	2-72-1300-541	0.00	1,900.00	1,900.00
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	0.00	7,380.00	7,380.00
	TOTAL KING HUNTER PARK:	0.00	31,270.00	31,270.00
SOCCER FIELDS				

Description	Account	YTD Actual	YTD Budget	YTD Variance
SOCCER FIELD SALARIES	2-72-1400-110	0.00	2,700.00	2,700.00
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,100.00	1,100.00
SOCCER FIELD BENEFITS	2-72-1400-130	0.00	200.00	200.00
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	0.00	100.00	100.00
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	0.00	500.00	500.00
SOCCER FIELD GOODS	2-72-1400-500	0.00	2,300.00	2,300.00
SOCCER FIELDS POWER	2-72-1400-541	0.00	1,200.00	1,200.00
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	0.00	5,460.00	5,460.00
	TOTAL SOCCER FIELDS:	0.00	13,560.00	13,560.00
MUSEUM				
MUSEUM GAS	2-74-0100-540	0.00	6,400.00	6,400.00
MUSEUM POWER	2-74-0100-541	0.00	4,000.00	4,000.00
MUSEUM GRANT	2-74-0100-770	0.00	7,000.00	7,000.00
	TOTAL MUSEUM:	0.00	17,400.00	17,400.00
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	61.90	700.00	638.10
LIBRARY ADVERTISING	2-74-0200-220	0.00	300.00	300.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	0.00	2,400.00	2,400.00
LIBRARY INSURANCE	2-74-0200-274	0.00	5,470.00	5,470.00
LIBRARY GOODS	2-74-0200-500	0.00	1,100.00	1,100.00
LIBRARY HEATING	2-74-0200-540	0.00	6,200.00	6,200.00
LIBRARY POWER	2-74-0200-541	0.00	7,400.00	7,400.00
LIBRARY GRANTS	2-74-0200-770	0.00	21,300.00	21,300.00
LIBRARY PERSONNEL GRANTS	2-74-0200-771	0.00	74,400.00	74,400.00
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	0.00	2,050.00	2,050.00
	TOTAL LIBRARY:	61.90	121,320.00	121,258.10
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	5,778.79	74,200.00	68,421.21
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	2,391.24	53,700.00	51,308.76
RCSC BENEFITS	2-74-0800-130	484.55	6,700.00	6,215.45
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	73.14	3,800.00	3,726.86
RCSC NON T4 BENEFITS	2-74-0800-133	846.99	11,700.00	10,853.01
RCSC STAFF TRAINING	2-74-0800-212	0.00	2,100.00	2,100.00
RCSC FREIGHT	2-74-0800-215	270.00	300.00	30.00
RCSC TELEPHONE	2-74-0800-217	30.95	1,440.00	1,409.05
RCSC ADVERTISING	2-74-0800-220	0.00	2,669.00	2,669.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	2,206.67	15,800.00	13,593.33
RCSC CONTRACTED REPAIRS	2-74-0800-250	0.00	4,900.00	4,900.00
RCSC INSURANCE	2-74-0800-274	0.00	11,550.00	11,550.00
RCSC GOODS	2-74-0800-500	0.00	10,100.00	10,100.00
RCSC HEATING	2-74-0800-540	0.00	10,400.00	10,400.00
RCSC POWER	2-74-0800-541	0.00	18,500.00	18,500.00
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	0.00	1,100.00	1,100.00
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	201.02	0.00	201.02-
	TOTAL CENTENNIAL PLACE:	12,283.35	228,959.00	216,675.65
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	0.00	5,451.00	5,451.00
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,100.00	1,100.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	0.00	500.00	500.00
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	0.00	1,000.00	1,000.00
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	270.00	500.00	230.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	30.95	400.00	369.05
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	500.00	500.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	2,095.24	33,700.00	31,604.76
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	0.00	8,300.00	8,300.00
COMMUNITY CENTRE INSURANCE	2-74-0900-274	0.00	7,050.00	7,050.00
COMMUNITY CENTRE GOODS	2-74-0900-500	0.00	7,100.00	7,100.00
COMMUNITY CENTRE HEAT	2-74-0900-540	0.00	6,800.00	6,800.00
COMMUNITY CENTRE POWER	2-74-0900-541	0.00	11,700.00	11,700.00
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	0.00	1,820.00	1,820.00
	TOTAL COMMUNITY CENTRE:	2,396.19	86,021.00	83,624.81
LIONS HALL				
LIONS HALL CONTRACTED REPAIRS	2-74-1000-250	0.00	2,000.00	2,000.00
LIONS HALL INSURANCE	2-74-1000-274	0.00	800.00	800.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
LIONS HALL GOODS	2-74-1000-500	0.00	500.00	500.00
LIONS HALL HEAT	2-74-1000-540	0.00	3,300.00	3,300.00
LIONS HALL POWER	2-74-1000-541	0.00	1,500.00	1,500.00
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	0.00	590.00	590.00
	TOTAL LIONS HALL:	0.00	8,690.00	8,690.00
GOVERNMENT REQUISITIONS				
GOVERNMENT REQUISITION - SCHOOL	2-77-0000-741	0.00	745,100.00	745,100.00
GOVERNMENT REQUISITION - ACADIA FOUN	2-77-0000-754	0.00	169,300.00	169,300.00
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:	0.00	917,539.00	917,539.00
	TOTAL EXPENDITURES:	492,147.64	9,632,879.00	9,140,731.36
	TOTAL REVENUE & EXPENSES:	407,249.28	887,890.00-	1,295,139.28-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/01/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
ASSETS - OPERATING				
CAPITAL FINANCES APPLIED (EXPENDITURES)				
ADMINISTRATION				
ADMINISTRATION BUILDING ADDITIONS	8-12-0000-620	0.00	50,000.00	50,000.00
	TOTAL ADMINISTRATION:	0.00	50,000.00	50,000.00
FIRE DEPARTMENT				
FIRE BUILDING ADDITIONS	8-23-0000-620	0.00	200,000.00	200,000.00
FIRE MACHINES, EQUIPMENT	8-23-0000-630	0.00	18,400.00	18,400.00
	TOTAL FIRE DEPARTMENT:	0.00	218,400.00	218,400.00
COMMON SERVICES				
COMMON SERVICES VEHICLES	8-31-0000-650	120,399.00	150,000.00	29,601.00
	TOTAL COMMON SERVICES DEPARTMENT:	120,399.00	150,000.00	29,601.00
STREETS & ROADS				
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	32,500.00	32,500.00
	TOTAL STREETS & ROADS:	0.00	32,500.00	32,500.00
WATER DEPARTMENT				
WATER MACHINES, EQUIPMENT	8-41-0000-630	0.00	17,000.00	17,000.00
	TOTAL WATER DEPARTMENT:	0.00	17,000.00	17,000.00
SANITARY SEWERS				
SEWER BUILDINGS	8-42-0000-620	0.00	100,000.00	100,000.00
SEWER EQUIPMENT	8-42-0000-630	0.00	200,000.00	200,000.00
	TOTAL SEWER DEPARTMENT:	0.00	300,000.00	300,000.00
CEMETERY				
CEMETERY ENGINEERING STRUCTURES	8-56-0000-610	0.00	7,500.00	7,500.00
	TOTAL CEMETERY:	0.00	7,500.00	7,500.00
RECREATION				
RECREATION POOL MACHINES & EQUIPMENT	8-72-0100-630	0.00	67,000.00	67,000.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	0.00	30,000.00	30,000.00
	TOTAL RECREATION:	0.00	97,000.00	97,000.00
CULTURE				
RCSC BUILDING - CENTENNIAL PLACE	8-74-0800-620	0.00	14,700.00	14,700.00
	TOTAL CULTURE:	0.00	14,700.00	14,700.00
	TOTAL CAPITAL FINANCES APPLIED:	120,399.00	887,100.00	766,701.00
	GRAND TOTAL OF ALL ACCOUNTS:	120,399.00	887,100.00	766,701.00
	REPORT TOTALS:	527,648.28	790.00-	528,438.28-

*** End of Report ***

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: February 10, 2026 Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for January 2026 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 2026 Operating and Capital budgets approved by Council at the January 13, 2026 Regular Council Meeting. The capital budget figures have been split from the operating in those departments where capital items are in the budget.

The overview reflects the revenues and expenses to January 31, 2026.

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

Communications

N/A

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

N/A

Attachments

1. Budget Overview – January 2026

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

JANUARY 2026 — BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2026 BUDGET Adopted January 13, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
GENERAL MUNICIPAL	-10,301			-4,773,818			-4,763,517
DRAW FROM RESERVES				0	0		
REQUISITIONS		0			915,039		915,039
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-10,301			-3,856,279	
COUNCIL	0			0			0
COUNCIL		12,472			157,550		145,078
			12,472			157,550	
GENERAL ADMINISTRATION	-2,169			-1,070,900			-1,068,731
ADMINISTRATION		197,228			1,072,054		874,826
CAPITAL -		0			50,000		50,000
			195,059			51,154	
POLICE	0			-2,300			-2,300
POLICE		0			124,827		124,827
			0			122,527	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		0			6,350		6,350
			0			6,350	
FIRE	0			-398,980			-398,980
FIRE		4,724			396,801		392,077
CAPITAL - EQUIPMENT		0			18,400		18,400
CAPITAL - FIRE HALL REPAIR		0			100,000		100,000
CAPITAL - TRAINING TOWER		0			100,000		100,000
			4,724			216,221	
FIRE - ECETP	0			-29,500			-29,500
FIRE - TRAINING		0			29,498		29,498
			0			-2	
EMERGENCY SERVICES	0			0			0
EMERGENCY SERVICES		867			19,200		18,333
			867			19,200	
BY-LAW ENFORCEMENT	-20,450			-41,500			-21,050
BYLAW		9,020			102,700		93,680
			-11,430			61,200	
DOG CONTROL	-3,300			-6,000			-2,700
ANIMAL CONTROL		1,990			13,300		11,310
			-1,310			7,300	

JANUARY 2026 — BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2026 BUDGET Adopted January 13, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
PUBLIC WORKS	0			-7,100			-7,100
PUBLIC WORKS		27,092			653,387		626,295
CAPITAL - 1/2 TON TRUCK		68,595			70,000		1,405
CAPITAL - FLAT DECK		51,804			80,000		28,196
			147,491			796,287	
STREETS & ROADS	0			-852,397			-852,397
STREETS & ROADS		22,736			1,610,658		1,587,922
CAPITAL - GRADER SNOW GATE		0			16,500		16,500
CAPITAL - LINE PAINTER		0			7,000		7,000
CAPITAL - SWEEPING BUCKET		0			9,000		9,000
			22,736			790,761	
AIRPORT	0			-25,110			-25,110
AIRPORT		962			39,120		38,158
			962			14,010	
WATER							0
TREATMENT 41-0100	156			-1,311,972			-1,312,128
TREATMENT		0			1,007,000		1,007,000
LINES & DISTRIBUTION 41-0200	0			0			0
LINES & DISTRIBUTION		18,015			400,350		382,335
CAPITAL - EXERCISING VALVE		0			10,000		10,000
CAPITAL - LINE LOCATER		0			7,000		7,000
			18,171			112,378	
SANITARY SEWERS	-14			-567,285			-567,271
SEWERS		1,973			220,320		218,347
CAPITAL - IGLOO BUILDING		0			100,000		100,000
CAPITAL - VAC TRUCK		0			200,000		200,000
			1,960			-46,965	
GARBAGE	-5			-74,300			-74,295
GARBAGE		5,297			69,200		63,903
			5,292			-5,100	
REGIONAL WASTE SYSTEM	-19			-353,900			-353,881
ANNUAL CONTRACT		99,118			353,800		254,682
			99,099			-100	
F.C.S.S.	-23,508			-99,800			-76,292
ADMINISTRATION		2,563			37,652		35,089
PROGRAMS		9,905			142,600		132,695
YOUTH CLUB SUPPORT		1,293			20,400		19,107
VAN OPERATIONS		0			7,870		7,870
			-9,748			108,722	

JANUARY 2026 BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2026 BUDGET Adopted January 13, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
CEMETERY	-1,825			-14,992			-13,167
CEMETERY		1,177			31,230		30,053
CAPITAL - FOUNDATION BASE		0			7,500		7,500
			-648			23,738	
MUNCIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
TOURISM	0			0			0
TOURISM		1,424			38,400		36,976
			1,424			38,400	
BUSINESS	0			0			0
& COMMUNICATION		27,386			189,160		161,774
			27,386			189,160	
VISITOR INFORMATION	0			0			0
BOOTH		31			22,400		22,369
			31			22,400	
SUBDIVISION	0			0			0
SUBDIVISION		0			0		0
			0			0	
RECREATION	-1,601			-380,546			-378,945
CS BOARD		0			20,500		20,500
RECREATION		2,651			172,728		170,077
			1,049			-187,318	
SWIMMING POOLS	0			-85,000			-85,000
POOLS		2,153			286,580		284,427
CAPITAL - FLOOR REFINISH		0			35,000		35,000
CAPITAL - POOL BLANKET		0			32,000		32,000
			2,153			268,580	
ARENA	-6,680			-102,500			-95,820
ARENA		20,221			328,860		308,639
ICE PLANT		0			31,900		31,900
			13,541			258,260	
PARKS SHOP	0			0			0
PARKS SHOP		62			17,730		17,668

JANUARY 2026 BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2026 BUDGET Adopted January 13, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
			62			17,730	
CURLING RINK	0			-55,300			-55,300
CURLING RINK		179			80,890		80,711
ICE PLANT		0			31,900		31,900
			179			57,490	
BALL DIAMONDS	0			-6,200			-6,200
BALL DIAMONDS		0			34,050		34,050
			0			27,850	
GOLF COURSE	0			0			0
GOLF COURSE		0			3,810		3,810
			0			3,810	
FOX LAKE PARK	0			-85,603			-85,603
FLP		0			78,420		78,420
			0			-7,183	
PARKS	0			0			0
PARKS		6,484			302,525		296,041
CAPITAL - MOWER		0			30,000		30,000
			6,484			332,525	
SUMMER YOUTH	-380			-11,987			-11,607
PROGRAM (Epic Adventures)		385			39,160		38,775
			5			27,173	
SPRAY PARK	0			0			0
SPRAY PARK		0			12,740		12,740
			0			12,740	
KING-HUNTER PIONEER PARK	0			-32,672			-32,672
KING-HUNTER PIONEER PARK		0			31,270		31,270
			0			-1,402	
SOCCER FIELDS	0			-2,500			-2,500
SOCCER FIELDS		0			13,560		13,560
			0			11,060	
MUSEUM	0			0			0
MUSEUM		0			17,400		17,400
			0			17,400	
LIBRARY	0			0			0

JANUARY 2026 — BUDGET OVERVIEW - OPERATING REVENUE & EXPENSES

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

2026 BUDGET Adopted January 13, 2026	2026 ACTUAL REVENUES	2026 ACTUAL EXPENSES	REVENUE LESS EXPENSES	2026 BUDGET REVENUES	2026 BUDGET EXPENSES	REVENUE LESS EXPENSES	DIFFERENCE BUDGET TO ACTUAL
LIBRARY		62			121,320		121,258
			62			121,320	
CENTENNIAL PLACE	-5,207			-91,444			-86,237
CENTENNIAL PLACE		12,283			228,959		216,676
CAPITAL - FITNESS WEIGHTS		0			14,700		14,700
			7,076			152,215	
COMMUNITY CENTRE	-8,770			-33,866			-25,096
CENTRE		2,396			86,021		83,625
			-6,374			52,155	
LIONS HALL	-825			-3,300			-2,475
LIONS HALL		0			8,690		8,690
			-825			5,390	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-84,899			-10,520,772			-10,435,873
TOTAL EXPENDITURES		612,546			10,519,979		9,907,433
TOTAL SURPLUS (DEFICIT)			527,648			-793	

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: February 10, 2026 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 Coordinator
2. Director of Business & Communication
3. Director of Public Works / Community Services

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

CAO Report – February 10, 2026

Land Sale Review – 605 Palliser Trail
Reviewed submissions received for the proposed sale of town-owned land at 605 Palliser Trail. A staff team meeting was held to assess infrastructure, operational, and financial implications associated with the proposed development and to identify potential actions and conditions required to protect the Town's interests.

Economic Development Meeting
Along with a representative from Harvest Sky Economic Development, I met with a private developer exploring potential business opportunities in Hanna. Discussions focused on residential and commercial opportunities.

ATCO Coordination Meeting
Met with ATCO representatives to review anticipated infrastructure needs within Hanna and to receive updates on upcoming ATCO projects, including planned pole replacements within Town limits and LED light replacements.

Website & Meeting Management Software Review
Along with senior staff, we had a discussion with a software provider to evaluate website and meeting management solutions aimed at improving administrative efficiency, public communication, and meeting workflows.

Big Country Housing Consultation
Met with Big Country Housing representatives to discuss concerns related to sidewalk conditions adjacent to their facilities and to review potential maintenance considerations.

Next Steps

- Continue evaluation of the 605 Palliser development proposal and prepare recommendations for Council.
- Follow up with ATCO regarding scheduling and coordination of infrastructure work.
- Assess software options and provide a recommendation to Council if appropriate.
- Review sidewalk conditions raised by Big Country Housing and determine maintenance priorities.

210 4 Avenue West, Hanna, Alberta – Skye Suntjens – Feb 2026

- Unsightly, unsafe property and fire hazard
- August 31, 2025 – February 4, 2026

Background

- On August 31, 2025, the Town received complaints alleging extreme property neglect, accumulation of debris, derelict trailers, and safety concerns.
- Repeated inspections confirmed extensive unsightly conditions, including garbage, demolition debris, derelict trailers, appliances, and materials scattered throughout the property.

Ownership & Complications

- The registered owner was deceased.
- Family members were intermittently involved.
- Occupancy issues included individuals living in trailers on the property
- Enforcement was complicated by disputes over notice, appeals, cooperation, and safety concerns.

Enforcement Actions

- Multiple MGA Enforcement Orders, Emergency Orders, and Notices of Entry were issued and posted between September 2025 and January 2026.
- Several extensions were granted to allow voluntary compliance from occupiers, resulting in some cleanup being carried out by occupiers of the property.
- One Notice of Entry resulted in the RCMP being called to assist during enforcement due to non-cooperation and safety concerns.
- Two holiday trailers were towed from the property
- Cleanup efforts by Town-hired contractors were delayed multiple times due to access issues and safety risks.

Escalation

- Despite repeated extensions and orders, full compliance was not achieved.
- The property experienced a fire on January 13, 2026, causing damage to a holiday trailer. Two fires had occurred previously on the property in the past couple of years.
- Development Officer/ Fire Chief advised that the structure and all remaining materials be removed immediately to prevent further fires.

Emergency Resolution

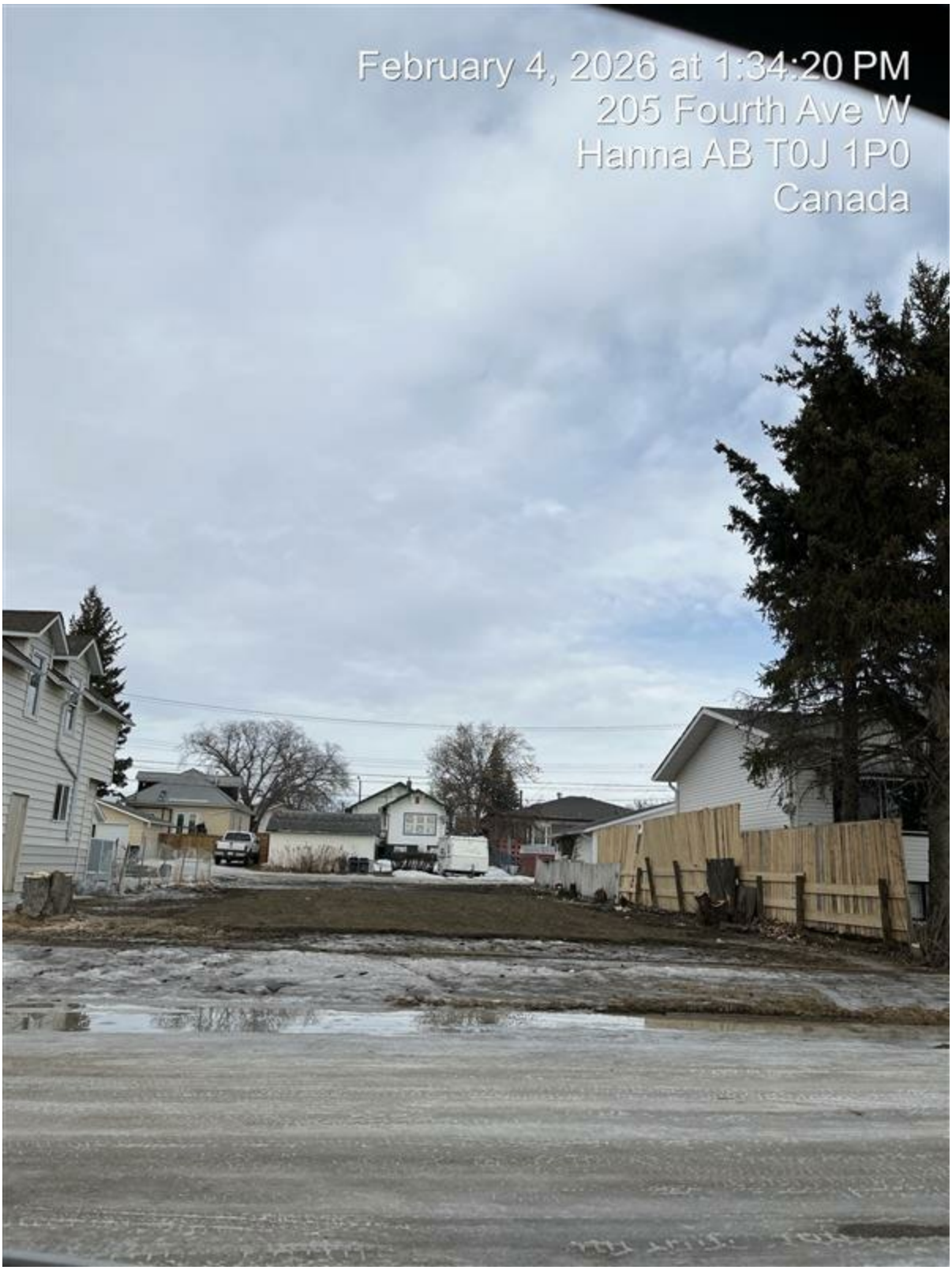
- On January 20, 2026, an MGA Emergency Order was issued to remove all unsafe, hazardous materials, structures and vegetation.
- The Town Hired Contractors Completed:
    - Full demolition of the house
    - Removal of debris, unsafe materials, vegetation and structures
    - Tree removal
    - Removal of fencing

January 14, 2026 at 1:33:12 PM
209 Fourth Ave W
Hanna AB T0J 1P0
Canada

Sep 17, 2025 at 3:39:34 PM
210 Fourth Ave W
Hanna AB T0J 1P0
Canada

November 12, 2025 at 9:22:48 AM
212 Fourth Ave W
Hanna AB T0J 1P0
Canada

January 14, 2026 at 2:06:45 PM
207 Fourth Ave W
Hanna AB T0J 1P0
Canada


February 4, 2026 at 1:34:20 PM
205 Fourth Ave W
Hanna AB T0J 1P0
Canada

Community Services Coordinator Report – Michele Toews – February 2026

Job Fair

Attended the Job Fair hosted by Lynks and the Hanna Chamber of Commerce on January 30th. The event was well attended with many job seekers stopping by our table. Applications for our seasonal positions close on February 28th. Visit hanna.ca/employment for applications and more details.

Youth Club

The Youth Club will be holding their AGM on February 11th at 5:15pm at the Town Office. New youth and adult members are welcomed to join and help plan events for 2026.

Seniors' Fair

Partnering with the Big Country Primary Care Network on their Seniors' Fair event on March 4th.

"The 2026 Seniors' Fair promises to be a day of inspiration, connection and networking for anyone 55+, their care partners, families and friends. Presentations will focus on the topic of healthy aging- maintaining overall wellbeing as we age and supporting the desire to age in place- in our community! Topics include the top 7 over 70 initiative, managing stress, maintaining physical health, key nutrients as we age and shopping on a budget, how to be scam and fraud aware, and information from the Parkinsons Association of Alberta. Our presenters, along with other local organizations and businesses that support older adults will have tables set up with resources and information for attendees. There will be lots of opportunity to interact with these specialists! And-- lunch is included!! All of this at no charge for participants thanks to our sponsors. Transportation can be requested via the local loop as well. In person appointments with CRA and Service Canada representatives are also available that day but need to be pre-booked. To register for the seniors fair or to book in person appointments with the CRA or Service Canada call Kim at 403-321-4727. Register by February 25th."

Spring Community Showcase

Our Spring Community Showcase will be taking place on March 11th. The showcase allows community organizations to register for a free table to showcase their group. They can collect registrations, sign up volunteers, sell tickets, or just spread the word about what they do. To book a table call 403-854-4433 or email admin@hanna.ca by March 6th. Everyone welcome to attend at the Community Centre from 5:30-7:00pm.

DAGASHI Day

Once again, our partners in our sister town of Wake, Japan are sending us their locally made DAGASHI candy so we can participate in DAGASHI Day on March 12th. DAGASHI Day is the day to exchange DAGASHI and smiles, with a focus on peace, kindness, and a sense of community. We are excited to participate again this year. I will be sharing the story of DAGASHI and the delicious candy with residents through several partner groups during March. Our contacts also have connected a local teacher who is leading virtual exchanges with her students, and we have connected them with the school to see if video or email exchanges can be set up between the kids to continue to grow our exchange program and connections. Arigato Wake!

Navigating Grief

Hanna FCSS is pleased to partner with Hanna Funeral Services to host their Navigating Grief Presentation on Thursday, March 12th at 7:00pm at the Senior Circle. Everyone welcome, call Laurie at 403-854-0912 for more information.

Volunteer Appreciation Night

Save the Date! Town of Hanna will be hosting a Volunteer Appreciation Night in partnership with Lynks. This years' event will be on April 23rd at 7:00pm. Nominations for the Gordan and Bernice Pincombe Community Volunteer Award will open soon.

Welcome Packages

Deadline extended - Local businesses or community organizations wishing to include an item are encouraged to drop off 25 copies of their brochure or flyer at the Town Office for this years' packages. To keep packages consistent all year, please ensure your information is current and not seasonal. Drop off your items by March 1st.

Summer Planning

Plans for late spring and summer events are well underway. Musicians for Music in the Park are being booked, returning staff for EPIC Adventures are being hired, and plans for Seniors' Week and Canada Day celebrations are beginning to take shape. If you have questions or suggestions, please feel free to reach out.

Report to Council

Date: Feb 2026

Submitted by: Laurie Armstrong, Director of Business & Communication

- Performed computer maintenance, software updates, troubleshooting and assisting staff.
- I have participated in quite a few training and exploratory meetings. Most have been about emerging software trends for municipalities.
- Configured and attended training on the Live Barn platform setting up and configuring accounts and users to hand off to the Community Services Department Arena Staff to manage going forward.
- Attending weekly virtual training to setup and configure equipment and vehicle inspection software. Will be working with staff from Public Works and Community Services to ensure the project meets their needs.
- Completed the installation and configuration of the Town's financial software packages to prepare for year end.
- The photos taken of Council and staff did not turn out so retakes have been scheduled for March 10, 2026 prior to the Regular Council meeting.
- Configure accounts and file access for both incoming and outgoing staff.
- Have been investigating and experimenting with developing a staff intranet. This would serve as a landing page to provide important links, schedules, training materials for use internally. While the vision is great and staff see it as a huge asset, implementation is a problem.
- Ensure employment applications are available and issued advertising to recruit summer staff.
- A project that was started in 2025 to develop and implement 20 online forms is active and progressing. To date, 5 have been completed and are live. Another 2 are in development.
- I have reopened my file on the Council Chambers renovation project. My plan is to revisit all options as the file is a couple of years old now. There is nothing to report this month, but I will keep Council informed of the progress.

COUNCIL REPORT

DATE: **Feb 10, 2026**

PRESENTED BY: **Brent Olesen, Director of Public Works/Community services**

- Since Jan 13, 2026, Council meeting, the public works and Rec department has been busy with the following items:

  - Water & Sewer
    - We are hauling sewer out of special areas, waste transfer site and the airport.
    - With the warmer weather we have been opening catch basins with the steam truck.
    - We have located three operating rods this month for property owners.
    - Stan Hutton has reached out to Alberta Environment, and they contacted me asking for the same information that I had provided Council with at the last council meeting about the licenses and how much water the Town is allowed to take per year. I sent the information onto Stan Hutton and Alberta Environment.

  - Road Maintenance
    - We did get all the streets scaped and hauled except the blocks that would not move their cars.
    - We are monitoring potholes and patching them as we find them.

  - Meetings
    - I am attending the Monday morning Director's meetings, and I meet with the Parks Crew Monday afternoons.

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

  - Cemetery
    - Nothing at the cemetery this month.

  - Arena
    - It has been Busy with minor hockey, and the Hanna Havocs have had a couple home games.
    - The Cowboys tournament is also scheduled for February 6th to the 8th.

- Pool
  - Eric and I have been looking at flooring options to redo the floor in the pool, and we've also been working with the company to redo our tarps so we can get those ordered and have that work done before opening day.

- Other
  We helped the contractor fill in the basement of the burnt house that was torn down it took about 24 loads so roughly 250 yards of clay and a day to fill it in.
  About $6200 in material $1160 loader and $2106 for the tandems.

  We have 3 employees signed up for pool operator one which we will do online this month myself and two members from the parks crew.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: February 10th, 2026 Agenda Item No: 09.01

Approval of Amended Marigold Library System Agreement

Recommended Motion

That Council approve the amended Marigold Library System Agreement and Schedule C – Requisition for 2027–2029, and authorize the Mayor and Chief Administrative Officer to execute the Agreement on behalf of the Town of Hanna.

Background

Marigold Library System has provided the Town of Hanna with an amended Marigold Library System Agreement and updated Schedule C – Requisition for the 2027–2029 period for Council approval and signature.

The amended Agreement includes administrative and housekeeping changes to ensure consistency with Marigold policy, clarification of how municipal population is determined for requisition purposes, and a simplification of the description of services provided by Marigold. The Agreement continues to outline the governance structure, responsibilities, and financial obligations of member municipalities.
Schedule C establishes the per-capita requisition rates payable by member municipalities.
For municipalities with library boards, the proposed municipal per-capita contributions to the Marigold Library System are:

- **2027:** $6.92 per capita
- **2028:** $7.09 per capita
- **2029:** $7.27 per capita

In addition, the municipal library board contribution remains fixed at $4.50 per capita for each of the three years. These increases are intended to address inflationary pressures related to technology, materials, and operating costs, while maintaining service levels across the library system.

Approval of the amended Agreement is required for the Town to remain a participating member of the Marigold Library System. Once approved, the Agreement must be signed by both the municipality and the local library board and returned to Marigold

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

- Marigold Library System Cover Letter
- Amended Marigold Library System Agreement and Schedule C (2027–2029)
- Redline Version of Amended Agreement

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

MARIGOLD LIBRARY SYSTEM

January 9, 2026

Mr. Matthew Norburn
Chief Administrative Officer
Town of Hanna
PO Box 430,
Hanna, AB T0J 1P0

Dear Mr. Norburn,

Enclosed with this letter is the *Agreement by and between the Parties comprising the Marigold Library System* (the *Marigold Agreement*) as approved by the Marigold Library Board on November 22, 2025. Also enclosed is the *Schedule C – Requisition for Marigold Library System* (*Schedule C*) outlining the levy rates that will appear on requisitions in 2027, 2028, and 2029.

As your municipality is a member of Marigold Library System, and as per the *Marigold Agreement*, the Marigold Board is submitting the *Marigold Agreement* and *Schedule C* for approval. A signature is required on each of these two documents. We kindly request that these documents be reviewed **by May 30, 2026.**

1. **Marigold Agreement**
   Amendments to the *Marigold Agreement* approved by the Marigold Board include:
   - Minor changes throughout ensure consistency with Marigold policy.
   - A statement was added to the end of Section 18 to confirm that the population of a Municipality will be "as set out in the current Schedule C – Requisition by the Marigold Board."
   - Section 28, the list of services provided by Marigold, was simplified into broader categories that more accurately capture Marigold's core services.
   - A line was added stating "The provision of library services will be defined in Marigold Library Board policy."
   - In section 19 and 20, "one month" was replaced with "30 days" for consistency.
   - Schedule A was updated to reflect the entities eligible to become parties to the *Marigold Agreement.*

2. **Schedule C of the Marigold Agreement**
   In reviewing Schedule C, the Marigold Board considered what is necessary to maintain services and manage inflationary pressures, while ensuring the levy request remains mindful of municipal budgets. The proposed levy rates reflect rising costs across multiple areas—computer hardware and equipment, eBooks and physical books, software licensing, vehicles, employee benefits, and general supplies. Schedule C reflects:
   - For municipalities without library boards, the year-over-year increase is 6 cents for 2027, 7 cents for 2028, and 18 cents for 2029.
   - For municipalities with library boards, the year-over-year increase is 17 cents in 2027 and 2028, and 18 cents in 2029. The increase for municipalities with library boards is higher than for municipalities without library boards because the proposed library board levy rate remains fixed at $4.50 per capita for the three years.

- Applying these levy rates will ensure contributions from municipalities with and without library boards are aligned by 2029.

"Redline" versions of the *Marigold Agreement* and *Schedule C* are enclosed with this letter for your reference.

Pending approval, please complete the municipal signatures on both the *Marigold Agreement* signature page (page 9) and *Schedule C*, and coordinate with the library board to obtain their signatures. Once complete, please retain copies of each document for your files, and forward copies signed by both parties (the municipality and library board) to Marigold Library System. If you need any assistance coordinating the signatures with the library board, please let us know.

Marigold responds to the needs of our members and supports our service population in 42 municipalities. We are the operational hub for the library system, providing services that complement—rather than duplicate—the work of local public libraries. By pooling resources, leveraging bulk purchasing, and building strategic partnerships, we maximize the financial investment of our members and deliver the most valuable products and services at the lowest possible cost.

Marigold provides managed technology and IT support, including internet and wifi at member libraries, in addition to networked and onsite services, licensed platforms and software, Helpdesk assistance, and technology planning. We purchase an allotment of books, eBooks, digital content, and other materials for member libraries each year, and extend service into the digital space by providing library websites and apps.

Our operations enable sharing of collections through our TRAC Consortia partnership and Marigold van delivery, which brings interlibrary loans to member libraries at least once a week, ensuring residents have access to a wide range of materials. We provide professional development and training for library staff and boards to strengthen local expertise. Our marketing support helps libraries and municipalities build awareness of library services in their communities.

We appreciate the support for library services that your municipality provides. Thank you for your consideration of the attached documents.

Please contact me with any questions or for further information.

Sincerely,

Lynne Price, CEO
Marigold Library System
B 1000 Pine Street
Strathmore, AB
T1P 1C1
lynne@marigold.ab.ca

An Agreement by and between the parties comprising Marigold Library System

DRAFT

January 1, 1984
Amended January 1, 1995
Amended April 15, 2000
Amended August 2002
Amended November 1, 2002
Amended June 20, 2007
Amended April 22, 2008
Amended August 1, 2008
Amended January 29, 2022
Amended November 26, 2022
Amended November 22, 2025

Table of contents

	Page
Introduction	2
Name	4
Operation	4
The Marigold Library Board	4
Powers and duties of Library Boards	5
Financial	5
Services provided by Marigold Board	6
Expansion of Marigold	6
Reports	7
Ownership of property	7
Withdrawal and termination	7
Extension	8
Amendment	8
Entire Agreement	8
Execution in Counterpart	8
Authorization of parties to the Agreement	9
Parties to the Agreement	Schedule A
Map of Marigold Library System Boundary	Schedule B
Requisition by the Marigold Board	Schedule C

DRAFT

An Agreement by and between

the parties comprising the

Marigold Library System

(hereinafter referred to as "this Agreement")

This Agreement is made as of the 1st day of January 1984, with amendments to January 29, 2022, between such of the Municipalities, Improvement Districts and Special Areas contained in Schedule A as have appropriately ratified, endorsed and executed this Agreement or terms identical to this Agreement.

BECAUSE the *Libraries Act and Regulation R.S.A. 2000 Chap. L-11,* as amended*,* hereinafter referred as "*the Act*" provides:

a) that a Municipality, Improvement District, Special Area, Métis settlement or school authority may enter into an agreement to associate with one or more such organizations to establish, maintain and operate a Library System,

b) for a Library System board so established to be a corporation as set out in *the Act* and

c) that the Minister may make a grant upon the establishment of the Library System and may thereafter make annual grants where the Minister decides that the Library System is providing satisfactory service;

AND BECAUSE the Parties to this Agreement:

a) desire to collaborate to provide enhanced public library service to their residents,

b) are prepared to jointly finance and operate a Library System service to their residents,

c) recognize that the most effective way to provide a high quality of library service is through collaboration,

d) are prepared to support the development and maintenance of public library services through the Library System for the benefit of all parties, including the party that signs this Agreement,

e) agree that all library materials which are available through their respective Library Service Points shall be Accessible to the residents of all Parties, and

f) recognize the responsibility of each Party to have a representative fully participating in the management of the Marigold Board.

NOW the Parties to this Agreement agree with each other as follows:

1. Schedules A, B and C are attached to and form part of this Agreement.

2. When used in this Agreement, the terms defined below have the same meaning as they have in *the Act*, unless otherwise defined in this Agreement.

    a) "Accessible" - library resources shall be available to all residents of the Parties to this Agreement in the same way as to residents served by the Local Library. If use is restricted in a Local Library, the restriction shall apply to all residents in the system.

DRAFT

b) "Community Library" - Marigold uses the term “Community Library” for those libraries (Library Service Points) located in member municipalities that do not have a Library Board.

c) “Community Library Incorporated Society” – a Society incorporated or continued under the *Societies Act R.S.A. 2000 Chap.S-14*, that oversees the day-to-day operations and supervision of a library in a Municipality that does not have its own Library Board.

d) “Governing Board” – Marigold Board is the “Governing Board” for municipalities that have not formed a Library Board as set out in *the Act*. These municipalities have signed this Agreement to become members of Marigold Library System, and in return Marigold Board provides public library services and promotes the value of public libraries to residents in those municipalities. Marigold also complies with the provincial requirements for reporting and for distribution of provincial per capita grants for those municipalities.

e) "Independent Public Accountant" - a person holding a recognized professional accounting designation such as CPA (Chartered Professional Accountant), CA (Chartered Accountant), CMA (Certified Management Accountant), CGA (Certified General Accountant), or a similarly qualified individual.

f) “Intellectual Property” – anything created by or on behalf of Marigold which results from intellectual process. Intellectual Property includes, but is not limited to, literary works (any written work intended to provide information, instruction or pleasure), artistic works and computer program files. Such works and information may be stored in any format. Intellectual Property specifically includes Marigold’s automated files and databases.

g) “Intermunicipal Library Board” - a Library Board established pursuant to Part 1.1 of *the Act*.

h) "Library Board" - a Municipal or Intermunicipal Library Board.

i) “Library Service Point” – in accordance with *the Libraries Regulation* (hereinafter referred to as “*the Regulation*” under *the Act*, refers to a facility that provides public library services under the control and management of a board.

j) "Library System" - a Library System established pursuant to Part 2 of *the Act*.

k) "Local Library" - a Municipal Library, Intermunicipal Library, or a Community Library.

l) "Minister" - the Minister with authority for public libraries as defined in *the Act*.

m) "Municipal Library Board" - a Library Board established pursuant to Part 1 of *the Act*.

n) "Member Municipality" - any incorporated city, town, village, summer village, municipal district, special area, improvement district or any other eligible entity that is or could become a party to this Agreement.

o) “Personal Property” – any movable or intangible thing that is subject to ownership and not classified as Real Property.

p) “Real Property” - land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land. Real property can be either corporeal (ex. soil and buildings) or incorporeal (ex. easements).

DRAFT

Name

3. There is hereby established by Ministerial Order, a Library System known as the Marigold Library Board as set out in Section 14(2) of *the Act*, hereinafter referred to as "Marigold".

Operation

4. The Parties to this Agreement shall maintain and operate Marigold in accordance with *the Act* and any regulations promulgated under *the Act*.

5. The Parties to this Agreement shall provide public library service to all their residents through the Library System as defined by this Agreement.

6. The Parties to this Agreement shall make all library materials and resources belonging to Marigold and local libraries accessible to the residents of all Parties.

The Marigold Library Board

7. The general management, regulation and control of Marigold is vested in and shall be exercised by the Governing Board of Marigold, hereinafter referred to as "Marigold Board", with the powers and duties set out in *the Act*.

8. Where a Municipality is a Party to this Agreement, it shall appoint one member to Marigold Board. The preference for an appointment will be an individual who has an active involvement in the library community such as membership on the Local Library Board.

9. Appointments to Marigold Board shall be made in accordance with *the Act*.

10. Marigold Board shall be governed by *the Act*, this Agreement and the governing documents adopted by Marigold Board.

11. Marigold Board shall establish an Executive Committee of not more than ten (10) persons. That committee shall oversee the general operations of Marigold between Marigold Board meetings and carry out such further activities as may be directed by Marigold Board.

12. Marigold Board shall hire a Chief Executive Officer (CEO) whose responsibility shall be the administration of Marigold. Marigold Board shall fix the compensation and all other terms of employment of the CEO.

13. Marigold Board shall maintain adequate insurance coverage for its property, liabilities and operations.

14. Marigold Board shall cooperate with other libraries, Library Systems, library associations and with the Government of Alberta in the development, maintenance and operation of networks for enhancing public library services.

DRAFT

Powers and duties of Library Boards

15. Each Library Board within Marigold should:

    a) hire such Municipal Library employees as are necessary for the provision of library service to the community,

    b) act as liaison between their community, their Municipal Council and Marigold Board to communicate Library Board policy and community need,

    c) in cooperation with Marigold Board, set policies and procedures for the operation of the library including minimum number of library hours, management, use and services,

    d) cooperate with Marigold Board in implementing system-wide policies,

    e) submit copies of all library policies, bylaws, goals and objectives and plan of service documents to Marigold Board when updated,

    f) perform such additional duties as are necessary to operate library service in their community and

    g) forward a copy of its budget for the current year, a copy of its annual report and audited financial statements for the preceding year to Marigold Board on or before June 30.

16. Marigold Board will act as the Governing Board for any Municipality that does not have a Municipal Library Board or an Intermunicipal Library Board. That relationship will be governed by an agreement between Marigold and any such Municipality.

Financial

17. The fiscal year of Marigold and Marigold Board shall be January 1 to December 31, both dates inclusive, or as may be amended by Marigold Board from time to time.

18. For the purposes of the per capita requisition in paragraphs 19 and 20, the population of a Municipality that is a Party to this Agreement shall be deemed to be the population for the Municipality published by the Government of Alberta for the fiscal year prior to the fiscal year in which the requisition is paid, as set out in the current Schedule C – Requisition for Marigold Library System.

19. Each Party to this Agreement shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within 30 days of the invoice date.

20. Each Municipal Library Board or Intermunicipal Library Board in Marigold shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within 30 days of the invoice date.

21. Increases or decreases of per capita requisitions in Schedule C constitute an amendment to this Agreement, which shall be passed in accordance with paragraph 42.

22. Residents of Municipalities that do not participate in any Alberta Library System are not eligible to use the services provided by Marigold Board, as outlined in Section 28 of this Agreement.

DRAFT

23. Marigold Board shall keep distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an Independent Public Accountant. Such accounts shall be kept in accordance with generally accepted accounting practices as defined by the Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO).

24. Marigold Board shall cause audited financial statements for each fiscal year to be prepared and presented by an Independent Public Accountant by the last day of April in the year following the fiscal year to which they relate, and to be presented to Marigold Board at the Annual General Meeting.

25. Marigold Board may apply for any grants for which it is eligible.

26. Any Party not having a Municipal Library Board or an Intermunicipal Library Board authorizes Marigold Board to apply for provincial operating grants on their behalf in accordance with government regulations.

Services provided by Marigold Board

27. Subject to the provisions of *the Act* and *the Regulation* and subject to the provisions of this Agreement, Marigold Board shall manage and control Marigold by organizing, promoting and maintaining comprehensive and efficient library services.

28. Marigold Board shall equip, establish and maintain Library System service for the residents of the Parties to this Agreement and the services provided shall include:

    a) Information technology services

    b) Resource sharing support for library collections

    c) Library collection services

    d) Programming services

    e) Communications and marketing services

    f) Professional support and training services

The provision of library services will be defined in Marigold Library Board policy.

Expansion of Marigold

29. The Parties to this Agreement agree that any eligible entity within the boundaries of Marigold as set out in *the Regulation* may become a Party to this Agreement and a member of Marigold Board by:

    a) signing an agreement with Marigold Board incorporating the terms and conditions of this Agreement as amended, and

    b) adhering to policy concerning terms and conditions for integrating library services for acceptance of new or returning Parties to this Agreement, and

    c) receiving the approval of the Minister.

30. Admission and the date of admission shall be determined by Marigold Board.

DRAFT

31. Any Party to this Agreement admitted to Marigold after April 1 in any year shall pay a share as determined by Marigold Board of the annual requisition within 30 days of the date of admission.

Reports

32. Marigold Board shall present an annual report on the previous year's operations to the council and to the Library Board of each Member Municipality and to the Minister within 60 days after the Annual General Meeting of Marigold Board.

33. Marigold Board shall provide a copy of the financial statements prepared and certified by the Independent Public Accountant. Copies will be prepared and sent to each Member Municipality and to the Minister within 60 days of passing by Marigold Board.

Ownership of Property

34. Marigold owns the Real and Personal Property (including Intellectual Property rights) paid for or created by Marigold in Marigold's Municipal Libraries and Community Libraries.

35. All books, periodicals and library materials transferred to a member library's collection remain the property of that library's Library Board unless they are sent to Marigold for withdrawal or other disposition. Marigold insures the physical collection at member libraries.

36. All books, periodicals and library materials transferred to a Community Library's collection remain the property of the Member Municipality unless they are sent to Marigold for withdrawal or other disposition. Marigold insures the physical collection at Community Libraries.

Withdrawal and Termination

37. Any Party to this Agreement may withdraw from this Agreement in accordance with *the Act*. Any notice of withdrawal shall be received by Marigold Board by December 31 of any year to be effective at the end of Marigold's next fiscal year. If a Party to this Agreement gives notice to withdraw, Marigold Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing to the council and Municipal Board as appropriate, an appraisal of the expected effects on library services to the residents of the Municipality concerned. Marigold Board may request a reconsideration of the notice to withdraw.

38. If a Party to this Agreement withdraws from this Agreement pursuant to *the Act*, that Party shall be deemed to have forfeited any right, title or interest in the assets of Marigold Board, including Marigold Board's Real and Personal Property of any nature.

39. Marigold Board may expel any Party hereto from this Agreement for substantial misconduct or breach of this Agreement upon motion by the Executive Committee. At least 60 days written notice stating specific grounds for the motion shall be delivered to all the Parties to this Agreement and all Library Boards and be voted upon at the next General meeting after the notice period has expired. The motion shall be passed only upon a majority comprising 75% of Marigold Board members in attendance at said meeting.

DRAFT

Extension

40. The provisions of this Agreement shall be binding upon the Parties to this Agreement and any of their successors.

41. A separate contract may be negotiated by Marigold Board with any eligible non-member entity to acknowledge the different administrative and funding procedures and to define the type and extent of library service to be provided, as negotiated and approved by Marigold Board.

Amendment

42. This Agreement shall be amended by a motion for amendment passed by Marigold Board. Such amendment shall be effective upon receipt by Marigold Board of written notification from 60% of the Parties to this Agreement representing 60% of the people living within the boundaries of Marigold that they so authorized such amendment. The Parties to this Agreement shall conform to such amendment upon notification from Marigold Board that the amendment is in effect.

Entire Agreement

43. This Agreement, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter and all prior Agreements, representations, statements, negotiations and undertakings by and between the Parties to this Agreement are superseded hereby.

Execution in Counterpart

44. This Agreement may be executed in counterpart and all the executed counterparts together shall constitute this Agreement.

DRAFT

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

(Member Municipality)

Authorized Signature Date

Print Name and Title **Seal:**

Municipal Library Board or Intermunicipal Library Board* (City, Town, Village)

Authorized Signature Date

Print Name and Title

*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act.*

DRAFT

Schedule A

Parties which shall be admitted to Marigold Library System:

1. Council of the Municipal District of Acadia
2. Council of the Village of Acme
3. Council of the City of Airdrie
4. Council of the Town of Banff
5. Council of the Village of Beiseker
6. Council of the Municipal District of Bighorn
7. Council of the Town of Canmore
8. Council of the Village of Carbon
9. Council of the City of Chestermere
10. Council of the Town of Cochrane
11. Council of the Village of Consort
12. Council of the Town of Crossfield
13. Council of the Village of Delia
14. Council of the Town of Diamond Valley
15. Council of the Town of Drumheller
16. Council of the Village of Empress
17. Council of Foothills County
18. Council of the Summer Village of Ghost Lake
19. Council of the Town of Hanna
20. Council of the Town of High River
21. Council of the Village of Hussar
22. Improvement District #9 Banff
23. Council of the Town of Irricana

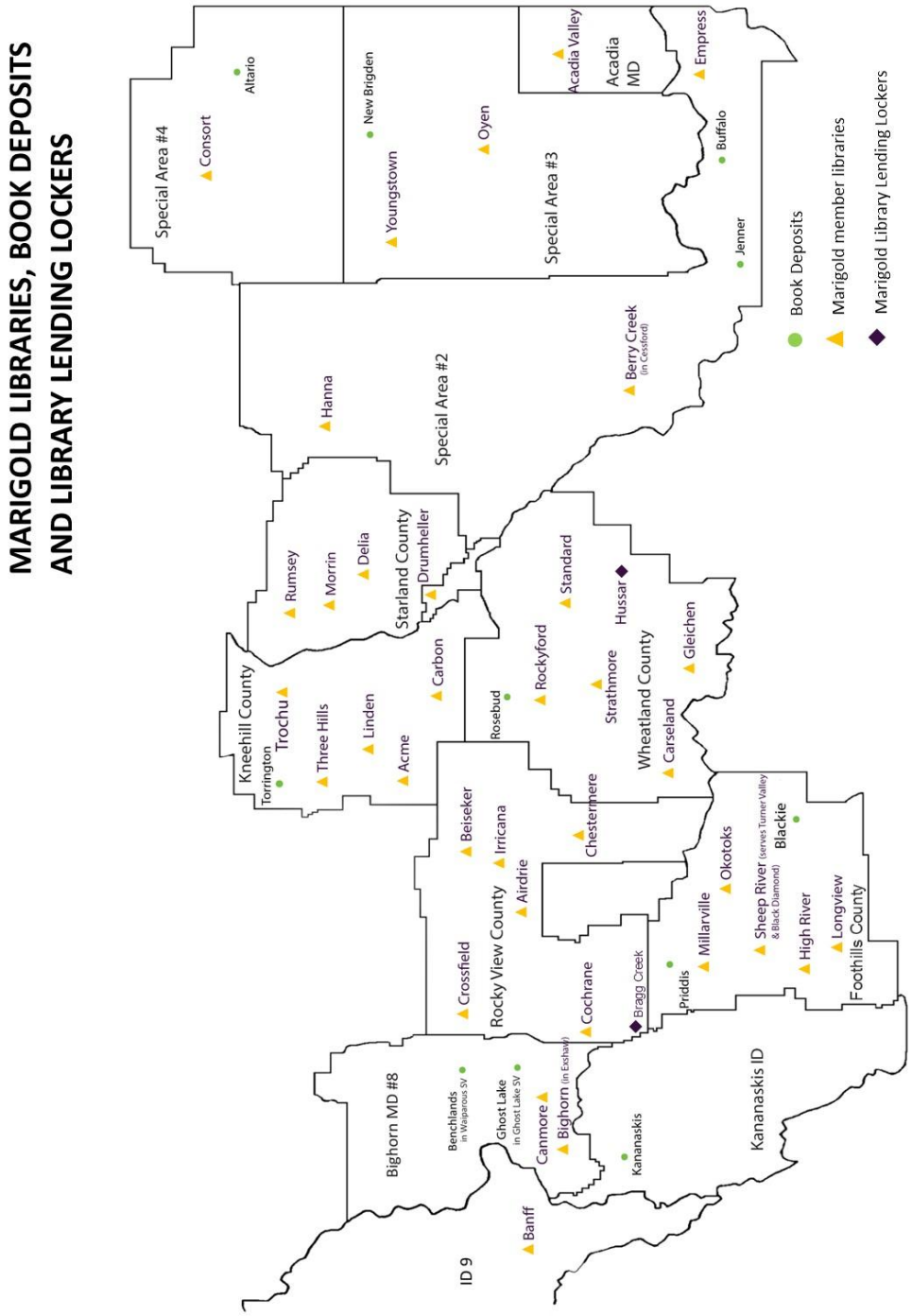
DRAFT

24. Kananaskis Improvement District
25. Council of Kneehill County
26. Council of the Village of Linden
27. Council of the Village of Longview
28. Council of the Village of Morrin
29. Council of the Village of Munson
30. Council of the Town of Okotoks
31. Council of the Town of Oyen
32. Council of the Village of Rockyford
33. Council of the County of Rocky View
34. Special Areas #2, #3 and #4 (Special Areas Board)
35. Council of the Village of Standard
36. Council of Starland County
37. Council of the Town of Strathmore
38. Council of the Town of Three Hills
39. Council of the Town of Trochu
40. Council of the Village of Veteran
41. Council of the Summer Village of Waiparous
42. Council of Wheatland County
43. Council of the Village of Youngstown

DRAFT

Schedule B

Map of Marigold Boundary



Schedule C

Requisition for Marigold Library System

Attached to and part of this Agreement by and between the Parties comprising the Marigold Library System.

Part I For those Municipalities without Library Boards

The contributions to the Marigold Library System by Counties, Municipal Districts, Special Areas, Improvement Districts, or any other Municipality without a Library Board shall be as follows for the period stated:

2027 $11.52 per capita paid directly to the Marigold Library System
2028 $11.59 per capita paid directly to the Marigold Library System
2029 $11.77 per capita paid directly to the Marigold Library System

Part II For those Municipalities with Library Boards

The contributions to the Marigold Library System by Municipalities having Municipal Library Boards or Intermunicipal Library Boards* shall be as follows for the period stated:

2027 $6.92 per capita to be paid directly to the Marigold Library System
2028 $7.09 per capita to be paid directly to the Marigold Library System
2029 $7.27 per capita to be paid directly to the Marigold Library System

Part III For Municipal Library Boards

The contributions to the Marigold Library System by Municipal Library Boards or Intermunicipal Library Boards* shall be as follows for the period stated:

2027 $4.50 per capita to be paid directly to the Marigold Library System
2028 $4.50 per capita to be paid directly to the Marigold Library System
2029 $4.50 per capita to be paid directly to the Marigold Library System

IN WITNESS THEREOF, the undersigned being one of the Parties set out in Schedule A - Parties which shall be admitted to Marigold Library System, has duly executed this amendment to the Agreement:

(Member Municipality) Authorized Signature Date

Print Name and Title_____ (Seal)

(Member Library Board or Intermunicipal Library Board*) Authorized Signature Date

Print Name and Title_____

Retain one copy for your files and forward one original copy signed by both parties to Marigold Library System.

Population: On August 24, 2024, the Marigold Board approved the motion for Schedule C levy rates: To apply the Municipal Affairs population from April 1 of the year preceding the fiscal year.
*Established pursuant to the Province of Alberta *Libraries Act and Regulation R.S.A. 2000 Chap. L-11.*

DRAFT

An Agreement by and between the parties comprising Marigold Library System

DRAFT

January 1, 1984
Amended January 1, 1995
Amended April 15, 2000
Amended August 2002
Amended November 1, 2002
Amended June 20, 2007
Amended April 22, 2008
Amended August 1, 2008
Amended January 29, 2022
Amended November 26, 2022
Proposed Amended November 22, 2025

Table of contents

	Page
Introduction	2
Name	4
Operation	4
The Marigold Library Board	4
Powers and duties of Library Boards	5
Financial	5
Services provided by Marigold Board	6
Expansion of Marigold	6
Reports	7
Ownership of property	7
Withdrawal and termination	7
Extension	8
Amendment	8
Entire Agreement	8
Execution in Counterpart	8
Authorization of parties to the Agreement	9
Parties to the Agreement	Schedule A
Map of Marigold Library System Boundary	Schedule B
Requisition by the Marigold Board	Schedule C

DRAFT

An Agreement by and between

the parties comprising the

Marigold Library System

(hereinafter referred to as "this Agreement")

This Agreement is made as of the 1st day of January 1984, with amendments to January 29, 2022, between such of the Municipalities, Improvement Districts and Special Areas contained in Schedule A as have appropriately ratified, endorsed and executed this Agreement or terms identical to this Agreement.

BECAUSE the *Libraries Act and Regulation R.S.A. 2000 Chap. L-11,* as amended*,* hereinafter referred as "*the Act*" provides:

a) that a Municipality, Improvement District, Special Area, Métis settlement or school authority may enter into an agreement to associate with one or more such organizations to establish, maintain and operate a Library System,

b) for a Library System board so established to be a corporation as set out in *the Act* and

c) that the Minister may make a grant upon the establishment of the Library System and may thereafter make annual grants where the Minister decides that the Library System is providing satisfactory service;

AND BECAUSE the Parties to this Agreement:

a) desire to collaborate to provide enhanced public library service to their residents,

b) are prepared to jointly finance and operate a Library System service to their residents,

c) recognize that the most effective way to provide a high quality of library service is through collaboration,

d) are prepared to support the development and maintenance of public library services through the Library System for the benefit of all parties, including the party that signs this Agreement,

e) agree that all library materials which are available through their respective Library Service Points shall be Accessible to the residents of all Parties, and

f) recognize the responsibility of each Party to have a representative fully participating in the management of the Marigold Board.

NOW the Parties to this Agreement agree with each other as follows:

1. Schedules A, B and C are attached to and form part of this Agreement.

2. When used in this Agreement, the terms defined below have the same meaning as they have in *the Act*, unless otherwise defined in this Agreement.

    a) "Accessible" - library resources shall be available to all residents of the Parties to this Agreement in the same way as to residents served by the Local Library. If use is restricted in a Local Library, the restriction shall apply to all residents in the system.

DRAFT

b) "Community Library" - Marigold uses the term “Community Library” for those libraries (Library Service Points) located in member municipalities that do not have a Library Board.

c) “Community Library Incorporated Society” – a Society incorporated or continued under the *Societies Act R.S.A. 2000 Chap.S-14*, that oversees the day-to-day operations and supervision of a library in a Municipality that does not have its own Library Board.

d) “Governing Board” – Marigold Board is the “Governing Board” for municipalities that have not formed a Library Board as set out in *the Act*. These municipalities have signed this Agreement to become members of Marigold Library System, and in return Marigold Board provides public library services and promotes the value of public libraries to residents in those municipalities. Marigold also complies with the provincial requirements for reporting and for distribution of provincial per capita grants for those municipalities.

e) "Independent Public Accountant" - a person holding a recognized professional accounting designation such as CPA (Chartered Professional Accountant), CA (Chartered Accountant), CMA (Certified Management Accountant), CGA (Certified General Accountant), or a similarly qualified individual.

f) “Intellectual Property” – anything created by or on behalf of Marigold which results from intellectual process. Intellectual Property includes, but is not limited to, literary works (any written work intended to provide information, instruction or pleasure), artistic works and computer program files. Such works and information may be stored in any format. Intellectual Property specifically includes Marigold’s automated files and databases.

g) “Intermunicipal Library Board” - a Library Board established pursuant to Part 1.1 of *the Act*.

h) "Library Board" - a Municipal or Intermunicipal Library Board.

i) “Library Service Point” – in accordance with *the Libraries Regulation* (hereinafter referred to as “*the Regulation*” under *the Act*, refers to a facility that provides public library services under the control and management of a board.

j) "Library System" - a Library System established pursuant to Part 2 of *the Act*.

k) "Local Library" - a Municipal Library, Intermunicipal Library, or a Community Library.

l) "Minister" - the Minister with authority for public libraries as defined in *the Act*.

m) "Municipal Library Board" - a Library Board established pursuant to Part 1 of *the Act*.

n) "Member Municipality" - any incorporated city, town, village, summer village, municipal district, special area, improvement district or any other eligible entity that is or could become a party to this Agreement.

o) “Personal Property” – any movable or intangible thing that is subject to ownership and not classified as Real Property.

p) “Real Property” - land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land. Real property can be either corporeal (ex. soil and buildings) or incorporeal (ex. easements).

DRAFT

Name

3. There is hereby established by Ministerial Order, a Library System known as the Marigold Library Board as set out in Section 14(2) of *the Act*, hereinafter referred to as "Marigold".

Operation

4. The Parties to this Agreement shall maintain and operate Marigold in accordance with *the Act* and any regulations promulgated under *the Act*~~,~~.

5. The Parties to this Agreement shall provide public library service to all their residents through the Library System as defined by this Agreement.

6. The Parties to this Agreement shall make all library materials and resources belonging to Marigold and local libraries ~~a~~Accessible to the residents of all Parties.

The Marigold Library Board

7. The general management, regulation and control of Marigold is vested in and shall be exercised by the Governing Board of Marigold, hereinafter referred to as "Marigold Board", with the powers and duties set out in *the Act*.

8. Where a Municipality is a Party to this Agreement, it shall appoint one member to Marigold Board. The preference for an appointment will be an individual who has an active involvement in the library community such as membership on the Local Library Board.

9. Appointments to Marigold Board shall be made in accordance with *the Act*.

10. Marigold Board shall be governed by *the Act*, this Agreement and the governing documents adopted by Marigold Board.

11. Marigold Board shall establish an Executive Committee of not more than ten (10) persons. That committee shall oversee the general operations of Marigold between Marigold Board meetings and carry out such further activities as may be directed by Marigold Board.

12. Marigold Board shall hire a Chief Executive Officer (CEO) whose responsibility shall be the administration of Marigold. Marigold Board shall fix the compensation and all other terms of employment of the CEO.

13. Marigold Board shall maintain adequate insurance coverage for its property, liabilities and operations.

14. Marigold Board shall cooperate with other libraries, Library Systems, library associations and with the Government of Alberta in the development, maintenance and operation of networks for enhancing public library services.

DRAFT

Powers and duties of Library Boards

15. Each Library Board within Marigold should:

    a) hire such Municipal Library employees as are necessary for the provision of library service to the community,

    b) act as liaison between their community, their Municipal Council and Marigold Board to communicate Library Board policy and community need,

    c) in cooperation with Marigold Board, set policies and procedures for the operation of the library including minimum number of library hours, management, use and services,

    d) cooperate with Marigold Board in implementing system-wide policies,

    e) submit copies of all library policies, bylaws, goals and objectives and plan of service documents to Marigold Board when updated,

    f) perform such additional duties as are necessary to operate library service in their community and

    g) forward a copy of its budget for the current year, a copy of its annual report and audited financial statements for the preceding year to Marigold Board on or before June 30.

16. Marigold Board will act as the Governing Board for any Municipality that does not have a Municipal Library Board or an Intermunicipal Library Board. That relationship will be governed by an agreement between Marigold and any such Municipality.

Financial

17. The fiscal year of Marigold and Marigold Board shall be January 1 to December 31, both dates inclusive, or as may be amended by Marigold Board from time to time.

18. For the purposes of the per capita requisition in paragraphs 19 and 20, the population of a Municipality that is a Party to this Agreement shall be deemed to be the population for the Municipality published by the Government of Alberta for the fiscal year prior to the fiscal year in which the requisition is paid, as set out in the current Schedule C – Requisition for Marigold Library System.

19. Each Party to this Agreement shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within ~~one month~~ 30 days of the invoice date.

20. Each Municipal Library Board or Intermunicipal Library Board in Marigold shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within ~~one month~~ 30 days of the invoice date.

21. Increases or decreases of per capita requisitions in Schedule C constitute an amendment to this Agreement, which shall be passed in accordance with paragraph 42.

22. Residents of Municipalities that do not participate in any Alberta Library System are not eligible to use the services provided by Marigold Board, as outlined in Section 28 of this Agreement.

DRAFT

23. Marigold Board shall keep distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an Independent Public Accountant. Such accounts shall be kept in accordance with generally accepted accounting practices as defined by the Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO).

24. Marigold Board shall cause audited financial statements for each fiscal year to be prepared and presented by an Independent Public Accountant by the last day of April in the year following the fiscal year to which they relate, and to be presented to Marigold Board at the Annual General Meeting.

25. Marigold Board may apply for any grants for which it is eligible.

26. Any Party not having a Municipal Library Board or an Intermunicipal Library Board authorizes Marigold Board to apply for provincial operating grants on their behalf in accordance with government regulations.

Services provided by Marigold Board

27. Subject to the provisions of *the Act* and *the Regulation* and subject to the provisions of this Agreement, Marigold Board shall manage and control Marigold by organizing, promoting and maintaining comprehensive and efficient library services.

28. Marigold Board shall equip, establish and maintain Library System service for the residents of the Parties to this Agreement and the services provided shall include:

~~a) IT network and infrastructure support, including network management, threat protection, help desk support, equipment installation and servicing, email, website hosting and IT consultation services,~~
~~b) bibliographic services, including central ordering, cataloguing and processing and shared catalogue,~~
~~c) physical and virtual materials and collections, including materials allocation, interlibrary loans and digital/online resources,~~
~~d) consultation services, including professional consultation, training and continuing education,~~
~~e) delivery and resource sharing,~~
~~f) marketing and advocacy,~~
~~g) programming support, including support for summer reading programs and program kits,~~
~~h) discount ordering of materials, supplies and equipment,~~
~~i) direct services to Marigold residents, including book deposits, mail delivery of requested materials and access to Library Lending Lockers.~~

a) Information technology services
b) Resource sharing support for library collections
c) Library collection services
d) Programming services
e) Communications and marketing services
f) Professional support and training services

The provision of library services will be defined in Marigold Library Board policy.

Expansion of Marigold

29. The Parties to this Agreement agree that any eligible entity within the boundaries of Marigold as set out in *the Regulation* may become a Party to this Agreement and a member of Marigold Board by:

a) signing an agreement with Marigold Board incorporating the terms and conditions of this Agreement as amended, and

DRAFT

b) adhering to policy concerning terms and conditions for integrating library services for acceptance of new or returning Parties to this Agreement, and

c) receiving the approval of the Minister.

30. Admission and the date of admission shall be determined by Marigold Board.

31. Any Party to this Agreement admitted to Marigold after April 1 in any year shall pay a share as determined by Marigold Board of the annual requisition within 30 days of the date of admission.

Reports

32. Marigold Board shall present an annual report on the previous year's operations to the council and to the Library Board of each Member Municipality and to the Minister within 60 days after the Annual General Meeting of Marigold Board.

33. Marigold Board shall provide a copy of the financial statements prepared and certified by the Independent Public Accountant. Copies will be prepared and sent to each Member Municipality and to the Minister within 60 days of passing by Marigold Board.

Ownership of Property

34. Marigold owns the Real and Personal Property (including Intellectual Property rights) paid for or created by Marigold in Marigold's Municipal Libraries and Community Libraries.

35. All books, periodicals and library materials transferred to a member library's collection remain the property of that library's Library Board unless they are sent to Marigold for withdrawal or other disposition. Marigold insures the physical collection at member libraries.

36. All books, periodicals and library materials transferred to a Community Library's collection remain the property of the Member Municipality unless they are sent to Marigold for withdrawal or other disposition. Marigold insures the physical collection at Community Libraries.

Withdrawal and Termination

37. Any Party to this Agreement may withdraw from this Agreement in accordance with *the Act*. Any notice of withdrawal shall be received by Marigold Board by December 31 of any year to be effective at the end of Marigold's next fiscal year. If a Party to this Agreement gives notice to withdraw, Marigold Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing to the council and Municipal Board as appropriate, an appraisal of the expected effects on library services to the residents of the Municipality concerned. Marigold Board may request a reconsideration of the notice to withdraw.

38. If a Party to this Agreement withdraws from this Agreement pursuant to *the Act*, that Party shall be deemed to have forfeited any right, title or interest in the assets of Marigold Board, including Marigold Board's Real and Personal Property of any nature.

39. Marigold Board may expel any Party hereto from this Agreement for substantial misconduct or breach of this Agreement upon motion by the Executive Committee. At least 60 days written notice stating specific grounds for the motion shall be delivered to all the Parties to this Agreement and all Library Boards and be voted upon at the next General meeting after the notice period has expired. The motion shall be passed only upon a majority comprising 75% of Marigold Board members in attendance at said meeting.

DRAFT

Extension

40. The provisions of this Agreement shall be binding upon the Parties to this Agreement and any of their successors.

41. A separate contract may be negotiated by Marigold Board with any eligible non-member entity to acknowledge the different administrative and funding procedures and to define the type and extent of library service to be provided, as negotiated and approved by Marigold Board.

Amendment

42. This Agreement shall be amended by a motion for amendment passed by Marigold Board. Such amendment shall be effective upon receipt by Marigold Board of written notification from 60% of the Parties to this Agreement representing 60% of the people living within the boundaries of Marigold that they so authorized such amendment. The Parties to this Agreement shall conform to such amendment upon notification from Marigold Board that the amendment is in effect.

Entire Agreement

43. This Agreement, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter and all prior Agreements, representations, statements, negotiations and undertakings by and between the Parties to this Agreement are superseded hereby.

Execution in Counterpart

44. This Agreement may be executed in counterpart and all the executed counterparts together shall constitute this Agreement.

DRAFT

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

(Member Municipality)

Authorized Signature Date

Print Name and Title **Seal:**

Municipal Library Board or Intermunicipal Library Board* (City, Town, Village)

Authorized Signature Date

Print Name and Title

*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act.*

DRAFT

Schedule A

Parties which shall be admitted to Marigold Library System:

1. Council of the Municipal District of Acadia ~~#34~~
2. Council of the Village of Acme
3. Council of the City of Airdrie
4. Council of the Town of Banff
5. Council of the Village of Beiseker
6. Council of the Municipal District of Bighorn ~~#8~~
~~7. Council of the Town of Black Diamond~~
~~8.~~ 7. Council of the Town of Canmore
~~9.~~ 8. Council of the Village of Carbon
~~10.~~ 9. Council of the City of Chestermere
~~11.~~10. Council of the Town of Cochrane
~~12.~~11. Council of the Village of Consort
~~13.~~12. Council of the Town of Crossfield
~~14.~~13. Council of the Village of Delia
14. Council of the Town of Diamond Valley
15. Council of the Town of Drumheller
16. Council of the Village of Empress
17. Council of Foothills County
18. Council of the Summer Village of Ghost Lake
19. Council of the Town of Hanna
20. Council of the Town of High River
21. Council of the Village of Hussar
22. ~~I.D.~~ Improvement District #9 Banff ~~(The Minister of the Department of Municipal Affairs)~~
23. Council of the Town of Irricana

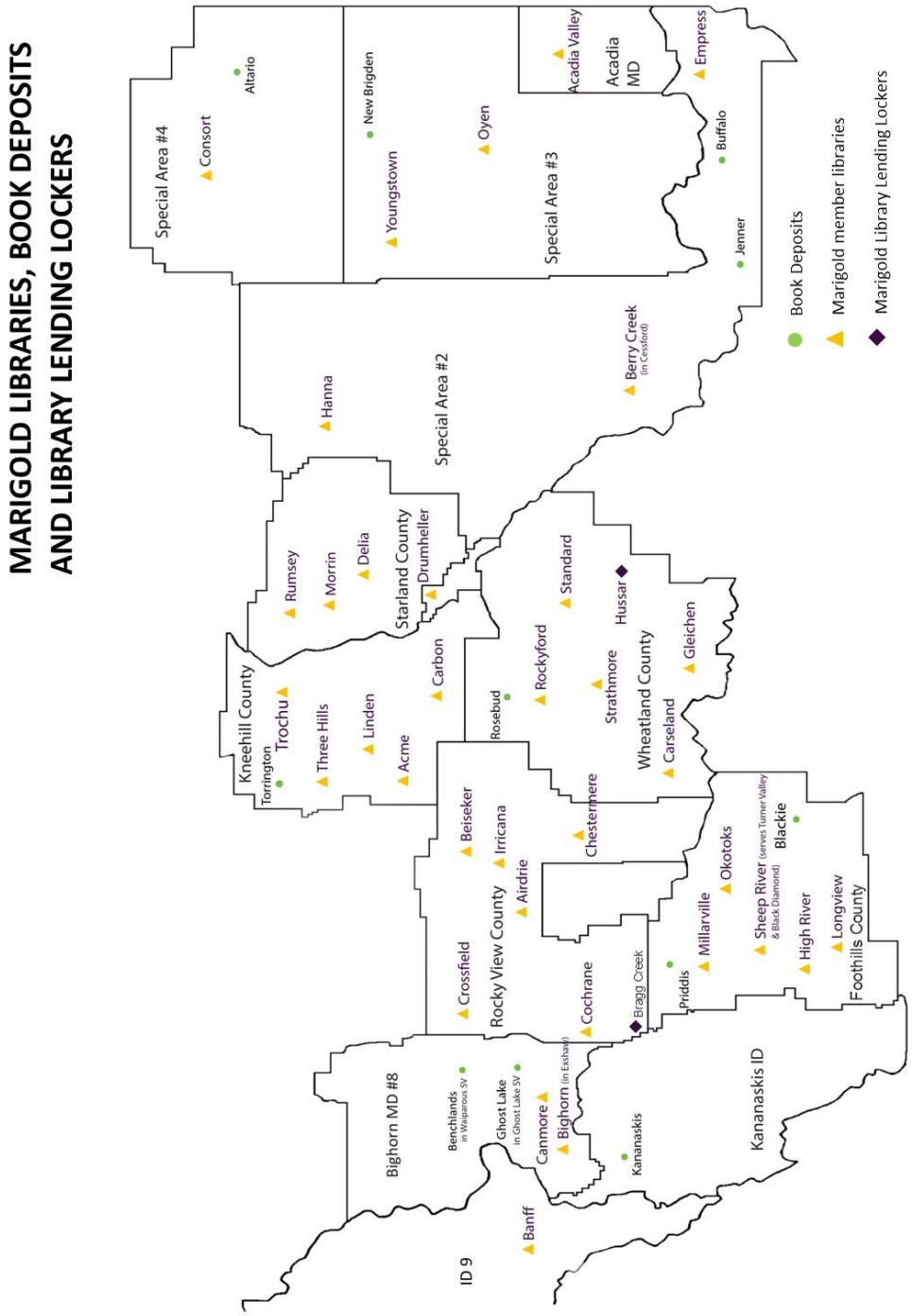
DRAFT

24. Kananaskis Improvement District ~~(The Minister of Tourism, Parks and Recreation)~~
25. Council of Kneehill County
26. Council of the Village of Linden
27. Council of the Village of Longview
28. Council of the Village of Morrin
29. Council of the Village of Munson
30. Council of the Town of Okotoks
31. Council of the Town of Oyen
32. Council of the Village of Rockyford
33. Council of the County of Rocky View ~~# 44~~
34. Special Areas #2, #3 and #4 (Special Areas Board) ~~(The Minister of the Department of Municipal Affairs)~~
35. Council of the Village of Standard
36. Council of Starland County
37. Council of the Town of Strathmore
38. Council of the Town of Three Hills
39. Council of the Town of Trochu
~~40. Council of the Town of Turner Valley~~
~~41.~~40. Council of the Village of Veteran
~~42.~~41. Council of the Summer Village of Waiparous
~~43.~~42. Council of Wheatland County
~~44.~~43. Council of the Village of Youngstown

DRAFT

Schedule B

Map of Marigold Boundary



Schedule C

Requisition for Marigold Library System

Attached to and part of this Agreement by and between the Parties comprising the Marigold Library System.

Part I For those Municipalities without Library Boards

The contributions to the Marigold Library System by Counties, Municipal Districts, Special Areas, Improvement Districts, or any other Municipality without a Library Board shall be as follows for the period stated:

~~2025 $11.18 per capita paid to the Marigold Library System~~
~~2026 $11.46 per capita paid to the Marigold Library System~~
2027 $11.52 per capita paid directly to the Marigold Library System
2028 $11.59 per capita paid directly to the Marigold Library System
2029 $11.77 per capita paid directly to the Marigold Library System

Part II For those Municipalities with Library Boards

The contributions to the Marigold Library System by Municipalities having Municipal Library Boards or Intermunicipal Library Boards* shall be as follows for the period stated:

~~2025 $6.59 per capita to be paid directly to the Marigold Library System~~
~~2026 $6.75 per capita to be paid directly to the Marigold Library System~~
2027 $6.92 per capita to be paid directly to the Marigold Library System
2028 $7.09 per capita to be paid directly to the Marigold Library System
2029 $7.27 per capita to be paid directly to the Marigold Library System

Part III For Municipal Library Boards

The contributions to the Marigold Library System by Municipal Library Boards or Intermunicipal Library Boards* shall be as follows for the period stated:

~~2025 $4.50 per capita to be paid directly to the Marigold Library System~~
~~2026 $4.50 per capita to be paid directly to the Marigold Library System~~
2027 $4.50 per capita to be paid directly to the Marigold Library System
2028 $4.50 per capita to be paid directly to the Marigold Library System
2029 $4.50 per capita to be paid directly to the Marigold Library System

IN WITNESS THEREOF, the undersigned being one of the Parties set out in Schedule A - Parties which shall be admitted to Marigold Library System, has duly executed this amendment to the Agreement:

(Member Municipality) Authorized Signature Date

Print Name and Title_____ (Seal)

(Member Library Board or Intermunicipal Library Board*) Authorized Signature Date

Print Name and Title_____

DRAFT

Retain one copy for your files and forward one original copy signed by both parties to Marigold Library System.

Population: On August 24, 2024, the Marigold Board approved the motion for Schedule C levy rates: To apply the Municipal Affairs population from April 1 of the year preceding the fiscal year.

*Established pursuant to the Province of Alberta *Libraries Act and Regulation R.S.A. 2000 Chap. L-11.*

DRAFT

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: February 10, 2026 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, and as of that date the 2025 taxes outstanding were $959,295.57, versus the outstanding taxes on August 31, 2024, of $903,886.72.

Penalties in the amount of $9,803.01 were applied on September 1st, 2025, and $6,413.72 on October 1st, 2025 (4% of current levy balance).

As of August 31, 2025, it was anticipated that of the outstanding taxes there would be a further payment of taxes from those property owners on the monthly pre-authorized payment plan in the amount of $542,609.72 by the end of December, leaving an estimated amount of outstanding taxes at year-end of $416,685.85 if no additional payments were made. Comparisons of outstanding taxes as of December 31st are as follows:

- December 31, 2025 the outstanding taxes were $185,363.82
- December 31, 2024 the outstanding taxes were $149,639.58
- December 31, 2023 the outstanding taxes were $109,833.70
- December 31, 2022 the outstanding taxes were $74,690.86

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

There are 559 tax properties on the monthly pre-authorized payment plan; with an average of $130,411.00 monthly payments received.

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: February 10th, 2026 Agenda Item No: 10.01

Bylaw 1044-2026 New Council Procedural Bylaw

Recommended Motion

That Council give First Reading to Bylaw 1044-2026, the new Council Procedural Bylaw.

That Council give Second Reading to Bylaw 1044-2026, the new Council Procedural Bylaw.

Background

The Procedural Bylaw has been rewritten to reflect current municipal governance standards and practices. Key updates include the formal introduction of a Consent Agenda and the renaming of Information Sessions to Committee of the Whole meetings.

It has also been updated to align with provincial legislative changes, replacing references to the repealed FOIP Act with the new Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

Given the comprehensive nature of the draft and alignment with established procedural norms, the Administration recommends that Council proceed with both First and Second Readings at this time.

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. Bylaw 1044-2026 New Council Procedural Bylaw
2. Bylaw 1015-021 Council Procedural 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 1044-2026

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF GOVERNING THE PROCEEDINGS AND CONDUCT OF COUNCIL AND COUNCIL COMMITTEES, AND FOR THE TRANSACTION OF COUNCIL BUSINESS.

WHEREAS pursuant to section 145 of the Municipal Government Act, R.S.A. 2000, c. M-26 (the "Act"), a council may pass bylaws in relation to the procedure and conduct of council, council committees and other bodies established by the council, and the conduct of councillors and members of council committees;

AND WHEREAS section 197 of the Act requires that councils and council committees conduct their meetings in public, except where a matter is authorized to be discussed in a meeting closed to the public under the Act or another statute;

AND WHEREAS Council deems it necessary to regulate the conduct of its meetings and committees to ensure open, transparent, and efficient governance;

NOW THEREFORE the Council of the Town of Hanna, duly assembled, enacts as follows:

Part I – Bylaw Title

1.1 **Title:** This Bylaw may be cited as the "Town of Hanna Council Procedural Bylaw."

Part II – Definitions

2.1 **"Act"** means the *Municipal Government Act*, R.S.A. 2000, c. M-26, and amendments thereto.

2.2 **"CAO"** means the Chief Administrative Officer of the Town or their delegate.

2.3 **"Chair"** means the person presiding at a meeting of Council or a Committee. For Council meetings, the Chair is the Mayor, or in the absence of the Mayor, the Deputy Mayor, or in the absence of both, another Councillor chosen to preside. For Committee meetings, the Chair is the person appointed to preside over that Committee or, failing that, chosen by the members present.

2.4 **"Closed Meeting"** (often called *In Camera*) means a meeting of Council or Committee, or a portion thereof, at which no members of the public are permitted to attend, and which is held in accordance with section 197(2) of the Act (i.e. to discuss matters within one of the exceptions to disclosure in the *Freedom of Information and Protection of Privacy Act*). No bylaw or resolution shall be passed during a Closed Meeting apart from a resolution to revert to an open meeting.

2.5 **"Committee"** or **"Council Committee"** means a committee, board, commission, authority or other body established by Council under the Act. This includes *Committee of*

the Whole as defined herein, Standing Committees, ad hoc committees or any other bodies to which Council delegates duties under section 203 of the Act.

2.6 **"Committee of the Whole"** (sometimes abbreviated as COTW) means a committee of Council consisting of **all Councillors** present, sitting as a committee to discuss matters informally with greater freedom of debate and without the requirement to make final decisions. A meeting of the Committee of the Whole is referred to as a "Committee of the Whole Meeting."

2.7 **"Consent Agenda"** means a grouping of items on a meeting agenda that are not expected to require debate or discussion, and which may be approved collectively by one omnibus resolution. The consent agenda allows Council to efficiently adopt routine recommendations and reports without separate motions. Any Councillor may request that a specific item be removed from the Consent Agenda for individual consideration; such a request shall be honored automatically, and the item will be placed elsewhere on the regular agenda for debate. Only items with straightforward or informational recommendations (e.g. uncontroversial reports, previous meeting minutes, information items, first reading of certain bylaws, etc.) should be included on the Consent Agenda.

2.8 **"Council"** means the municipal Council of the Town of Hanna, comprised of the duly elected Mayor and Councillors.

2.9 **"Councillor"** means a Member of Council duly elected under the *Local Authorities Election Act* and continuing to hold office. Unless the context requires otherwise, "Councillor" includes the Mayor.

2.10 **"Deputy Mayor"** means the Councillor appointed by Council, typically at the annual Organizational Meeting, to act as Mayor in the absence or incapacity of the Mayor. The Deputy Mayor is the default Chair of meetings when the Mayor is absent.

2.11 **"Delegation"** means an individual, group of individuals, or representative of a group or organization, who has requested and been granted an appointment to appear before Council or Committee to present information, make a request, or register opinions on a matter. *Delegation* may also refer to the portion of a meeting agenda where such presentations are heard.

2.12 **"Member"** means a Member of Council (the Mayor or a Councillor) or a member of a Council Committee (including members of the public appointed to a committee).

2.13 **"Municipality"** or **"Town"** means the municipal corporation of the Town of Hanna, in the Province of Alberta, and, where the context requires, the area contained within its boundaries.

2.14 **"Organizational Meeting"** means the annual meeting of Council held pursuant to section 192 of the Act, at which Council addresses those matters required by the Act and this Bylaw, including the appointment of the Deputy Mayor and the establishment of a schedule of regular meetings, among other business.

2.15 **"Point of Order"** means a request raised by a Member drawing attention to an infraction of this Procedural Bylaw or other parliamentary rule of order during a meeting.

2.16 **"Point of Privilege"** means a request raised by a Member concerning the comfort, rights, or integrity of the Council or of the Member (for example, to address noise, personal affront, etc.), which is typically resolved before resuming the business at hand.

2.17 **"Public Hearing"** means a meeting or portion of a meeting of Council convened to hear public representations on a proposed bylaw or resolution as required or authorized under the Act or any other legislation.

2.18 **"Quorum"** is the minimum number of members who must be present for a meeting to be legally constituted. For Council meetings, quorum is a majority of all the current Members of Council (i.e., more than half). For a Council Committee, quorum is a majority of the members appointed to that committee (unless specified otherwise by Council).

2.19 **"Special Meeting"** means a meeting of Council called by the Mayor or Council in accordance with section 194 of the Act, to deal with an urgent matter or a specific item of business, outside the regular Council meeting schedule.

(Note: Any term not defined in this bylaw shall have the meaning assigned to it in the Municipal Government Act or, if not defined there, the ordinary dictionary meaning.)

Part III – Application and Interpretation

3.1 **Application:** This Bylaw governs the proceedings of Council meetings, Committee of the Whole meetings, and all meetings of committees established by Council. All Members of Council and Council Committees, as well as Town administration and members of the public in attendance, must adhere to the provisions of this Bylaw.

3.2 **Hierarchy of Authority:** In the event of any conflict between this Bylaw and legislation, the provisions of legislation (including the Act or other applicable statutes or regulations) shall prevail. Specifically, the rules in the Municipal Government Act, other provincial legislation, and common law take precedence, in that order, followed by this Bylaw.

3.3 **Robert's Rules:** For meeting matters not addressed in the Act or this Bylaw, the Chair may reference **Robert's Rules of Order** or other recognized parliamentary authority as a guiding resource, provided that it is consistent with the provisions of this Bylaw and applicable legislation.

3.4 **Suspension of Rules:** Any provision of this Procedural Bylaw (other than one mandated by legislation) may be temporarily suspended for the duration of a particular meeting by an affirmative vote of **Two-Thirds of the Members present**, unless a higher voting requirement is specified for that particular provision. The suspension shall only apply to the matter under immediate consideration. (For example, Council may by two-thirds vote agree to relax certain debate restrictions for a particular issue.)

3.5 **Amendments to Bylaw:** This Bylaw shall not be repealed or amended except by bylaw of Council. Any amendments must comply with the requirements of the Act

(including advance notice if required). All Members of Council shall have an opportunity to review and debate any proposed changes prior to third reading.

Part IV – Meetings of Council

A. Inaugural/Organizational Meetings

4.1 **Inaugural Meeting (Post-Election):** Following a general municipal election, the first meeting of the new Council (the Inaugural Meeting) shall be held within the time prescribed by the Act. At the Inaugural Meeting, each Councillor shall take the official oath of office as prescribed by the *Oaths of Office Act* (to be administered by a Commissioner for Oaths), and no regular business shall be conducted until the oaths have been taken. The Organizational Meeting may be combined with the Inaugural Meeting if timing allows, or Council may hold a separate Organizational Meeting.

4.2 **Annual Organizational Meeting:** An Organizational Meeting of Council shall be held annually, not later than 2 weeks after the 3rd Monday in October, as required by the Act. In a non-election year, the Organizational Meeting will typically be held on a regular Council meeting date in October, unless otherwise directed by Council resolution. The business of the Organizational Meeting shall include, but is not limited to:

- a) Administration of oaths of office for any new Councillors (if not already done at an Inaugural Meeting after an election);
- b) The appointment of the Deputy Mayor (or approval of a schedule of rotational Deputy Mayor appointments) for the forthcoming year;
- c) Establishing the schedule of Regular Council Meetings for the next year (dates, times, and place of meetings);
- d) Reviewing and appointing Council representatives to Council Committees, regional boards, and other agencies as required;
- e) Appointing members-at-large (public members) to committees and boards, as needed;
- f) Any other organizational business required by the Act or which Council or the CAO may direct be considered (such as seating arrangements, signing authorities, etc.).

4.3 Notice of an Organizational Meeting shall be given as if it were a Special Meeting, unless the schedule for the Organizational Meeting is set by a prior Council resolution or bylaw. The Mayor (or CAO) shall chair the Organizational Meeting until the business in 4.2(b) is completed, after which the newly appointed Deputy Mayor (if applicable) may assume the Chair at the Mayor's discretion or in the Mayor's absence.

B. Regular Council Meetings

4.4 **Schedule:** Regular Meetings of Council shall be held in accordance with the schedule approved at the Organizational Meeting (or as otherwise determined by Council). Unless

Council by resolution directs otherwise, Regular Council Meetings shall typically be held in the Town of Hanna Council Chambers, on [specified day of week/month and time]_ (e.g. “the second Tuesday of each month at 6:00 p.m.”)_. The approved schedule of meetings shall be posted publicly.

4.5 **Changing Meeting Date/Time:** Council may, by resolution, change the date, time or location of a future Regular Meeting of Council. The CAO shall ensure public notice of the change is given at least 24 hours in advance by posting a notice at the Town Office and on the Town’s website or other public communication channels.

4.6 **Cancellation:** Council may cancel a Regular Meeting by resolution, provided that at least 24 hours’ notice of cancellation is given to the public and all Members of Council. In extraordinary circumstances, if a quorum is known in advance to be unobtainable for a scheduled Regular Meeting, the Mayor alone (in consultation with the CAO) may cancel that meeting. The CAO must notify all Members as soon as possible and ensure public notice of the cancellation is provided.

4.7 **Quorum Requirements:** As defined in this Bylaw, the quorum of Council is a majority of all the current Members of Council (e.g., if Council is 7 members, quorum is 4). A Regular or Special Council Meeting shall not commence until a quorum is present. If a quorum is not achieved within 15 minutes after the scheduled start time of the meeting, the meeting shall stand adjourned, and the CAO or Recording Secretary shall record the names of the members present and absent. The meeting may be rescheduled at the call of the Mayor or deferred to the next regular meeting date, as appropriate.

4.8 **Proceedings in Absence of Quorum:** In the absence of a quorum, no business of Council may be conducted other than:

- the calling of the meeting to order and immediate adjournment by the CAO or Recording Secretary (if no Chair is present), or
- measures taken to obtain a quorum (such as a recess or contacting absent Members), or
- the setting of a date and time to reconvene the meeting.
  If a meeting is adjourned for lack of quorum, the agenda items for that meeting that were not dealt with shall be deferred to the next Regular Council Meeting or to a Special Meeting called for that purpose.

4.9 **Electronic Participation:** In accordance with section 199 of the Act and this section, Council meetings may be conducted by means of electronic or other communication facilities (such as teleconference or videoconference) if required. A Councillor who is unable to attend a meeting in person may participate electronically, provided that:

- a) **Notice** of the electronic meeting or participation is given to the public and all Council Members, including the way in which the meeting will be available to the public (if applicable);

- b) The communication method permits all meeting participants to hear and speak to one another simultaneously;
- c) Except in the case of an entirely electronic meeting, the Town designates a physical location for the public to attend and hear the meeting, as required by the Act;
- d) A Member participating remotely is deemed present for quorum **only if** they can be adequately heard (and seen if video is used) by others, and they themselves can hear all discussion. If communication is lost or impaired such that these conditions fail, the remote Member shall be noted as leaving the meeting until connectivity is restored.
- e) No more than ___ (e.g., two) Councillors may attend a given meeting electronically except in exceptional circumstances or if the meeting is an electronic-only meeting (such as during a state of emergency);
- f) A Council Member attending electronically shall inform the Chair if they wish to leave the meeting (temporarily or permanently), and any departure or rejoining shall be noted for the minutes (particularly to assess quorum);
- g) All voting during an electronic meeting shall be done by roll call vote or other method that clearly identifies the vote of each Member.

C. Special Council Meetings

4.10 **Calling a Special Meeting:** A Special Meeting of Council may be called by the Mayor at any time, pursuant to the Act. The Mayor must call a Special Meeting if requested in writing by a majority of the Councillors (i.e., a quorum of Council). The written request must include a statement of the purpose of the meeting. If the Mayor does not call the requested Special Meeting within 14 days of receiving the written request, the Act allows the requesting Councillors to call the meeting themselves.

4.11 **Notice of Special Meeting:** The CAO shall ensure that at least 24 hours' notice of a Special Meeting is provided to each Councillor and to the public, in accordance with the Act. The notice must state the date, time, location, and purpose of the Special Meeting. Notice to Councillors shall be by email or personal delivery (or by phone with follow-up written notice) to the contact information provided by each Councillor. Notice to the public shall be given by posting the notice at the Town Office and on the Town's website or usual notice boards. **Waiver of notice:** Notwithstanding the above, a Special Meeting may be held without the required 24-hour notice if all Councillors are present (in person or by electronic means) and pass a resolution to waive notice, or if any absent Councillors provide a written waiver of notice prior to the meeting.

4.12 **Special Meeting Agenda:** No business other than that stated in the notice (the specific purpose for which the meeting was called) shall be transacted at a Special Meeting unless all Councillors are present and the Council unanimously resolves to add additional items to the agenda. Special Meetings are typically limited to the item(s) that necessitated the urgent meeting.

4.13 **Procedures at Special Meetings:** Special Meetings shall be conducted following the rules of this Bylaw applicable to Regular Meetings, except that there is no "Consent Agenda" or Public Presentation Session unless specifically added by unanimous consent (due to the focused nature of the meeting). Minutes of the Special Meeting must be recorded and adopted at a subsequent meeting, as with any Council meeting.

D. Committee of the Whole Meetings

4.14 **Purpose of Committee of the Whole:** Council may meet as Committee of the Whole (COTW) to facilitate detailed discussion, feedback, and information sharing on select matters. In COTW, procedural formalities are relaxed to allow for freer debate: for example, Members may speak more frequently on a topic, and less formal voting (by consensus) may be used for interim direction. The Committee of the Whole cannot exercise the Council's power to pass bylaws or resolutions (except procedural motions as allowed in 4.18) – its function is advisory and for discussion. Any recommendations of the COTW must be brought forward to a formal Council meeting for a decision.

4.15 **Scheduling of COTW Meetings:** Council may by resolution, establish a regular schedule for Committee of the Whole meetings (e.g., a monthly COTW meeting on a set date), or may call a COTW meeting on an as-needed basis by consensus or resolution. Notice of COTW meetings shall be provided in the same manner as for Regular Council Meetings, but may be waived or reduced by unanimous consent of Council if urgent (since COTW is a committee meeting, section 195 of the Act on waiving notice can apply similarly). If a COTW meeting is scheduled as part of a Regular Council Meeting (i.e., Council resolves to temporarily move into COTW during a regular meeting), no separate notice is required beyond the Council meeting agenda.

4.16 **Chair of COTW:** The Mayor may chair the Committee of the Whole meetings; however, Council may decide to appoint another Member (such as the Deputy Mayor) as Chair of COTW for efficiency or training purposes. If the designated COTW Chair is absent, the Members present shall select a Chair from among themselves at the start of the meeting.

4.17 **Authority and Minutes:** The Committee of the Whole may make recommendations to Council by motion, and may direct Administration to further research or report on matters, but **shall not** exercise Council's power to make binding decisions or pass bylaws/resolutions. Minutes or notes of COTW meetings shall be recorded by the Recording Secretary and submitted to Council for information. Any motion adopted in COTW that requires action (other than to obtain more information) should be phrased as a recommendation for Council's consideration (for example: "*That Committee of the Whole recommends that Council approve* ____"). Such recommendations do not have force until considered and voted upon by Council at a Regular or Special Council meeting.

4.18 **Procedural Rules in COTW:** The rules of procedure in this Bylaw apply to COTW meetings, with the following relaxed provisions:

- a) No motion needs to be seconded (as per usual rule 5.12) and discussion can occur without a formal motion on the floor, at the Chair's discretion, to facilitate brainstorming.
- b) The only resolutions or motions that the Committee of the Whole may pass are:
    - motions to adopt the agenda or approve minutes of the COTW meeting;
    - motions to receive reports or information for information purposes;
    - motions to move in or out of Closed Meetings (for permissible topics);
    - motions to refer matters to Administration or to a Regular Council meeting for decision;
    - motions to make recommendations to Council on matters under discussion;
    - and procedural motions such as to recess, to adjourn, or to postpone discussion.
    - *(In other words, the Committee of the Whole shall not purport to pass any motion that would have the effect of a final decision or direction binding upon the Town, except to make a recommendation or to request information.)*
- c) Members may speak to a matter multiple times in COTW, and the strict limits on debate in Part V may be relaxed, provided all Members wishing to speak are given a fair opportunity.
- d) Votes in COTW are generally taken by a show of hands or consensus. Recorded votes are not typically taken in COTW since decisions are not final, but any Member may request a recorded vote on a recommendation if desired.
- e) **Public and Delegations:** Committee of the Whole meetings, when held as separate meetings, are open to the public except for closed portions. Delegations may be received at COTW meetings, and in fact, delegations will ordinarily be scheduled to present at Committee of the Whole rather than at Regular Council Meetings, unless Council directs otherwise. This allows more time for the Council to discuss and ask questions informally. The CAO or Chair will endeavour to direct most external presentations to COTW meetings.
- f) This Part and the authority of COTW are subject to the Act and cannot be used to defeat the purpose of statutory requirements. For example, a public hearing cannot be held in COTW; it must be conducted by Council in a Regular or Special Council meeting.

4.19 **Ending a COTW Meeting:** A Committee of the Whole meeting may be adjourned by its own motion. If a COTW meeting is held during a Regular Council meeting (i.e., Council resolved to sit as Committee of the Whole temporarily), then upon a motion to "rise and report," the Regular Council meeting shall reconvene. The Chair (or designate) of the

COTW shall summarize for the record any recommendations or outcomes from the COTW session when reporting back to the Council meeting, so that Council may consider them.

E. Other Committees of Council

4.20 **Establishment of Committees:** By this Bylaw and/or by resolutions or other bylaws, Council may establish *Standing Committees* (ongoing committees with continuous mandate) and *Ad Hoc Committees or Task Forces* (temporary committees for a specific purpose). Council shall approve Terms of Reference for each committee, either within this Bylaw, in a separate bylaw, or by resolution, which specify the committee's mandate, membership, meeting procedures (if different from standard), and reporting requirements.

4.21 **Existing Standing Committees:** The following Standing Committees of Council are continued (or established) as Standing Committees under this Bylaw:

- 4.21.1 **Personnel Committee** – to oversee personnel and human resource matters as delegated, and make recommendations on staffing, wages, or policy as needed.
- 4.21.2 **Emergency Advisory Committee** (Disaster Services Committee) – to fulfill the requirements under emergency management legislation and advise on emergency preparedness.
- 4.21.3 **Finance & Audit Committee** – to review financial statements, audits, budgets, and make recommendations on financial matters.
- 4.21.4 **[Any other standing committee Council wishes to list]**.

Each Standing Committee shall operate in accordance with its mandate as approved by Council. The Mayor is an ex officio member of all Council committees established by Council, unless otherwise provided, and may attend and participate in any committee meeting without voting privileges (unless the Mayor has been formally appointed as a voting member of that committee). The presence of the Mayor at a committee meeting does not affect the calculation of quorum.

4.22 **Committee Membership and Appointments:** Membership of Council Committees (both Councillors and members of the public, if any) shall be determined by Council. Unless otherwise provided, appointments to committees are made at the Organizational Meeting each year (or as needed by Council resolution). Council may appoint members for multi-year terms, and may remove or replace members by resolution at any time. Each Standing Committee composed entirely of Councillors shall select a Chair and, if desired, a Vice-Chair, from among its members at its first meeting after the Organizational Meeting, to serve until the next Organizational Meeting. The Chair is responsible for presiding over meetings and liaising with the CAO/administration on meeting agendas. In the absence of the Chair (and Vice-Chair, if one is designated), the committee members present shall elect an Acting Chair for that meeting.

4.23 **Committee Procedures:** Council committees shall conduct their meetings in accordance with this Bylaw, with necessary modifications. Committees may establish their own specific procedures in a Terms of Reference or by consensus, but in general:

- a) Committee meetings are open to the public, except where the committee properly moves into a Closed Meeting under the same conditions that Council could (per the Act). Members of the public in attendance must adhere to decorum as they would in a Council meeting.
- b) Quorum for a committee is a majority of its appointed members. If a quorum is not reached within 15 minutes of the scheduled start, the meeting is adjourned or rescheduled as determined by the Chair.
- c) Each committee should keep minutes of its meetings. The minutes shall be forwarded to Council once approved (or in draft form if Council needs information sooner). Committee minutes should clearly record any recommendations made to Council.
- d) Committees may make recommendations to Council on matters within their mandate but cannot exercise Council's decision-making authority except if Council has explicitly delegated certain powers by bylaw (as permitted under MGA s.203). Generally, committees serve an advisory function.
- e) A Councillor who is not a member of a particular committee may attend that committee's public meetings as an observer. At the discretion of the Committee (by consensus or by Chair's invitation), such a Councillor may be allowed to speak or ask questions on a topic, but they shall not make motions or vote.
- f) If a committee member (Councillor or public) is absent for an extended period or misses three consecutive regular meetings of the committee without notice, the committee Chair should notify Council, which may declare the position vacant and appoint a replacement.
- g) The CAO may assign Town administrative staff liaisons or secretaries to assist committees, provide background information, and record minutes. The CAO (or designate) is entitled to be present and speak at any committee meeting, but not to vote (unless explicitly appointed as a member).

4.24 **Reporting to Council:** Committees shall report to Council as required by their mandate or upon request of Council. Typically, recommendations from a committee will be brought to a subsequent Council meeting for approval. The Chair of each committee (or a member designated) may provide an update during Council meetings under an agenda section for "Committee Reports" or similar, summarizing recent activities.

4.25 **Dissolution of Committees:** Council may dissolve any committee, or remove or replace any member of a committee, by resolution, unless the committee was established by bylaw (in which case a bylaw to amend or repeal would be required). At the expiration of a committee's mandate or term, it is automatically dissolved and no longer meets (unless re-established by Council).

Part V – Meeting Procedures

A. Agenda Preparation and Order of Business

5.1 **Agenda Preparation:** Prior to each Council or Committee meeting, the CAO (in consultation with the Mayor/Chair as needed) shall prepare an Agenda of all business to be brought before the meeting. The CAO may establish standard format agenda templates for Regular Council Meetings, Committee of the Whole, and other committees, ensuring required matters are listed (for example, a standard Council meeting agenda structure as outlined in section 5.7).

5.2 **Agenda Content:** Submissions intended for inclusion on a meeting agenda must be provided to the CAO by a specific deadline. For Regular Council Meetings, all reports, correspondence, or delegation requests should be submitted no later than the **Thursday before** the meeting. The CAO may establish a submission deadline schedule in line with the Council's meeting calendar. Items arriving after the deadline shall not be placed on the agenda unless, in the opinion of the CAO and Mayor, the item is of an urgent or emergent nature such that it cannot wait until the next meeting. In such cases, the item may be added as a late addition (see 5.5) or scheduled for a Special Meeting if appropriate.

5.3 **Distribution of Agenda:** The finalized agenda and supporting materials for a Regular Council Meeting should be delivered or made available to all Members of Council at least [three (3)] full days prior to the meeting. Typically, agendas will be distributed by the end of the day on Friday for a Tuesday meeting (or comparable timing). The CAO shall also ensure that the agenda (and applicable open-session reports or attachments) are made available to the public at least 2 days before the meeting, by posting on the Town's website or other accessible location, except for materials that are confidential under ATIA and to be considered in a Closed Meeting.

5.4 **Late Submissions:** Reports or materials that miss the agenda deadline (5.2) will ordinarily be held over to the next meeting's agenda. In exceptional cases, if urgent, the CAO may include a late submission in a revised agenda or as a handout at the meeting, but this should be avoided. If a late item is accepted for inclusion, the CAO should clearly notify Council of the addition and provide as much review time as possible. Council will still need to formally amend the agenda at the meeting to recognize any such additions (see 5.5).

5.5 **Adoption of Agenda (Additions/Deletions):** At the beginning of each meeting, the first order of business after calling the meeting to order is for Council to review the proposed agenda. Council may, by motion**,** adopt the agenda as presented or with additions or deletions.

- a) **Adding Items:** After the agenda has been distributed, additional items should only be added if they are of an urgent nature that could not have been foreseen before agenda posting. To add an item to the meeting agenda, a Councillor (usually the Mayor or CAO) must propose an amendment to the agenda. Adding a

new item to the agenda at the meeting requires a two-thirds (2/3) majority vote of the Members present to agree that the item is emergent and to add it. *(Rationale: adding items without notice should be by super-majority consent since other Members or the public might not be prepared for the topic.)*

- b) **Deleting or Deferring Items:** If the agenda contains an item that is not ready for discussion or is proposed to be removed, Council may delete it or defer it by a majority vote at the time of agenda adoption. Items deleted would need to be brought forward at a future meeting if still required.
- c) **Changing Order:** The order of business may also be altered by a majority vote when adopting the agenda (for example, if the Council wishes to move up a certain item because public attendees are present for it).
- d) Once the agenda is adopted, a further amendment to add a new item later in the meeting requires unanimous consent of all Members present (since the formal agenda is set). Alternatively, an item not on the agenda can be raised under Councillor reports or inquiries, but no decision can be made on it until a future meeting when it is on an agenda.

5.6 **Meeting Documents:** All documents intended to be considered by Council should be included in the agenda package provided to Members. Any supporting material that is received after distribution (e.g., an additional public submission) should be distributed to Council as soon as possible and marked accordingly (e.g., "*Handout: addition to Item X*"). Materials for Closed Meeting items shall be distributed in a manner that protects confidentiality (for example, on distinct colored paper or separate envelopes) and shall not be released publicly. Council members are responsible for keeping confidential documents secure.

5.7 **Order of Business (Agenda Order):** Unless Council directs otherwise, the Order of Business at a Regular Council Meeting shall generally be as follows:

1. **Call to Order** – The Mayor (Chair) calls the meeting to order and notes for the minutes the time and any Councillors absent.
2. **Adoption of Agenda** – Motion to adopt the meeting agenda, with any amendments (as per section 5.5).
3. **Adoption of Previous Minutes** – Council considers the minutes of the previous meeting(s). These may be adopted as part of the Consent Agenda (if no corrections) or individually.
4. **Consent Agenda** – One omnibus motion to approve all items listed under the consent portion of the agenda, without debate. (Any item which a Councillor wishes to debate or on which they have a conflict of interest must be removed from the consent agenda and dealt with separately.) Typical consent items may include routine correspondence, information reports, board and committee minutes for information, and the like. The Chair should ask if any Member wishes to exempt an item from the consent agenda before the omnibus motion is put.

5. **Public Presentation Session** – A 15-minute maximum open forum where any member of the public may address Council on any Town matter (subject to the guidelines in section 5.15). Each speaker is limited to 5 minutes. (If no one comes forward, or after the allotted time expires, the Chair moves on.)

6. **Delegations** – Scheduled presentations from the public or outside organizations that have registered on the agenda. Each delegation is usually allotted up to 15 minutes for their presentation, unless extended by Council consent. Council may ask questions of the delegation for clarification through the Chair.

7. **Public Hearings** – (if any are scheduled, they may be conducted at a designated time in the meeting, often immediately following delegations or at a pre-set time such as 6:30 p.m. The hearing procedure is outlined in Part VI.)

8. **Staff Reports / New Business** – Reports from Administration seeking Council direction or decision, and new business items. Each item will typically have a Request for Decision (RFD) or report attached and may include recommendations for motions.

9. **Bylaws** – Readings of new or ongoing bylaws, as well as any associated public hearing outcomes or debates on those bylaws. (Bylaws may alternatively be handled within the “New Business” section, but are often separated for clarity.)

10. **Committee Reports** – Reports from Council Committees or representatives on external boards. Councillors appointed to boards or committees may use this time to give a brief update on relevant activities. If any action is required stemming from these reports, Council should address it through a separate motion under New Business or by Notice of Motion for a future meeting.

11. **Correspondence** – Notable correspondence directed to Council that requires Council’s attention or response. (Informational correspondence might be included in the Consent Agenda instead.)

12. **Closed Session** – If any items meet the criteria for a meeting closed to the public (see Part VII), Council may pass a motion to go into Closed Session at this point. The item must be listed on the agenda with a general description and the specific FOIP section cited. Council will rise and report (return to open session) to pass any required motions arising from closed discussions.

13. **Adjournment** – Formal conclusion of the meeting. The Chair may declare the meeting adjourned after all business is concluded, or Council may pass a motion to adjourn. (A motion to adjourn is not debatable.)

5.8 **Additional Meetings / Information Sessions:** If Council holds additional informal meetings (such as strategic planning sessions, coffee with Council, etc.) where no decisions are made, those are not formal Council meetings. They should not be used to exercise Council powers and are typically for information exchange only. The provisions of the Act regarding open meetings still apply if a quorum of Council is present and Council

business is discussed. Council may also choose to hold those discussions as a Committee of the Whole for transparency.

5.9 **Minutes of Meetings:** The CAO shall ensure minutes of each Council meeting (including Regular, Special, Committee of the Whole, and Organizational meetings) are recorded without note or comment, as required by the Act. The minutes shall include:

- the date, time and place of the meeting;
- the names of all Councillors and administration officials present (and note of any who were absent, left early, or attended electronically);
- the adoption of previous minutes (with reference to any corrections made);
- all motions, proposals, resolutions, bylaw readings, etc., moved by Council, including the mover and whether each motion was carried or defeated;
- the names of any Members who have declared a conflict of interest/pecuniary interest on a particular item and left the room, and the time of their departure and return;
- if a vote was recorded (at the request of a Member), the vote of each Member on the motion;
- the time of adjournment.

Minutes of Committee meetings should contain similar information relevant to that committee's proceedings, including any recommendations to Council.

5.10 **Approval and Signing of Minutes:** Draft minutes should be circulated to Members before the meeting at which they will be adopted. At a subsequent Regular Council Meeting, the minutes of the prior meeting(s) shall be presented for adoption (with any errors or omissions corrected by motion). Once adopted, minutes shall be signed by the Mayor (or Chair) and by the CAO (or designate) to certify their accuracy. The signed original shall be kept in the Town's official records. Committee meeting minutes shall be approved by the respective committee at the following meeting or by Council if the committee has ceased to exist or as otherwise provided. Adopted open session minutes are public documents and shall be made available on the Town's website or upon request.

5.11 **Public Access to Meetings:** All Regular and Special Council Meetings and Committee meetings shall be open to the public, except for Closed Meeting portions as authorized by law. No person shall be excluded from an open meeting except for improper conduct (see section 5.16 on conduct). Electronic or mechanical recording by the public or media is allowed during open sessions so long as it is not disruptive. Council may direct that a specific meeting be broadcast or livestreamed to enhance public access, where feasible. Cameras and recording devices are not permitted during Closed Meetings, except for the Town's devices if required for minute-taking (and any such records of closed sessions are protected and not released publicly).

B. Motions and Debate

5.12 **Making Motions:** A motion is a formal proposal by a Member that Council take certain action. Each motion requires a mover (the Member who introduces the motion). A seconder is not required for any motion in Council or Committee meetings (motions are considered moved once presented by one Member). Upon a motion being moved, the Chair shall ensure all Members clearly understand the proposal; the Chair or CAO may read the motion aloud if needed. The motion then belongs to Council for debate; the mover may speak first to the motion if they wish.

5.13 **Debate Rules:**

- a) **Recognition by Chair:** A Member wishing to speak on a matter or motion shall indicate by raising their hand (or activating their microphone in an electronic meeting) and wait to be acknowledged by the Chair. Once recognized, the Member shall direct their comments to the Chair (not to other Members directly).
- b) **Order of Speakers:** The Chair shall manage the order of speakers. Normally, the mover of a motion is given the first opportunity to speak, followed by other Members in the order the Chair sees their indication. A Member should not speak again to a motion until all other Members who wish to speak have had the chance to do so. The Chair can allow follow-up questions or points of clarification as appropriate.
- c) **Time Limits:** In the interest of efficiency, a Member should try to limit their remarks to 5 minutes at a time. The Chair may advise a Member if they are exceeding a reasonable time. Council may agree by unanimous consent to extend a Member's speaking time or to allow a Member to speak an additional time. Generally, no Member may speak more than twice on the same motion (excluding questions to administration) without permission of Council.
- d) **Decorum in Debate:** Members shall maintain respectful language and tone. Comments should be focused on the issue, not personalities. Unparliamentary language, such as insults, accusations of dishonesty, or comments are prohibited. If a Member uses offensive or inappropriate language, the Chair may require that Member to withdraw the comment and apologize.
- e) **Interaction with Public:** During a Council debate, members of the public shall not interject or participate. Members should not directly address questions to the gallery or delegation unless through the Chair as part of a designated delegation Q&A. Debating or arguing with a delegation or member of the public is not permitted. All questions to a delegation or presenter must be for clarification of their presentation and go through the Chair.
- f) **Closing Debate:** When the Chair believes all points of view have been expressed or when a motion to end debate (*Call the Question*) is passed, the Chair will put the motion to a vote. The mover of a motion may be given the final opportunity to speak in debate before the vote, at the Chair's discretion.

5.14 **Types of Motions:** Council may make motions, including:

- **Main Motions:** which put forward new business or decision for consideration (e.g., "That we approve ___").
- **Amending Motions:** which propose to change the wording of a main motion before it is decided. Amendments shall be relevant to the main motion and not negate the intent of the main motion. Only one amendment to a motion (and one amendment to an amendment) may be on the floor at any one time.
- **Referral Motion:** to send the matter to a Council committee, Administration, or elsewhere for more information or recommendations.
- **Tabling/Postponement Motion:** to delay consideration of a matter to a later time or date (either indefinitely, or to a specific meeting).
- **Motion to Withdraw:** If a mover wishes to withdraw their motion after it has been stated by the Chair, they may request to withdraw it. Council can consent to withdrawal without a formal vote if no Member objects. If any objection, a formal motion to withdraw (not debatable) can be voted on.
- **Motion to Reconsider:** a motion to revisit a decision made earlier in the same meeting or (in limited cases) at a recent meeting. A reconsideration can only be moved by a Member who voted with the prevailing side originally and requires a majority vote. If passed, the original motion is again open to debate and vote.
- **Motion to Adjourn or Recess:** non-debatable motions to take a break or end the meeting.
- **Point of Order / Point of Privilege:** not motions as such, but a Member can interject on a point of order or privilege to signal a rule breach or immediate concern. The Chair must address these immediately (see 5.17).

Procedural motions generally take precedence over main motions. The Chair should recognize these and handle them before returning to the main motion. A detailed hierarchy of motions and their specific rules (debatability, amenability, etc.) may be guided by Robert's Rules if needed.

5.15 **Voting Procedures:**

- a) **Requirement to Vote:** Every Member present at a meeting shall vote on every motion, unless required or permitted to abstain due to a conflict of interest or pecuniary interest under the Act. If a Member is present but fails to vote (for any reason other than approved abstention), their vote will be counted as opposed, as per the Act.
- b) **Majority Decisions:** A motion is carried when a majority of the Members present vote in favour, except where this Bylaw or legislation requires a special majority (e.g., two-thirds) for a particular action. A tie vote means the motion is defeated (as a tie is not a majority).

- c) **Method of Voting:** Voting shall be by a show of hands or verbal indication of "For/Against" when called by the Chair. For electronic participants, the Chair will ask each for their vote verbally if necessary. The Chair will declare the result of the vote.
- d) **Recorded Vote:** Before a vote is taken, any Member may request that the vote be recorded in the minutes. In a recorded vote, each Member shall verbally indicate "In Favour" or "Opposed" (or similar clear response) when their name is called, and the Recording Secretary shall record each name and vote in the minutes. The Chair always votes last in a recorded vote. If a recorded vote is not requested, the minutes will simply record if the motion was Carried or Defeated, and if carried unanimously (if obvious).
- e) **Conflicts/Abstentions:** A Councillor who has a pecuniary interest in a matter (as defined in the Act) shall disclose that interest, absent themselves from the discussion and voting, and have that absence noted in the minutes (with the general nature of the conflict). The Councillor may return once the matter is concluded. Abstentions for other reasons (e.g., lack of information, comfort) are generally not permitted; a Councillor who is present and not in conflict should vote.
- f) **Voting by Chair:** The Mayor or presiding Chair of the meeting is a full voting Member of Council and may vote on all motions (in Alberta councils, the Mayor does not typically have a veto or tie-breaker role; their vote counts equally). In the event the Chair does not vote on a motion, and it is a tie, the motion is lost (since the non-vote is considered opposed or the tie stands defeated).
- g) **Multiple Motions:** If two or more motions are proposed on a single agenda item (e.g., an amendment and the main motion), they shall be voted on in an order that makes sense (amendment before main motion, etc.). Only one main motion can be on the floor at once. Secondary motions will be dealt with in reverse order of making (last made, first voted).

5.16 **Reconsideration and Rescission:**

- a) **Reconsideration in Same Meeting:** After a motion has been decided, and later in the same meeting, a Member wishes to change that decision, a Member who voted with the majority (prevailing side) may move to reconsider the motion. If the reconsideration motion is carried by a majority, the original motion is reopened as if it had not been voted on, and Council may debate and vote on it again, possibly with amendments. A motion can only be reconsidered once.
- b) **Reconsideration in Subsequent Meeting:** To bring back a matter that was decided at a previous meeting, a Member can propose a new motion to rescind (cancel) or amend a previous decision, provided the matter is not already acted upon or irreversibly bound (for example, you cannot rescind a contract that has been executed). Notice should be given (preferably via a Notice of Motion) for such motions. Normally, a special majority (two-thirds vote) is required to rescind or amend a prior resolution without notice. With advance notice to Council (e.g., at a

prior meeting), a simple majority may suffice. This ensures stability of decisions while allowing correction of errors or changed circumstances.

- c) **Exceptions:** Decisions that are of a procedural nature (like acceptance of reports for information) or that have been practically executed (such as a passed bylaw already submitted for ministerial approval, etc.) typically should not be reconsidered except by a new substantive motion.

5.17 **Point of Order and Appeal:**

- a) **Point of Order:** When a Member believes that a rule or procedure is being violated, they may raise a Point of Order. The Chair must immediately suspend discussion and address the Point of Order. The Member should briefly state what rule has been breached (for example, a speaker is off topic, exceeding time, or improper language used). The Chair will either rule the point "well taken" (and correct the procedure) or rule it not well taken (if no breach occurred). The meeting then proceeds in accordance with the ruling.
- b) **Challenge of Chair (Appeal):** If a Member disagrees with the Chair's ruling on a Point of Order or any other procedural decision, that Member may immediately challenge the ruling. When a ruling is challenged, the Chair shall briefly state their rationale, then put the question to the assembly: "*Shall the decision of the Chair be sustained?*" A majority vote determines the outcome. The Chair must abide by the result of the vote. In the event of a tie on the vote, the Chair's decision is upheld (because a majority did not overturn it). The Chair may participate in the vote on an appeal. After this, business resumes accordingly.
- c) **Point of Privilege:** If a Member feels their own or Council's privileges (integrity, rights, comfort) are being impacted (e.g., noise, personal attack), they may raise a Point of Privilege. This is handled similarly to a Point of Order. The Chair will address the concern – for instance, if the room is too noisy, causing difficulty to hear, the Chair may call for order or a short recess to fix the issue.

5.18 **Conduct and Discipline:**

- a) **Member Conduct:** During meetings, Councillors shall conduct themselves with decorum. No Member shall:
    - speak disrespectfully of any other person;
    - use offensive, vulgar or profane language;
    - engage in private conversation or behavior that disrupts the proceedings;
    - break the rules of procedure or interrupt the speaker who has the floor (except on a valid Point of Order or Privilege);
    - leave the meeting prior to adjournment without informing the Chair (to ensure quorum maintenance).

- If a Member persists in breaching decorum after a warning from the Chair, the Chair may name the Member and rule them out of order. The Council may, by majority vote, expel a Member from the meeting for the remainder of that meeting if their conduct continues to be improper, per authority in the Act. (This would be a last resort.) An expelled Member must leave the Council Chamber for the duration of the meeting.
- b) **Public Conduct:** Members of the public attending a Council or Committee meeting shall respect the formal process. They must not interrupt proceedings, clap, shout, or engage in any behaviour that disrupts the meeting. Banners, signs, or props are not permitted as they can obstruct views or distract. Persons addressing Council (delegations or in Public Presentation Session) shall conduct themselves with decorum: speaking respectfully, within the time limits, and on the topic they indicated. They must refrain from personal attacks and from questioning the motives of the Council. All remarks shall be directed through the Chair.
- If a member of the public disrupts the meeting or violates the rules, the Chair will warn them. If the behaviour continues, the Chair may direct the individual to leave the meeting. If necessary, the Chair may request the assistance of peace officers to remove the person. Council may recess the meeting until order is restored.
- c) **Electronic Devices:** All attendees are asked to silence electronic devices during meetings. Members should refrain from using devices for communication that would violate open meeting rules (e.g., texting each other or third parties about debate during a meeting). Recording devices may be used by the Town or media as noted, but no one should use a device in a manner that causes distraction.

5.19 **Adjournment Time:** Council shall endeavour to complete meetings in a timely manner. If a meeting runs late into the evening, Council may set a standard time for adjournment (for example, no later than 10:00 p.m.) unless a motion is passed to extend the meeting by a specified amount of time. If no motion to extend is passed, the Chair shall adjourn the meeting at the set time, and any unfinished business will be carried over to the next meeting or a special meeting. A regular meeting may be recessed and reconvened on a second day to complete the agenda if Council so votes (this would effectively be a continuation of the same meeting).

5.20 **Recess:** The Chair may call a brief recess at an appropriate interval in the meeting (e.g., after a long discussion or at natural breakpoints), or a recess may be moved by a Councillor. Typically, a 5-10 minute recess every 1.5-2 hours is advisable for personal breaks. Longer recesses (e.g., for a meal break) should be done by consensus or motion. No substantive discussion shall occur during a recess, as it is off the record.

Part VI – Public Hearings

6.1 **When Required:** Council shall hold Public Hearings when required by the Act or other legislation (for example, before second reading of a land use bylaw or other statutory plans, or on other matters where a public hearing is mandated). Council may also hold discretionary Public Hearings on any matter it deems advisable to hear public input on.

6.2 **Scheduling and Notice:** Public Hearings may be scheduled during a Regular Council Meeting or at a Special Meeting called for that purpose. The date, time, and location of the Public Hearing shall be set by Council resolution or by the CAO in consultation with the Mayor, and all notification and advertising requirements of the Act (e.g., section 606 for bylaws) shall be followed. The notice should clearly indicate the matter at hand, where written submissions can be viewed, and the deadline for making written submissions.

6.3 **Meeting Procedures for Hearings:** On the appointed date and time, the Mayor (or Chair) will declare the Public Hearing open and announce which matter is being considered (identifying the bylaw or resolution in question). The following procedure will generally be observed for each Public Hearing item:

- a) **Introduction by Administration:** Town Administration will present an overview of the issue at hand (and the proposed bylaw or resolution), including the purpose of the hearing, background information, and any relevant technical reports. Councillors may ask Administration questions for clarification after the presentation.
- b) **Public Presentations:** The Chair will invite members of the public to speak. Typically, the order is:
    1. Those in support of the proposed bylaw/resolution (or applicant, if applicable);
    2. Those opposed to the proposed bylaw/resolution;
    3. **Any other persons** who wish to speak (including those who feel affected but didn't register a stance).
       Each person must state their name for the record and any organization they represent, and may be asked to provide their address or area of residence for the minutes.
- c) **Time Limits:** Each presenter is typically allowed up to 5 minutes to make their presentation, exclusive of time responding to questions. If a speaker is representing a group of people or has a complex presentation, the Chair may allow up to 10 minutes. The Chair has discretion to extend the time or to shorten it if the points are repetitive, subject to Council's consent. All comments must be relevant to the matter of the hearing.
- d) **Written Submissions:** The CAO shall confirm any written submissions received prior to the hearing (by the advertised deadline) and those received after the deadline. Written submissions received in advance shall be summarized or read aloud (if not very lengthy) so that Council and the public are aware of their content. Any written submissions received from the floor or after the deadline may be accepted at the Council's discretion. With the consent of the Chair, a person who is unable to attend may have their written submission read into the record. All written submissions accepted become part of the public record of the hearing.

- e) **Questions of Presenters:** After each presenter (or after all presentations in a category), Members of Council may ask questions of that presenter through the Chair for clarification only. This is not a time for debate; questions should be to clarify the speaker's position or the information provided. The Chair may also allow Administration to respond to or clarify any points as needed.
- f) **Repeating/Rebuttal:** After hearing from those in favor and those opposed, the Chair may offer a brief opportunity for rebuttal. For instance, the applicant (if one exists) or a representative of those in favor may be given up to 5 minutes to rebut points raised by the opposition (no new information, only addressing previous comments), and similarly one speaker from the opposition side might be allowed to rebut any new information from the other side. This is optional and at the Chair's discretion to ensure fairness.
- g) **Closing the Public Hearing:** The Chair should ask three times if anyone else wishes to speak (particularly if there were people who didn't speak in the earlier rounds). If no further presentations are forthcoming, the Chair will declare the Public Hearing closed. Once closed, no further submissions (written or verbal) can be received, and Council must not consider new information that wasn't part of the hearing. (If significant new information emerges after closing, a new hearing would be required to consider it.)
- h) **Council Debate/Decision:** After the hearing is closed, Council may deliberate on the matter. The actual decision (e.g., second and third readings of a bylaw) may occur immediately after the hearing or at a subsequent meeting. Councillors should ensure they base their decision only on information that was part of the public hearing record. If a Councillor was absent for the entire public hearing on a matter, that Councillor **shall not** participate in the debate or decision on that matter (they should leave the room for the vote, as they are not entitled to vote).
- i) **Continuation:** If a Public Hearing cannot be completed in the time allotted (for example, due to many speakers), Council may recess the hearing and announce a continuation date and time to resume (with no need for re-advertising if announced publicly). Or, Council may adjourn the hearing entirely and schedule a new hearing with proper notice if appropriate.

6.4 **Courtesy and Records:** During the hearing, all participants must conduct themselves respectfully as in any meeting. Presentation materials (maps, documents) provided by speakers should be given to the Recording Secretary to be retained in the record. With the Chair's consent, material may be displayed (e.g., on a screen) for reference. Any such material becomes part of the official record of the hearing. The official minutes of the meeting will note the names of speakers and a brief indication of their position (support or oppose or information). Detailed minutes of each argument are not required, but major points can be summarized.

6.5 **Decision after Hearing:** Council is not to debate the matter until the hearing is closed. Once closed, the Council may proceed to debate and make a decision as per usual rules. Council may at that time:

- proceed with further readings of the bylaw (with or without amendments);
- refer the matter to Administration or a committee for further study (especially if new info came up that needs analysis);
- or defeat the bylaw/resolution (in which case the matter is concluded, though Council should be mindful of any waiting period or procedure if reintroducing a similar bylaw).

If a Public Hearing is required by statute (e.g., for a land use bylaw amendment), Council must hold the hearing before second reading and must not give second reading until the hearing is done. Council may adjourn the decision to a later meeting if they wish more time to consider input.

6.6 **Validations:** The Public Hearing process is governed by the Act. Council must ensure compliance with notification and procedural requirements. Failure to adhere strictly (e.g., if someone was not allowed to speak who had the right, or notice was incorrect) could invalidate the bylaw. The CAO and Chair shall make best efforts to ensure everyone entitled to speak per the Act is given the chance:

- The Act stipulates Council shall hear any person (or their agent) who claims to be affected by the proposed bylaw and has complied with the procedures for the hearing, and may hear anyone else who wishes to speak and whom the Council agrees to hear. In practice, Council typically hears all who come forward, time permitting, to avoid any perception of unfairness.

Part VII – Closed Meetings (In Camera)

7.1 **Purpose of Closed Meetings:** Council or a committee may close all or part of a meeting to the public only for the reasons permitted in the Municipal Government Act, i.e., if the matter to be discussed falls under an exception to disclosure in the Alberta Transparency and Information Act (ATIA), which governs exceptions to disclosure for closed meetings and confidential records. Examples include land negotiations, legal advice, and personnel issues, among others. Closed Meetings allow Council to discuss sensitive matters confidentially, but no decision (bylaw or resolution) may be made in a Closed Meeting beyond giving direction to Administration or advising persons, and the meeting must revert to open session to pass any resolutions on the matter.

7.2 **Motion to Close Meeting:** Before going into a Closed Meeting, Council must pass a motion in a public session to do so. The motion should include a brief description of the topic and cite the specific ATIA Act section that authorizes the closure. For example: "*Moved that Council move into Closed Meeting at [time] to discuss a land acquisition matter (ATIAs.25: Disclosure harmful to economic interests of public body)*." This description and reference will be recorded in the minutes.

7.3 **Attendance in Closed Meetings:** Only Council members, the CAO, and any other persons invited by Council or the CAO (such as relevant staff or advisors necessary for the matter) may attend the Closed Meeting. The Mayor or Chair should ensure only those who need to be present are in the room. All others, including the general public and any staff not required, must leave the room for the duration of the closed session. The Recording Secretary may remain to record the general nature of discussions for the Town's confidential records, but these notes are not public minutes.

7.4 **Confidentiality:** All matters discussed in a Closed Meeting are confidential. Persons attending must not disclose the details of the discussion, any documentation reviewed, or any decisions/directions given in the closed session, until such time as that information is publicly released by Council. This duty of confidentiality continues even after the meeting adjourns. Materials for closed items should be clearly marked confidential and collected back by the CAO or destroyed/shredded after the meeting if appropriate.

7.5 **Closed Meeting Procedure:** While in a Closed Meeting, the procedural rules of Council still apply, with the following variations:

- The Chair may allow a more free-flowing discussion, but any formal direction coming out of the closed session should be phrased as a consensus or straw vote to be ratified later.
- If Council needs to make a formal decision, they must return to open session to pass a motion.
- A general summary of topics discussed should be captured for the Town's internal record (not public). No formal minutes of the closed session are published, but the minutes of the open meeting should note the time Council went into closed and the time they came out, and who was present in closed (if non-council members were present).
- Members should limit notetaking in closed sessions to avoid sensitive information being mishandled; any notes taken should be secured or returned to the CAO.

7.6 **Motion to Return to Open Session:** Council must move by motion to revert to an open meeting. For example: "*Moved that Council return to Open Meeting at [time].*" The public may be invited back into the meeting room at that time, and the live broadcast (if any) can resume. The Chair should briefly indicate (for the minutes) if any outcomes are forthcoming. Often, Council will then consider a motion in open session to give effect to the direction from the closed session (for instance, a motion to approve a contract or direct the Mayor to proceed with negotiations, etc., as needed). If no formal decision is needed, the Council simply proceeds with the next agenda item.

7.7 **Emergent Closed Matters:** If, during an open meeting discussion, Council realizes the debate is entering territory that is protected (e.g., mentioning personal privacy details or legal advice), a Member may move to go into a Closed Meeting to continue that part of the discussion. The above procedures for making the motion and citing FOIP still apply, even on the fly.

7.8 **Closed Session in Agenda:** It is recommended (though not strictly required) that any known items for Closed Session be listed on the agenda (often at the end of the meeting) with as much information as can be given without compromising confidentiality. This transparency measure informs the public that a closed item will be discussed and the general reason (e.g., "Land Negotiation – FOIP s.25"). In the event something unexpected arises requiring immediate confidentiality, Council can move into closed session by resolution as in 7.7.

Part VIII – Delegations and Public Participation

8.1 **Delegations – Request to Appear:** Persons or parties wishing to make a formal presentation to Council (delegation) shall make a request to the CAO in writing, preferably no later than the Thursday before the scheduled Council Meeting date at which they wish to present. The request should include:

- the name of the person(s) or organization that will be appearing,
- the contact information,
- the topic and the specific request or purpose of the presentation (what outcome the presenter is seeking from Council).

Delegation requests will be reviewed by the CAO (and/or Mayor). The CAO may schedule the delegation at an upcoming Council or Committee of the Whole meeting, or if the request is better handled by Administration or a different committee, the CAO may redirect the individual accordingly. The CAO has authority to screen delegation requests: for example, if the subject matter is outside municipal jurisdiction, or if the request is frivolous or repetitive of a recent presentation, the CAO can refuse or defer the request (with notice to Council). Generally, delegations are scheduled on a first-come basis, and the CAO may limit the number of delegations per meeting to avoid overloading the agenda.

8.2 **Delegation Information:** Delegations are encouraged to provide any supporting materials (reports, slides, etc.) by the agenda deadline so that these can be included in the agenda package for Council's review. If a delegation brings additional documents or electronic presentations on the day of the meeting, acceptance will be at the discretion of the CAO/Chair, and such materials should be provided to the Recording Secretary for the record.

8.3 **Presentation Time:** Delegations are typically allocated up to 15 minutes to make their presentation to Council. If the delegation consists of more than one speaker, they must share this 10-minute allotment. With the consent of Council (or at Chair's discretion), the speaking time may be extended (especially if the matter is complex or of significant interest). Council may also shorten the time if the delegation is not adhering to the topic or the time constraints of the agenda. In extraordinary circumstances (such as public meetings on major issues with many speakers), the Chair may reduce each delegation's time (e.g., to 5 minutes each) to accommodate more speakers, announcing this at the start.

8.4 **Conduct of Delegations:** Delegations must confine their presentation to the topic indicated in their request. They shall refrain from personal attacks, profanity, or off-topic comments. All remarks shall be addressed through the Chair. Delegates should not expect immediate debate or an answer from Council on issues raised; Council may take the information under advisement, refer it to Administration, or decide later in the meeting.

8.5 **Questions to Delegations:** After a presentation, Councillors may ask questions of the delegation to clarify or gain more information. This is not a time for the Councillors to state their positions or debate with the presenter. Questions should be succinct and relevant to the presentation. The Chair will moderate to ensure questions remain on point and that the dialogue remains respectful. If detailed questions of fact arise that the delegate cannot answer on the spot, Council may request the CAO to follow up later.

8.6 **Council Response:** Following the conclusion of questions, the Chair will thank the delegation. Council may then choose to:

- refer the matter to Administration for a report or recommendation,
- refer the matter to a Council Committee or COTW for further review,
- make a decision or motion on the matter (if it is an item on the agenda and Council feels prepared to decide),
- or simply accept the presentation for information (with no further action at this time).

Often, unless the issue is straightforward, Council will not make an immediate decision at the same meeting as the delegation, to allow time for consideration or additional information.

8.7 **Frequency:** Generally, an individual or group should not appear as a delegation on the same or similar topic more than once in 6 months, unless they have significant new information. Repeat presentations may be declined by the CAO to ensure a variety of issues come before Council.

8.8 **Public Presentation (Open Forum) Session:** In addition to formal delegations, Council provides an opportunity at each regular meeting for unscheduled public presentations (the “Public Presentation Session” as described in section 5.7.5). During this session, any member of the public in attendance may speak to the Council for up to 5 minutes on any issue of concern or interest, without prior arrangement. The rules for this session are:

- a) Those wishing to speak are encouraged to register their name on a sign-up sheet before the meeting or as they arrive, to help the Chair manage time. However, walk-in speakers will be allowed if time permits.
- b) The Chair will call each registered speaker in turn. After any registered speakers, the Chair may ask if anyone else present wishes to speak (time permitting).

- c) Each speaker must state their name for the record. They may also state their address or the area of town they reside in.
- d) The same decorum applies as for delegations. Speakers should be respectful, limit to 5 minutes, and direct comments through the Chair. They should not expect a debate with Council. Council members may ask brief questions for clarification but typically will not engage in lengthy dialogue.
- e) Council will usually not make decisions on matters raised in the Public Presentation Session at that meeting. If the issue is straightforward, Council or the CAO may provide a quick response or inform the citizen when/how the matter will be addressed (for example, referring them to a future agenda or to speak with Administration). Otherwise, Council may accept the input and refer it to Administration for investigation.
- f) If more people wish to speak than the 15-minute session allows, Council may extend the session by motion or ask those not heard to submit their comments in writing or attend the next meeting.
- g) The Public Presentation Session is a privilege to enhance transparency and engagement. The Chair has the authority to end a speaker's time if they violate decorum or if the topic is not appropriate for this forum (e.g., if it involves personal attacks or is a matter under legal consideration).

8.9 **Petitions and Communications:** Formal petitions submitted under the Act, or written communications intended for Council (such as letters or emails from the public), shall be addressed under Correspondence or other relevant agenda sections. The CAO will summarize any such communications and may place them on the agenda for information or action as appropriate. Petitions that meet the statutory requirements will be handled in accordance with the Act (Council must pass a motion in response within 30 days, etc.). Written communications not meeting petition standards can still be accepted as information or referred by the Council.

8.10 **Media:** Media representatives are welcome at open meetings and may record proceedings. No special privilege beyond that of the general public is given, except that the Town may designate a specific area for cameras or provide materials (like agendas or reports) to the media on request. Members of Council should be mindful of live microphones and cameras during the meeting and breaks.

Part IX – Bylaws and Policy Matters

9.1 **Bylaw Process:** The passage of bylaws shall conform to the requirements of the Municipal Government Act. Every proposed bylaw must have:

- **First Reading:** introduction of the bylaw's subject matter. Council usually votes to accept the bylaw for consideration and advance it to a Public Hearing if required or to second reading. First reading does not imply approval, it's mainly to table the bylaw for discussion.

- **Second Reading:** thorough debate on the principles of the bylaw. Amendments to the bylaw's text may be proposed at this stage. If a statutory Public Hearing is required, it must be held before or at this stage (before the vote on second reading). Council can refer the bylaw for changes after the second reading if needed.
- **Third Reading:** final consideration. Third reading can occur at the same meeting as second reading only if a motion to allow that (unanimous consent of those present) is passed, per the MGA. Otherwise, the third reading is at a later meeting. Third reading is the final passage of the bylaw into law.
- Each reading must be a separate motion. A bylaw requires a majority of Councillors present for each reading. Some bylaws (like those for borrowing, certain local improvement bylaws, etc.) may have additional requirements (e.g., two-thirds vote or advertising) as specified in the Act.

9.2 **Bylaw Format:** Every bylaw shall include:

- a bylaw number and title,
- a preamble (if needed) with "whereas" clauses explaining authority or intent,
- an enacting clause ("Now therefore the Council of the Town of Hanna enacts as follows:"),
- provisions divided into sections as appropriate,
- a clause for repeals if it replaces existing bylaws,
- a severability clause (optional but recommended, stating if any part is invalid, the rest remains in effect),
- date of readings and signatures of the Mayor and CAO on the last page.

The CAO is responsible for assigning bylaw numbers and ensuring proper formatting. Bylaws should be circulated in the agenda package with any attachments or schedules.

9.3 **Authentication:** After the third reading, the bylaw is considered passed. The Mayor (or presiding officer) and the CAO shall sign the bylaw and impress the corporate seal of the Town, officially authenticating it. The CAO shall ensure the bylaw is stored in the Town's records and, if required by legislation, sent to any authority (e.g., the Minister) for approval or filing.

9.4 **Effective Date:** A bylaw comes into force at the beginning of the day it is passed (after third reading and signature), unless the bylaw itself provides for a later date or is contingent on something (e.g., ministerial approval).

9.5 **Repeal of Bylaws:** Repealing an old bylaw requires passing a new bylaw that includes a clause explicitly repealing the old one (or by including "Bylaw X is hereby repealed"). This Procedural Bylaw, upon coming into force, will repeal the previous procedural bylaw as noted in Part X.

9.6 **Policies:** Council may establish governance or administrative policies via resolution. Such policies should be presented in writing, debated, and then approved by a majority vote. Policies do not require the formality of a bylaw but should not conflict with any bylaw or higher legislation. Council policy decisions are recorded in the minutes and maintained in a policy manual by the CAO.

9.7 **Notice of Motion:** A Councillor may bring forward a new matter for Council's consideration by way of a Notice of Motion. To do so, the Councillor should:

- during Council Reports or Inquiries (or an agenda segment for notices) state the intent to bring a motion to the next regular meeting or a specified future meeting, or
- provide the notice in writing to the CAO, who will include it under a "Notices of Motion" section of the next agenda.

The notice should include the general topic and the request of the proposed motion, but need not be a fully worded motion yet (though providing exact wording is helpful). No discussion on the notice occurs at the meeting where notice is given. At the subsequent meeting, when the motion is made (appearing under New Business or specified section), Council can debate and decide on it as usual. If the Councillor who gave notice is absent when it comes up, the motion can be moved by any other Councillor. If not made at one of the next two meetings, the notice lapses and would need to be given again.

Part X – Enactment

10.1 **Repeal:** Council Procedural Bylaw No. 1015-2021, and any amendments thereto, are hereby repealed upon this bylaw coming into force.

10.2 **Severability:** Every provision of this Bylaw is independent of all other provisions. If any part of this Bylaw is found to be invalid or ultra vires by a court of competent jurisdiction, such provision shall be severed, and the remainder of the Bylaw shall remain in effect.

10.3 **Effective Date:** This Bylaw comes into force and effect on the date of the third and final reading.

10.4 **Authority:** This Bylaw was duly passed by the Council of the Town of Hanna in accordance with the **Municipal Government Act**.

READ A FIRST TIME THIS 10TH DAY OF FEBRUARY 2026.

READ A SECOND TIME THIS 10TH DAY OF FEBRUARY 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED THIS __ DAY OF _____ 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1015-2021

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF GOVERNING THE PROCEEDINGS AND THE CONDUCT OF THE MEMBERS OF COUNCIL, APPOINTING COMMITTEES AND GENERALLY FOR THE TRANSACTION OF THE BUSINESS OF COUNCIL.

WHEREAS Section 145 of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 provides the authority for Council to pass bylaws for the procedure and conduct of Council, Council committees and other bodies established by Council, the conduct of Councillors and the conduct of member of Council committees and other bodies established by Council and generally for the transaction of its business;

AND WHEREAS this bylaw shall be subject to the provisions of the *Municipal Government Act*, R.S.A. 2000 Chapter M-26 and amendments thereto.

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

PART I BYLAW TITLE

1.1 This bylaw shall be known as “the Council Procedural Bylaw”.

PART II DEFINITIONS

2.1 “Act” means the *Municipal Government Act*, R.S.A 2000, Chapter M-26 and amendments thereto; as amended or substituted from time to time.

2.2 “Chief Administrative Officer” is the person appointed by Council in accordance with the Act and may be referred to throughout this bylaw as “CAO”.

2.3 “Closed Meeting” means a Meeting or part of a Meeting considered ‘closed’ to the public if:

2.3.1 any members of the public are not permitted to attend:

2.3.2 any members of the public are instructed to leave other than for improper conduct; or

2.3.3 any discussions are held separate from the public.

2.4 “Council” means the Council of the Municipality of the Town of Hanna.

2.5 “Deputy Mayor” means Deputy Chief Elected Official

2.6 “Mayor” means the Chief Elected Official.

2.7 "Meeting" means:

2.7.1 Organizational Meeting, a Meeting held after each general election and again each October to assign or reassign Councillor duties and formalize appointments to committees;

2.7.2 Regular Council Meeting, a scheduled Council Meeting typically held biweekly or monthly;

2.7.3 Special Council Meeting, an unscheduled Council Meeting to deal with a specific and typically time-sensitive issue;

2.7.4 Council Information Meeting, a scheduled Council Meeting typically held monthly; or

2.7.5 Council Committee Meeting, scheduled or unscheduled meetings of all or part of Council to deal with matters assigned to the committee under its terms of reference.

2.8 "Town" means the corporation of the Town of Hanna.

PART III GENERAL

Term of Deputy Mayor

3.1 Council, at the first Organizational Meeting following a Municipal Election, shall appoint Council members to serve terms of eight months as Deputy Mayor, to perform all the duties as permitted in the said Act. The order determined shall be limited only by the proviso that the first member to serve in a Council term shall not be a newly elected member of Council.

3.2 In the absence of the Mayor and Deputy Mayor, Council may appoint a Councillor as an Acting Chief Elected Official to act as the Chief Elected Official.

Agendas for Council Meetings

3.3 The agenda for each Council Meeting shall be organized by the Chief Administrative Officer and compiled together with copies of all pertinent correspondence, statements and reports. The agenda and information shall be provided to each member of Council at least two days prior to each Regular Council Meeting.

3.4 Any member of Council, Town official or any other person wishing to have an item of business placed on the agenda, shall make the submissions to the Chief Administrative Officer not later than six days prior to the scheduled Council Meeting date. The submission shall contain adequate information to the satisfaction of the Chief Administrative Officer to enable Council to deal with the matter.

3.5 No item of business shall be considered by the Council if the item has not been placed on the agenda unless members of Council present by a two-thirds majority vote agree to the item being placed on the agenda. The Mayor, any Councillor or the Chief Administrative Officer shall be given an opportunity to state why an item should receive consideration on the agenda because of its emergent nature before the motion is put to a vote.

Council Meetings

3.6 Every member of Council shall take the official oath prescribed by the Oaths of Office Act before entering upon any duties.

3.7 The Organizational Meeting shall be held annually not later than two weeks after the third Monday in October.

3.8 Council may decide at the annual Organizational Meeting, to hold regularly scheduled Council meetings and Council Information meetings on specified dates, times and places.

3.9 Regular Council meetings and Council Information meetings shall be held in the Council Chambers at the Town of Hanna Administration Offices.

3.10 As soon after the hour of the Meeting as there shall be a quorum present, the Mayor shall take the chair and call the Meeting to order.

3.11 If the Mayor and Deputy Mayor are not in attendance within 15 minutes after the hour appointed for a Meeting and a quorum is present, the Chief Administrative Officer shall call the Meeting to order and an Acting Mayor shall be chosen by the Councillors present who shall preside during the Meeting or until the arrival of the Mayor or Deputy Mayor.

3.12 If there is no quorum present within half an hour after the time appointed for a Regular Meeting of Council, the recording secretary shall record the names of the members of Council who are present, and the Meeting shall be absolutely adjourned until the next Regular Meeting unless a Special Meeting has been duly called in the meantime. Notice of adjournment shall be posted on the outside door of access to the Council Chambers.

3.13 Unless Council, by resolution from time to time otherwise determines, Regular Council meetings and Council Information meetings shall not exceed 4 hours in session unless the majority of Council members vote in favour of an extension of time.

Special Council Meetings

3.14 The Mayor, or designate, may call a Special Council Meeting whenever it is appropriate to do so, and must call a Special Council Meeting if a written request for the Meeting, stating its purpose, is received from a majority of the Councillors.

3.15 A Special Council Meeting called under Subsection 3.14 must be held within 14 days of the date that the Mayor receives the request, or any shorter period provided for by bylaw.

3.16 The Mayor calls a Special Council Meeting by giving at least 24 hours notice in writing to each Councillor and the public stating the purpose of the Meeting and the date, time and place at which it is to be held.

3.17 A Special Council Meeting may be held with less than 24 hours notice to all Councillors and without notice to the public if at least two-thirds of the whole Council agrees to this in writing before the beginning of the Meeting.

3.18 No matter other than that stated in the notice calling the Special Council Meeting may be transacted at the Meeting unless the whole Council is present at the Meeting and the Council agrees to deal with the matter in question.

Council Information Meetings

3.19 As determined by the annual Organizational Meeting or if proper notice is given as for Special Council meetings, Council Information Meetings may be held.

3.20 Council Information Meetings shall be conducted for the purpose of information sharing and Council shall have no power at such meetings to pass any bylaw or resolution apart from the resolution necessary to approve the agenda for the Meeting, accept items for information, the resolution to move in/out of closed session, or a resolution to refer an item to a Council Meeting.

Standing Committees

3.21 To enable Council members to become fully informed on issues requiring their attention and to allow Council to take advantage of administrative and lay representative advice, the following standing committees are formed:

3.21.1 Personnel Committee

3.21.2 Emergency Management Committee (Disaster Services)

3.21.3 Finance & Audit Committee

3.22 All standing committee meetings are open to the public. Committees may, by consensus, exclude any person or persons from their meeting when it is deemed to be in the best interest of the citizens of Hanna.

3.23 Council, at each Organizational Meeting, shall appoint two councillors to each standing committee with the Mayor as an ex-officio member.

3.24 At each Organizational Meeting the Mayor shall present to Council a recommendation for the appointment of lay and council representatives to standing committees of Council.

3.25 The members of the standing committees shall select from among themselves the Chairman and Deputy Chairman who shall continue in such position until the next Organizational Meeting of Council.

3.26 In any case where a member of a standing committee is absent from the Town or is otherwise unable to attend a meeting of the Committee of which he is a member, the Mayor may appoint a member of Council to such Committee to attend the meetings of the Committee concerned, such appointment to be restricted to one meeting unless authorized by Council.

3.27 The member so appointed by the Mayor shall, during the term of such appointment, have all the powers, rights and duties as a member of the Committee concerned as if appointed by Council thereto.

Regulations for Conducting Business in Committee

3.28 The business of Council Committees shall be conducted under the following regulations and subject to the rules governing the procedure in the Council.

3.29 The Chairman shall preside at every meeting.

3.30 In the absence of the Chairman, the Deputy Chairman shall preside.

3.31 The minutes of the transactions of every committee shall be accurately recorded and sent to Council for information or action as the case may be.

3.32 When a division takes place on any question and the question may be put to a vote, the votes of the members may be recorded.

3.33 No report or recommendation with any matter or thing shall be recognized as emanating from any Committee unless it is recorded in the minutes of the Committee under which it is issued.

3.34 The Chief Administrative Officer, or a person designated by the Committee Chairman or Chief Administrative Officer, shall record the minutes of the Committee.

3.35 Any Council member not a member of a Committee shall have the right to attend Committee meetings with the right of debate, but not to make motions or to vote.

Closed Session

3.36 Council may conduct all or part of its meetings closed to the public if a matter to be discussed is within one of the categories of information referred to in Division 2 of Part 1 of the *Freedom of Information and Protection of Privacy (FOIP) Act.* The exemptions include matters where disclosures could be harmful to personal privacy, individual or public safety, law enforcement, intergovernmental relations, or economic or other interests; reveal confidential evaluations, local public confidences or advice from officials; or disclose information that is subject to legal privilege.

3.37 The Mayor will verbalize to members of the public that Council plan to go into closed session, and will provide instruction to the public regarding the process of the closed session.

3.38 If all or part of a Meeting is closed to the public, the Council or Council committee may allow one or more other persons to attend, as it considers appropriate.

3.39 The minutes of the Council Meeting must record the resolution providing for the specific matter to be heard by Council and names of those persons and the reason for their attendance.

3.40 When a meeting is closed to the public, no bylaw or resolution may be passed, except a resolution necessary to revert to an open Meeting.

3.41 Members of the public attending the meeting, but not allowed to attend the closed session will be asked to leave the council chambers for the duration of the closed session. Once the meeting reverts to an open meeting, members of the public will be allowed to be present for the remainder of the meeting.

Public Hearings

3.42 A resolution of Council providing for a specific public hearing on any matter to be heard by Council shall be conducted in accordance with the *Municipal Government Act.*

3.43 Any person who claims they will be affected by the subject matter of the public hearing shall be afforded an opportunity to be heard by Council; either by themselves or an agent.

3.44 Any person wishing to file a written submission relating to a public hearing shall file a submission to the Chief Administrative Officer.

3.45 The order of hearing for a Public Hearing shall be:

3.45.1 The Chair will provide an explanation of the purpose of the Public Hearing.

3.45.2 Agencies or Town representatives will be provided an opportunity to speak to the proposal.

3.45.3 The Chair shall determine the names of those persons who wish to speak in favour of, who wish to speak against the proposal, and who wish to make general comments;

3.45.4 Each person who is in favour of the proposal before Council, whether or not they have filed a written submission, shall be given five minutes to make representation before Council, exclusive of the time required to answer questions put to him/her by Council;

3.45.5 Each person who is opposed to the proposal before Council, whether or not they have filed a written submission, shall be given five minutes to make representation before Council, exclusive of the time required to answer questions put to him/her by Council;

3.45.6 Each person who wishes to make general comments on the proposal, whether or not they have filed a written submission, shall be given five minutes to make representation before Council, exclusive of the time required to answer questions put to him/her by Council.

3.45.7 If written submissions have been made in respect to the proposed public hearing, the Chair shall inform Council of the numbers, the nature of written submissions and the numbers in favour of and opposed to the subject matter of the public hearing.

3.45.8 The Chair shall then ask Council if any member has questions of those making submissions. Council Members may not debate the issue before Council;

3.45.9 The order of speaking shall be determined by the Chair; and

3.45.10 The decision of the Chair is final.

3.46 If no person or persons present desires to make an oral submission, the Chair will declare the public hearing closed and proceed to the Regular Meeting of Council.

3.47 An outline of the foregoing rules of procedure shall be provided in written form to any person who indicates that they will make a written submission, and further there shall be printed copies of the same available to those in attendance at the meeting.

3.48 The Chair shall strictly enforce the foregoing rules of procedure.

Proceedings

3.49 The Mayor or presiding officer shall preserve order and decorum and shall decide questions of order subject to an appeal to the Council by resolution, and the decision of the presiding officer shall be final unless reversed or altered by a majority vote of members present.

3.50 When the Mayor or presiding officer is called on to decide a point of order or practice, it shall occur without argument or comment and shall state the rule of authority applicable to the case.

3.51 Every member wishing to speak to a question or motion shall address the Mayor or presiding officer.

3.52 A motion submitted to Council does not require a seconder.

3.53 When a motion has been made and is being considered by Council, no other motion may be made and accepted except:

3.53.1 a motion to refer the main question to some other person or group for consideration;

3.53.2 a motion to amend the main question;

3.53.3 a motion to postpone the main question to some future time.

3.54 Where a question under consideration contains distinct propositions, such proposition shall be voted on separately when any member so requests or when the Mayor or other presiding officer so directs.

3.55 After any question is finally put by the Mayor or other presiding officer, no member shall speak to the question, nor shall any other motion be made until after the result of the vote has been declared. The decision of the Mayor or the presiding officer as to whether the question has been finally put shall be conclusive.

3.56 Voting on all matters shall be done by raising of the hand in such a clear manner that they may be easily counted by the presiding officer.

3.57 Every member of Council attending a Council Meeting must vote on a matter put to vote at the Meeting unless the Councillor is required or permitted to abstain from voting.

3.58 If there is an equal number of votes for and against a resolution or bylaw, the resolution or bylaw is defeated.

3.59 Council shall hear all delegations that have brought their items of business onto the agenda in the order in which they are placed on the agenda or the order may be changed by a majority vote of members present. All rules of Council in this bylaw shall apply to each member of the delegation. Delegations shall have 15 minutes for presentation.

3.60 Council may adjourn from time to time to a fixed future date, any Regular or Special Meeting of Council that has been duly convened but not terminated. The object of adjourning is to finish the business for which the Meeting was called in the first place, but which has not been completed.

3.61 Any matter of Meeting conduct that is not provided for in this bylaw shall be determined in accordance with the current "Robert's Rules of Order, Newly Revised".

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

Debate of Motions

3.63 No member shall speak more than once on the same item without the leave of the Chair, except that a member may speak:

3.63.1 in explanation of a material part of their speech which may have been misunderstood; or

3.63.2 in reply after everyone else wishing to speak has spoken, if they presented the motion to Council, but a reply shall not be allowed to a member who has moved:

3.63.2a to extend the time of the Meeting;
3.63.2b to refer;
3.63.2c to amend;
3.63.2d to postpone; or
3.63.2e to adjourn.

3.64 A member may ask a question, stated concisely, of the previous speaker to explain any part of the previous speaker's remarks.

3.65 A member may ask questions of the Chief Administrative Officer or a municipal official to obtain information relating to a report presented to Council or to any clause contained therein, at the commencement of the debate on the report or on the clause.

3.66 A member's question shall not be ironic, rhetorical, offensive, or contain epithet, innuendo, satire or ridicule, be trivial, vague or meaningless.

3.67 Any member may require the question or motion under discussion to be read at any time during the debate, but not so as to interrupt a member while speaking.

3.68 When the motion has been declared as having been put to a vote, no member shall debate further on the question or speak any words except to request that the motion be read aloud.

3.69 The Chair shall determine when a motion is to be put to a vote.

Conduct of Members

3.70 When a member is addressing the Chair, every other member shall remain quiet, shall not interrupt the speaker except on a Point of Privilege or a Point of Order, and shall not carry on a private conversation.

3.71 When a member is addressing Council they:

3.71.1 shall not shout or immoderately raise their voice, or use profane, vulgar or offensive language;

3.71.2 shall not speak on matters other than the matter then before Council;

3.71.3 shall obey the rules of procedure of the Council; and

3.71.4 shall not comment on the person of any member.

3.72 If any member acts contrary to Subsection 3.71, they shall be immediately admonished by the Chair.

3.73 A member called to order by the Chair shall immediately cease speaking but may afterward explain their position in making the remark which was called to order.

3.74 No member shall leave the Council Chambers after a question is put to a vote, until the vote is taken.

Expulsion/Exclusion from a Meeting

3.75 The Chair may cause to be expelled and excluded from any Meeting any person, other than a member of Council, who creates any disturbance during a Meeting or who, in the opinion of the Chair has been guilty of improper conduct and for that purpose, the Chair may direct that such a person be removed from the meeting.

Reconsideration of a Motion or Bylaws

3.76 When Council wishes to reconsider a motion or reading of a bylaw in its original form that has been defeated, then a Councillor who voted with the prevailing side shall bring the matter before Council by Notice of Motion which shall:

3.76.1 be given at a Regular Meeting preceding the Meeting at which Council wishes to reconsider the matter; and

3.76.2 such Notice of Motion shall be provided to Council in writing, via the agenda, stating the information or conditions pertinent to reconsidering the motion or reading.

3.77 Subject to Subsection 3.76, a Notice of Motion may be accepted by Council to give reconsideration of a motion or a reading by a majority vote of all Council currently holding duly elected office. If the Notice of Motion is passed by a majority vote, the motion or reading may then be passed by a simple majority.

3.78 No motion or reading, in its original form, shall be given more than one reconsideration prior to the expiration of one year after the date of the original motion. Once one year has elapsed, a Notice of Motion would not be required.

3.79 Bylaws requiring a public hearing may be reconsidered for second reading, after the public hearing, once the appropriate advertising and legislated process has again been followed.

Amending Motions

3.80 Every amendment must be relevant to the question on which it is proposed.

3.81 No amendment shall be allowed that substantially destroys the intent of the motion or amendment to which it is intended to apply.

3.82 Every amendment shall be decided upon or withdrawn before the main question is put to a vote.

3.83 Only one amendment to the main motion at one time shall be allowed, and only one amendment to an amendment shall be allowed at one time.

3.84 A Council member may not amend his or her own motion.

Meeting Through Electronic Communications

3.85 Electronic or other communication facilities may be used to conduct Council meetings or Council Committee Meetings, as outlined in the *Municipal Government Act,* as amended from time to time.

Duties of Mayor and Council

3.86 The duties of Mayor and Council are in accordance with the *Municipal Government Act.*

Pecuniary Interest

3.87 Mayor and Council shall abide by the *Municipal Government Act,* with respect to pecuniary interest.

Recording of Minutes

3.88 The Chief Administrative Officer may delegate any duties to a Recording Secretary but shall accept all responsibilities of the duties.

3.89 Times shall be recorded in the minutes when a member of Council enters or exits a Council Meeting.

3.90 The Recording Secretary shall record in the minutes each time a member of Council excuses themselves from voting by reason:

3.90.1 of a pecuniary conflict of interest; or

3.90.2 of being absent from a public hearing.

PART IV READING OF PROPOSED BYLAWS AND PROCEEDINGS THEREON

4.01 When a proposed Bylaw is given first reading, the Chief Administrative Officer shall certify the date of the reading on the face thereof. When a Bylaw has been read a third time and finally passed, the Chief Administrative Officer shall keep on file correct copies thereof including amendments, if any.

4.02 Every Bylaw which has been passed by Council shall immediately, after being sealed with the seal of the Corporation, and signed by the Mayor and the Chief Administrative Officer, be securely deposited by the Chief Administrative Officer.

4.03 If any portion of this bylaw is declared invalid by a court of competent jurisdiction, then the invalid portion must be severed, and the remainder of the bylaw is deemed valid.

PART V PERFORMANCE OF WORK

5.01 No member of the Council shall have the power to direct or interfere with the performance of any work for the Corporation, and the officers in charge shall be subject only to their superior officer. Nothing in the foregoing shall in any way interfere or restrict the right of a Councillor to seek information from any officer or employee of the Town through the office of the Chief Administrative Officer.

PART VI REVIEW AND ENACTMENT

6.01 Bylaw 1002-2019 Council Procedures Bylaw and amendments thereto are hereby repealed.

6.02 This bylaw shall be reviewed within its fourth year, being 2025; or at least once in every Council term.

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

READ A FIRST TIME THIS 9th DAY OF FEBRUARY 2021.

READ A SECOND TIME THIS 9th DAY OF FEBRUARY 2021.

Mayor Chris Warwick

Chief Administrative Officer
Kim Neill

READ A THIRD TIME AND FINALLY PASSED THIS 9th DAY OF FEBRUARY 2021.

Mayor Chris Warwick

Chief Administrative Officer
Kim Neill

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: February 10th, 2026 Agenda Item No: 10.02

Bylaw 1045-2026

Repeal of Council Code of Conduct Bylaw 994-2018

Recommended Motion

That Council give first reading to Bylaw 1045-2026, the Council Code of Conduct Bylaw.

That Council give second reading to Bylaw 1045-2026, the Council Code of Conduct Bylaw

That Council provide unanimous consent for third reading of Bylaw 1045-2026, the Council Code of Conduct Bylaw at this meeting.

That Council give third and final reading to Bylaw 1045-2026, the Council Code of Conduct Bylaw

Background

The Town of Hanna currently has in place Bylaw 994-2018, the Council Code of Conduct Bylaw, adopted pursuant to the Municipal Government Act (MGA) requirement that municipalities establish a councillor code of conduct.

In 2025, the Province of Alberta amended the Municipal Government Act and repealed the legislated requirement for municipalities to maintain a councillor code of conduct. As a result, municipal code-of-conduct bylaws no longer have legal force or effect under provincial legislation.

Repealing Bylaw 994-2018 will formally align the Town's bylaws with current provincial legislation and remove a bylaw that is no longer enforceable. Administration recommends repeal to ensure the Town's bylaws remain current and accurate.

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 1045-2026 Repeal Code of Conduct Bylaw
- Bylaw 994-2018 – Council Code of Conduct 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 1045-2026

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW 994-2018, THE COUNCIL CODE OF CONDUCT BYLAW

WHEREAS the Council of the Town of Hanna previously enacted Bylaw 994-2018, being the Council Code of Conduct Bylaw;

AND WHEREAS amendments to the Municipal Government Act have removed the legislative requirement and authority for municipalities to maintain councillor codes of conduct;

AND WHEREAS Council considers it desirable to repeal Bylaw 994-2018 in order to align the Town's bylaws with current provincial legislation;

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

PART I TITLE

1.1 This Bylaw may be cited as the "Repeal of Council Code of Conduct Bylaw".

PART II REPEAL

2.1 Bylaw 994-2018, being the Council Code of Conduct Bylaw, and any amendments thereto, are hereby repealed in their entirety.

PART III EFFECTIVE DATE

3.1 This Bylaw comes into force and effect upon third and final reading.

READ A FIRST TIME THIS 10TH DAY OF FEBRUARY 2026.

READ A SECOND TIME THIS 10TH DAY OF FEBRUARY 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED THIS 10TH DAY OF FEBRUARY 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 994-2018

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO ESTABLISH A CODE OF CONDUCT FOR MEMBERS OF COUNCIL.

WHEREAS, pursuant to section 146.1(1) of the *Municipal Government Act,* a council must, by bylaw, establish a code of conduct governing the conduct of councillors;

AND WHEREAS, pursuant to section 153 of the *Municipal Government Act*, councillors have a duty to adhere to the code of conduct established by the council;

AND WHEREAS the public is entitled to expect the highest standards of conduct from the members that it elects to council for the Town of Hanna;

AND WHEREAS the establishment of a code of conduct for members of council is consistent with the principles of transparent and accountable government;

AND WHEREAS a code of conduct ensures that members of council share a common understanding of acceptable conduct extending beyond the legislative provisions governing the conduct of councillors;

NOW THEREFORE the Council of the Town of Hanna, in the Province of Alberta, duly assembled, enacts as follows:

1. BYLAW TITLE

1.1 This bylaw shall be known as the "Council Code of Conduct Bylaw".

2. DEFINITIONS

2.1. In this Bylaw, words have the meanings set out in the Act, except that:

(a) "Act" means the Municipal Government Act, R.S.A. 2000, c. M-26, and associated regulations, as amended;

(b) "Administration" means the administrative and operational arm of the Municipality, comprised of the various departments and business units and including all employees who operate under the leadership and supervision of the Chief Administrative Officer;

(c) CAO means the chief administrative officer of the Municipality, or their delegate;

(d) "FOIP" means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000, c. F-25, any associated regulations, and any amendments or successor legislation;

(e) "Investigator" means Council or the individual or body established by Council to investigate and report on complaints;

(f) "Member" means a member of Council and includes a councillor or the Mayor;

(g) "Municipality" means the municipal corporation of the Town of Hanna.

3. Purpose and Application

3.1 The purpose of this Bylaw is to establish standards for the ethical conduct of Members relating to their rolls and obligations as representatives of the Municipality and a procedure for the investigation and enforcement of those standards.

4. Representing the Municipality

4.1. Members shall:

(a) act honestly and, in good faith, serve the welfare and interests of the Municipality as a whole;

(b) perform their functions and duties in a conscientious and diligent manner with integrity, accountability and transparency;

(c) conduct themselves in a professional manner with dignity and make every effort to participate diligently in the meetings of Council, committees of Council and other bodies to which they are appointed by Council; and

(d) arrange their private affairs and conduct themselves in a manner that promotes public confidence and will bear close public scrutiny.

5. Communicating on Behalf of the Municipality

5.1. A Member must not claim to speak on behalf of Council unless authorized to do so.

5.2. Unless Council directs otherwise, the Mayor is Council's official spokesperson and in the absence of the Mayor it is the Deputy Mayor. All inquiries from the media regarding the official Council position on an issue shall be referred to Council's official spokesperson.

5.3. A Member who is authorized to act as Council's official spokesperson must ensure that their comments accurately reflect the official position and will of Council as a whole, even if the Member personally disagrees with Council's position.

5.4. No Member shall make a statement when they know that statement is false.

5.5. No Member shall make a statement with the intent to mislead Council or members of the public.

6. Respecting the Decision-Making Process

6.1. Decision making authority lies with Council, and not with any individual Member. Council may only act by bylaw or resolution passed at a Council meeting held in public at which there is a quorum present. No Member shall, unless authorized by Council, attempt to bind the Municipality or give direction to employees in Administration, agents, contractors, consultants or other service providers or prospective vendors to the Municipality.

6.2. Members shall conduct and convey Council business and all their duties in an open and transparent manner other than for those matters which by law are authorized to be dealt with in a confidential manner in an in-camera session, and in so doing, allow the public to view the process and rationale which was used to reach decisions and the reasons for taking certain actions.

6.3. Members shall accurately communicate the decisions of Council, even if they disagree with Council's decision, such that respect for the decision-making processes of Council is fostered.

7. Adherence to Policies, Procedures and Bylaws

7.1. Members shall uphold the law established by the Parliament of Canada and the Legislature of Alberta and the bylaws, policies and procedures adopted by Council.

7.2. Members shall respect the Municipality as an institution, its bylaws, policies and procedures and shall encourage public respect for the Municipality, its bylaws, policies and procedures.

7.3. A Member must not encourage disobedience of any bylaw, policy or procedure of the Municipality in responding to a member of the public, as this undermines public confidence in the Municipality and in the rule of law.

8. Respectful Interactions with Council Members, Staff, the Public and Others

8.1. Members shall act in a manner that demonstrates fairness, respect for individual differences and opinions, and an intention to work together for the common good and in furtherance of the public interest.

8.2. Members shall treat one another, employees of the Municipality and members of the public with courtesy, dignity and respect and without abuse, bullying or intimidation.

8.3. No Member shall use indecent, abusive, or insulting words or expressions toward another Member, any employee of the Municipality or any member of the public.

8.4. No Member shall speak in a manner that is discriminatory to any individual based on the person's race, religious beliefs, colour, gender, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation.

8.5. Members shall respect the fact that employees in Administration work for the Municipality as a corporate body and are charged with making recommendations that reflect their professional expertise and a corporate perspective and that employees are required to do so without undue influence from any Member or group of Members.

8.6. Members must not:

(a) involve themselves in matters of Administration, which fall within the jurisdiction of the CAO;

(b) use, or attempt to use, their authority or influence for the purpose of intimidating, threatening, coercing, commanding or influencing any employee of the Municipality with the intent of interfering in the employee's duties; or

(c) maliciously or falsely injure the professional or ethical reputation, or the prospects or practice of employees of the Municipality.

9. Confidential Information

9.1. Members must keep in confidence matters discussed in private at a Council or Council committee meeting until the matter is discussed at a meeting held in public.

9.2. In the course of their duties, Members may also become privy to confidential information received outside of an "in-camera" meeting. Members must not:

(a) disclose or release by any means to any member of the public, including the media, any confidential information acquired by virtue of their office, unless the disclosure is required by law or authorized by Council to do so;

(b) access or attempt to gain access to confidential information in the custody or control of the Municipality unless it is necessary for the performance of the Member's duties and is not otherwise prohibited by Council, and only then if the information is acquired through appropriate channels in accordance with applicable Council bylaws and policies;

(c) use confidential information for personal benefit or for the benefit of any other individual or organization.

9.3. No Member shall use confidential information for personal benefit or for the benefit of any other individual organization.

9.4. Confidential information includes information in the possession of, or received in confidence by, the Municipality that the Municipality is prohibited from disclosing pursuant to legislation, court order or by contract, or is required to refuse to disclose under FOIP or any other legislation, or any other information that pertains to the business of the Municipality, and is generally considered to be of a confidential nature, including but not limited to information concerning:

(a) the security of the property of the Municipality;

(b) a proposed or pending acquisition or disposition of land or other property;

(c) a tender that has or will be issued but has not been awarded;

(d) contract negotiations;

(e) employment and labour relations;

(f) draft documents and legal instruments, including reports, policies, bylaws and resolutions, that have not been the subject matter of deliberation in a meeting open to the public;

(g) law enforcement matters;

(h) litigation or potential litigation, including matters before administrative tribunals; and

(i) advice that is subject to solicitor-client privilege.

10. Conflicts of Interest

10.1. Members have a statutory duty to comply with the pecuniary interest provisions set out in Part 5, Division 6 of the Act and a corresponding duty to vote unless required or permitted to abstain under the Act or another enactment.

10.2. Members are to be free from undue influence and not act or appear to act in order to gain financial or other benefits for themselves, family, friends or associates, business or otherwise.

@
KN

10.3. Members shall approach decision-making with an open mind that is capable of persuasion.

10.4. It is the individual responsibility of each Member to seek independent legal advice, at the Member's sole expense, with respect to any situation that may result in a pecuniary or other conflict of interest.

11. Improper Use of Influence

11.1. No Member shall use the influence of the Member's office for any purpose other than for the exercise of the Member's official duties.

11.2. No Member shall act as a paid agent to advocate on behalf of any individual, organization or corporate entity before Council or a committee of Council or any other body established by Council.

11.3. Members shall not contact or otherwise attempt to influence members of any adjudicative body regarding any matter before it relating to the Municipality.

11.4. Members shall refrain from using their positions to obtain employment with the Municipality for themselves, family members or close associates. Members are ineligible to apply or be considered for any position with the Municipality while they hold their elected position and for one year after leaving office.

12. Use of Municipal Assets and Services

12.1. Members shall use municipal property, equipment, services, supplies and staff resources only for the performance of their duties as a Member, subject to the following limited exceptions:

(a) municipal property, equipment, service, supplies and staff resources that are available to the general public may be used by a Member for personal use upon the same terms and conditions as members of the general public, including booking and payment of any applicable fees or charges;

(b) electronic communication devices, including but not limited to desktop computers, laptops, tablets and smartphones, which are supplied by the Municipality to a Member, may be used by the Member for personal use, provided that the use is not for personal gain, offensive or inappropriate.

13. Orientation and Other Training Attendance

13.1. Every Member must attend the orientation training offered by the Municipality within 90 days after the Member takes the oath of office. Attendance at additional training sessions throughout the Council term is discretionary.

14. Remuneration and Expenses

14.1. Members are stewards of public resources and shall avoid waste, abuse and extravagance in the use of public resources.

14.2. Members shall be transparent and accountable with respect to all expenditures and strictly comply with all municipal bylaws, policies and procedures regarding claims for remuneration and expenses.

@
KW

15. Gifts and Hospitality

15.1. Members shall not accept gifts, hospitality or other benefits that would, to a reasonable member of the public, appear to be in gratitude for influence, to induce influence, or otherwise to go beyond the necessary and appropriate public functions involved.

15.2. Members may accept hospitality, gifts or benefits that normally accompany the responsibilities of office and are received as an incident of protocol or social obligation, provided that the value of the hospitality, gift or benefit does not exceed $1,000 or with approval of Council.

15.3. Gifts received by a Member on behalf of the Municipality as a matter of official protocol which have significance or historical value for the Municipality shall be left with the Municipality when the Member ceases to hold office.

16. Election Campaigns

16.1. No Member shall use any facilities, equipment, supplies, services, municipal logo or other resources of the Municipality for any election campaign or campaign-related activity unless it is under the same terms as the general public for the use of same.

17. Informal Complaint Process

17.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may address the prohibited conduct by:

(a) advising the Member that the conduct violates this Bylawand encouraging the Member to stop,

(b) requesting the Mayor to assist in informal discussion of the alleged complaint with the Member in an attempt to resolve the issue. In the event that the Mayor is the subject of, or is implicated in a complaint, the person may request the assistance of the Deputy Mayor.

17.2. Individuals are encouraged to pursue this informal complaint procedure as the first means of remedying conduct that they believe violates this Bylaw. However, an individual is not required to complete this informal complaint procedure prior to pursuing the formal complaint procedure outlined below.

18. Formal Complaint Process

18.1. Any Member who has identified or witnessed conduct by a Member that the Member reasonably believes, in good faith, is in contravention of this Bylaw may file a formal complaint in accordance with the following procedure:

(a) All complaints shall be made in writing and shall be dated and signed by an identifiable individual;

(b) All complaints shall be addressed to the Investigator;

(c) The complaint must set out reasonable and probable grounds for the allegation that the Member has contravened this Bylaw, including a detailed description of the facts, as they are known, giving rise to the allegation;

@
KW

(d) If the facts, as reported, include the name of one or more Members who are alleged to be responsible for the breach of this Bylaw, the Member or Members concerned shall receive a copy of the complaint submitted to the Investigator;

(e) Upon receipt of a complaint under this Bylaw, the Investigator shall review the complaint and decide whether to proceed to investigate the complaint or not. If the Investigator is of the opinion that a complaint is frivolous or vexatious or is not made in good faith, or that there are no grounds or insufficient grounds for conducting an investigation, the Investigator may choose not to investigate or, if already commenced, may terminate any investigation, or may dispose of the complaint in a summary manner. In that event, the complainant and Council, if Council is not the Investigator, shall be notified of the Investigator's decision;

(f) If the Investigator decides to investigate the complaint, the Investigator shall take such steps as it may consider appropriate, which may include seeking legal advice. All proceedings of the Investigator regarding the investigation shall be confidential;

(g) If the Investigator is not Council, the Investigator shall, upon conclusion of the investigation, provide the Council and the Member who is the subject of the complaint, the results of the Investigator's investigation;

(h) A Member who is the subject of an investigation shall be afforded procedural fairness, including an opportunity to respond to the allegations before Council deliberates and makes any decision or any sanction is imposed;

(i) A Member who is the subject of an investigation is entitled to be represented by legal counsel, at the Member's sole expense.

19. Compliance and Enforcement

19.1. Members shall uphold the letter and the spirit and intent of this Bylaw.

19.2. Members are expected to co-operate in every way possible in securing compliance with the application and enforcement of this Bylaw.

19.3. No Member shall:

(a) undertake any act of reprisal or threaten reprisal against a complainant or any other person for providing relevant information to Council or to any other person;

(b) obstruct Council, or any other person, in carrying out the objectives or requirements of this Bylaw.

19.4. Sanctions that may be imposed on a Member, by Council, upon a finding that the Member has breached this Bylaw may include:

(a) a letter of reprimand addressed to the Member;

(b) requesting the Member to issue a letter of apology;

(c) publication of a letter of reprimand or request for apology and the Member's response;

(d) suspension or removal of the appointment of a Member as the chief elected official under section 150(2) of the Act;

@ KW

(e) suspension or removal of the appointment of a Member as the deputy chief elected official or acting chief elected official under section 152 of the Act;

(f) suspension or removal of the chief elected official's presiding duties under section 154 of the Act;

(g) suspension or removal from some or all Council committees and bodies to which council has the right to appoint members;

(h) reduction or suspension of remuneration as defined in section 275.1 of the Act corresponding to a reduction in duties, excluding allowances for attendance at council meetings;

(i) any other sanction Council deems reasonable and appropriate in the circumstances provided that the sanction does not prevent a Member from fulfilling the legislated duties of a councillor and the sanction is not contrary to the Act.

20. Review

20.1. This Bylaw shall be brought forward for review at the beginning of each term of Council, when relevant legislation is amended, and at any other time that Council considers appropriate to ensure that it remains current and continues to accurately reflect the standards of ethical conduct expected of Members.

21. Enactment

21.1 This Bylaw shall take effect as of the date of final reading.

READ A FIRST TIME THIS 8th DAY OF MAY 2018.

READ A SECOND TIME THIS 8th DAY OF MAY 2018.

Mayor Chris Warwick

Chief Administrative Officer
Kim Neill

READ A THIRD TIME AND FINALLY PASSED THIS 8th DAY OF MAY 2018.

Mayor Chris Warwick

Chief Administrative Officer
Kim Neill

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: February 10, 2026 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 Crowle
3. Councillor Hunter
4. Councillor Karg
5. Councillor Rorabeck
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

Prepared by: **Councillor Crowle**
Council Date: **February 10, 2026**

Committee or Boards to report on:
Acadia Foundation
Big Country Waste Management Commission
Veterans Memorial Highway Association

Meeting: Acadia Foundation
Location: Consort
Date & Time: January 20, 2026 10:00 AM
Report on Oyen fire, it was contained to one room

Upcoming Meeting to Attend:

Meeting: Town Council Meeting
Location: Town Council Chambers
Date & Time: February 10, 2026 6:00 PM

Meeting: Acadia Foundation Board Meeting
Location: Oyen Lodge Board Room
Date & Time: February 17, 2026 10:00 AM

Meeting: Local Loop (Town of Hanna Sponsored)
Location: Town of Hanna
Date & Time: February 4, 11, 18 & 25, 2026

Meeting: Palliser Economic Partnership
Location: Brooks Heritage Inn Hotel / Convention Centre
Date & Time: February 9, 2026 5:30 PM

February 10/25 - Committee Reports

Fred & Freda Gueder Bursary

Nothing new to report. Will be receiving applications for Brsary funds from this year's graduates this spring.

Wake/Hanna Student Exchange

I am making contact with past exchange students still in the area. I hope to meet with them to gain from their experiences and inquire if they would want to take part in a future committee.

Upcoming:

Marigold Library:

Feb 13/25, will be joining Vern for a facility tour of the Marigold Liibrary HQ in Strathmore.

Hanna Public Library

Will join Vern and sit in on the next board meeting in Hanna.

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Karg**
Council Date: **Feb 10, 2026**

Committee or Boards to report on:

LYNKS
Hanna / Wake Student Exchange Committee
Harvest Sky Economic Development Corporation
Municipal Planning Commission
Palliser Regional Municipal Services
Regional Emergency Management Advisory (alternate)

Meeting: Palliser Regional Planning Services
Location: Hanna AB
Date & Time: Jan 21, 2026 12:00 p.m.

The Board of Directors met for the first time since the fall elections of 2025. Chris Reed from the Town of Trochu was elected Chairman while Mark Landry from Starland County (Delia) accepted the role of Vice Chair.

The CAO provided an orientation to the new board members while also providing an update on various projects currently completing or completed.

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Rorabeck**
Council Date: **February 10, 2026**

Committee or Boards to report on:
Hanna & District Chamber of Commerce
Hanna & District Medical Corporation
Harvest Sky Economic Development Corporation
Palliser Regional Municipal Services (alternate)

Meeting: **Hanna and District Chamber of Commerce**
Location: Town Office (Council Chambers)
Date & Time: January 20, 2026 at 12:00pm

Confirmed that the Chamber's AGM will be held on March 16, 2026 at 6:00pm at the Canalta. Discussed the upcoming Job Fair on January 30, 2026 at the Community Centre, and delegated tasks to board members. Discussed membership renewals. Terita continues to work on creating a business directory that can be distributed to places such as the Lodge, Long Term Care, etc. The plan is to focus on residents who don't use the internet to find services offered in Hanna.

Meeting: **Hanna and District Medical Corporation**
Location: Board Room at Medical Clinic
Date & Time: January 22, 2026 at 8:30am

Discussed incentive packages offered to new physicians and made a few amendments. Discussed interviewing/recruitment process and strategies for retaining physicians.

Upcoming Meetings to Attend:

Meeting: **Hanna and District Chamber of Commerce**
Location: Town Office (Council Chambers)
Date & Time: February 17, 2026 at 12:00pm

Meeting: **Harvest Sky Economic Development Corporation**
Location: Lynks Office
Date & Time: March 10, 2026 at 10:00am (AGM)

Meeting: **Hanna and District Medical Corporation**
Location: Board Room at Medical Clinic
Date & Time: TBD

Vern's council meeting report

Meeting: Town Council

Location: Town Council Chamber

Date/Time: 01/13/26 6pm

Meeting: LAEO

Location: Hanna Fire Hall

Date/Time: 01/14/26 8:30am

Meeting: Marigold Meeting

Location: Zoom

Date/Time 01/24/26 9:30 am

Meeting: Hanna Library

Location: Hanna Library

Date/Time: 01/26/26 3pm

Meeting: Council Info Meeting

Location: Town Council Chambers

Date/Time: 01/28/26

Up coming meetings

Meeting: Town Council

Location: Town Council Chamber

Date/Time: 02/10/26 6pm

Meeting: CSB meeting

Location: Town Council Chambers

Date/Time: 02/12/26

Meeting: Marigold Training

Location: Strathmore Marigold office

Date/Time: 02/13/10:00

Meeting: Council Info Meeting

Location: Town Chamber Office

Date/Time: 02/25/26 8:30am

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councilor Warwick
Council Date: February 2026

Committee or Boards to report on:
Community Futures Meridian Region (CF)
Municipal Planning Commission (MPC)
Palliser Economic Partnership (PEP)

Meeting: Local Authorities, Elected Officials, Emergency Management Training
Location: Hanna Fire Hall
Date & Time: January 14, 2026, 8:30 AM

Meeting: PEP
Location: Zoom
Date & Time: January 14, 2026 8:00 AM

- Planning Fundraiser

Meeting: **CF Merdian Board** Meeting/Strategic Planning
Location: Kindersley, Sask.
Date & Time: January 16 & 17th, 2026

- $662,750 in Loans Disbursed – supporting entrepreneurs and small businesses in our region.
- 603 People Supported – through training, mentoring, and business advice.
- $5,591 Invested in Community-Based Projects – strengthening local initiatives.
- Board Leadership – 7 dedicated members, with opportunities open in Zone 8 and Zone 9.
- Youth Side Hustle Program – 10 youth participated, building entrepreneurial skills for the future.

Meeting: **PEP** Fundraiser Dinner in Brooks
Location: Brooks Alberta
Date & Time: February 9, 2026

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: February 10, 2026 Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence item 12.01 – 12.05.

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

- Alberta Japan Twinned Municipalities Conference Poster
- LYNKS Spring Gala
- Hanna Elks Lodge Invite
- Hanna Elks Lodge Letter of Support
- ATCO – Hand Hills Hybrid Project Update

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

CITY OF
LACOMBE

Friendship Ties

2026 A/JTMA Conference

Alberta/Japan Twinned Municipalities Association

Lacombe Memorial Centre

May 22/23, 2026

Outlook

Lynks 50th Anniversary Gala - April 18, 2026

From Doray Veno <doray@lynkscommunity.com>
Date Tue 1/20/2026 3:11 PM
To Winona Gutsche <wgutsche@hanna.ca>; Matthew Norburn <mnorburn@hanna.ca>

Please share with Council and Staff

Dear Friends and Community Partners,

In 2026, Lynks – Harvest Sky Services and Supports Society, formerly Hanna Learning Centre, proudly celebrates half of a century of service in our communities. Since 1976, Lynks has walked alongside individuals and families, responding to local needs with compassion, creativity, and collaboration.

We are honoured to invite you to join us for a very special evening:
Lynks 50th Anniversary Gala
Saturday, April 18, 2026
Tickets available February 9

Step back in time for a glamorous Roaring 20s themed Gala, celebrating our legacy and looking ahead to the next fifty years with purpose, passion, and partnerships!

Supporting the Celebration and How to Get Involved
As we celebrate this milestone, we invite you to be part of Lynks' future.
We are currently seeking:

- Event Sponsors
- VIP Table Sponsor
- Auction Donations
- In-Kind Contributions
- Ticket/Table Purchases

Your support will directly strengthen Lynks' ability to continue providing essential programs and services in our region.

We look forward to celebrating with you on April 18, 2026.

If you have any questions, please don't hesitate to ask.

With gratitude,
Lynks
Celebrating 50 Years of Community Impact!

Doray Veno

Executive Director

Lynks
Harvest Sky Services & Supports

403.854.2099 Ext. 205
401 Centre Street
Hanna, AB T0J 1P0
lynkscommunity.com

Celebrating 50 Years of Community Impact!

Hanna Elks Lodge No. 451
P.O. Box 117, Hanna, AB T0J 1P0

Dear Mayor Danny Povaschuk:

The Hanna Elks would like to invite you to our Opening Ceremonies of our Provincial Conference to welcome our members to the Town of Hanna. This event is being held on June 11, 2026 starting at 6pm at the Hanna Community Center.

The Hanna Elks would like a welcome letter to put into our Conference Booklet. The letter needs to be in by May 15. It can be emailed to vernthuroo@yahoo.ca.

Fraternally yours

Vernon Thuroo

Conference Co-Chair

Hanna Elks Lodge No. 451
P.O. Box 117, Hanna, AB T0J 1P0

Dear: Mayor Povaschuk:

The Hanna Elks #451 are asking for a letter in support for our Elks Provincial Conference being held in Hanna on June 10-14. This letter is in support of applying for a Provincial grant to host this conference.

Fraternally yours

Vernon Thuroo

Conference Co-chair

ATCO

January 29, 2026 VIA CANADA POST

Town Of Hanna
PO Box 430
Hanna, Alberta T0J 1P0
Community Services Department
Attention: Winona Gutsche, Director of Corporate Services

RE: Hand Hills Hybrid (Solar/Wind Power Project) Project Update

Hand Hills Wind GP Inc., a wholly owned subsidiary of ATCO Renewables Ltd. ("ATCO") is providing notice that the Hand Hills Hybrid Project has been cancelled and will not be moving forward.

While this outcome was not anticipated at the outset, it reflects changes in project feasibility and alignment with ATCO's broader development priorities. Contributing to this change in direction has been the significant regulatory and market uncertainty that has arisen in the past several years. Decisions to restructure the energy market, change the transmission planning framework, and update the Technology Innovation and Emissions Reductions Regulation have fundamentally changed the development prospects for renewable power generation in Alberta.

Hand Hills Hybrid Project extends its appreciation for your attention and engagement throughout the development process.

If you have any questions or would like further information, please feel free to contact us by email at ARLand@atco.com.

Sincerely,

CKarst

Celestine Karst
Director, Land Strategy and Planning

RECEIVED
FEB 05 2026
TOWN OF HANNA

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: February 10, 2026 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 Land Matter
as per ATIA Sections 19 & 20
13.2 Disclosure harmful to business interest of a third party
as per ATIA Section 19
13.3 Disclosure harmful to business interest of a third party
as per ATIA Section 19

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 *Access To Information Act (ATIA)* (s. 19 to 34). This section also indicates that a council or council committee must pass a resolution stating the reason and the section of ATIA that applies before closing all or any part of a meeting to the public.

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

- Disclose harmful to business interests of a Third Party; (s. 19)
- Disclosure harmful to personal privacy; (s. 20)
- Disclosure harmful to individual or public safety; (s. 21)
- Confidential evaluations; (s. 22)
- Disclosure harmful to law enforcement; (s. 23)
- Workplace investigations (s. 24)
- Disclosure and complaints (s. 25)
- Disclosure harmful to intergovernmental relations (s. 26)
- Cabinet and Treasury Bond confidences (s. 27)
- Local public body confidences (s. 28)
- Advice from officials (s. 29)
- Disclosure harmful to economic and other interest of a public body (s. 30)
- Testing procedures, tests and audits (s. 31)
- Privileged information (s. 32)
- Disclosure harmful to conservation of heritage sites, etc. (s. 33) and
- Information that is or will be available to the public (s. 34)

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. 19 of ATIA).

The required motion to move to closed session, including the exceptions to disclosure applicable under ATIA 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