TOWN OF HANNA
Part of the Harvest Sky Region

TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
March 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 – February 10, 2026
5.02 Minutes of the Information Meeting of Council – February 25, 2026

6 FINANCE REPORTS

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

7 COMMITTEE REPORTS

7.1 CSB Minutes of February 12, 2026
7.2 MPC Minutes of February 13, 2026

8 SENIOR ADMINISTRATIVE OFFICIALS REPORTS

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

9 BUSINESS ITEMS

9.01 Community Services Board – Award grants
9.02 Community Services Board Grant
9.03 Policy 2026-01 Travel, Meal & Hospitality Expense
9.04 Policy 2026-02 Council Remuneration
9.05 ATCO Streetlight Rate Conversion Proposal
9.06 Kiddies Korner Playschool – Rental Agreement
9.07 Bylaw Enforcement Agreement – Village of Delia

10 BYLAWS

10.1 Bylaw 1044-2026 Council Procedural Bylaw

11 COUNCIL REPORTS & ROUNDTABLE

12 CORRESPONDENCE ITEMS

12.1 Chamber of Commerce AGM

13 CLOSED SESSION

13.1 Disclosure harmful to economic interest of a public body
13.2 Disclosure harmful to economic interest of a public body

14 ADJOURNMENT

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: March 10, 2026 Agenda Item No: 05.00

Council Meeting Minutes

Recommended Motion

That the Minutes of the Regular Meeting of Council held February 10, 2026, be adopted as presented.

That the Minutes of the Information Meeting of Council held February 25, 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 – February 10, 2026
2. Minutes of the Information Meeting of Council – February 25, 2026

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

MINUTES

REGULAR MEETING OF COUNCIL

February 10, 2026

Minutes of a Regular Meeting of the Council of the Town of Hanna held Tuesday, February 10, 2026, at 6:00 p.m. in the Town Council Chambers.

Council Members Present:

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

Council Members Absent

Administration Present:

Matthew Norburn – Chief Administrative Officer – Video Conference
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication
Brent Olesen – Director of Public Works & Recreation

1.0 CALL TO ORDER

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

2.0 ADOPTION OF AGENDA

034-2026 Moved by Councillor Warwick that the agenda for February 10, 2026, Regular Council Meeting be adopted as presented.

Motion Carried.

3.0 DELEGATIONS

There was no one present for Delegations

4.0 PUBLIC PRESENTATION

Trisha Smith was present and spoke to council regarding the possibility of having a fenced area in Hanna for an off-leash dog park.

5.0 ADOPTION OF MINUTES

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

035-2026 Moved by Councillor Rorabeck that the Minutes of the Regular Meeting of Council held January 13, 2026, be adopted as presented.

Motion Carried.

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

036-2026 Moved by Councillor Crowle that the Minutes of the Information Meeting of Council held January 28, 2026, be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

037-2026 Moved by Councillor Rorabeck that Council accepts the accounts payable listings for general account cheques 043565 - 0043588, direct deposits 004765 - 004851, and Electronic Funds Transfer Batches 1003, 1004 & 1009 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – January 2026

038-2026 Moved by Councillor Warwick that Council accepts the Statement of Revenue & Expense Report for January 2026 for information.

Motion Carried.

6.03 Budget Overview – January 2026

039-2026 Moved by Councillor Hunter that Council accepts the Budget Overview for January 2026 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

There were no committee reports

8.0 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

040-2026 Moved by Councillor Rorabeck that Council accepts the Senior Administrative Officials reports 8.01 to 8.03 as presented for information.

Motion Carried.

9.0 BUSINESS ITEMS

9.01 Approval of Amended Marigold Library System Agreement

041-2026 Moved by Councillor Thuroo 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.

Motion Carried.

9.02 2025 Taxation Report

042-2026 Moved by Councillor Karg that Council accepts the 2025 Taxation Report for Information.

Motion Carried.

10.0 BYLAWS

10.01 Bylaw 1044-2026 – New Council Procedural Bylaw

043-2026 Moved by Councillor Hunter that Council give first reading to Bylaw 1044-2026, the New Council Procedural Bylaw.

Motion Carried.

044-2026 Moved by Councillor Rorabeck that Council give second reading to Bylaw 1044-2026, the New Council Procedural Bylaw.

Motion Carried.

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

045-2026 Moved by Councillor Warwick that Council give first reading to Bylaw 1045-2026, to Repeal Council Code of Conduct Bylaw 994-2018.

Motion Carried.

046-2026 Moved by Councillor Crowle that Council give second reading to Bylaw 1045-2026, to Repeal Council Code of Conduct Bylaw 994-2018.

Motion Carried.

047-2026 Moved by Councillor Crowle that Council provide unanimous consent for third reading to Bylaw 1045-2026, to Repeal Council Code of Conduct Bylaw 994-2018 at this meeting.

Motion Carried.

048-2026 Moved by Councillor Warwick that Council give third and final reading to Bylaw 1045-2026, to Repeal Council Code of Conduct Bylaw 994-2018.

Motion Carried.

11.0 COUNCIL REPORTS AND ROUNDTABLE

049-2026 Moved by Councillor Rorabeck that Council accepts the Council Reports for information.

Motion Carried.

12.0 CORRESPONDENCE

12.01 Alberta Japan Twinned Municipalities Conference Poster
12.02 LYNKS Spring Gala
12.03 Hanna Elks Lodge Invite
12.04 Hanna Elks Lodge Letter of Support
12.05 ATCO – Hand Hills Hybrid Project Update

050-2026 Moved by Councillor Thuroo that Council accepts the Correspondence items 12.01 – 12.05 for information.

Motion Carried.

13.0 CLOSED SESSION

051-2026 Moved by Councillor Crowle that Council move to Closed Session at 6:45 p.m. to discuss the following agenda items:

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

Motion Carried.

052-2026 Moved by Rorabeck that Council move to Regular Session at 8:11 p.m.

Motion Carried.

053-2026 Moved by Councillor Hunter that Council receive this report as information and direct Administration to enter negotiations with the highest bidder ($130,000) for the sale of municipal land legally described as *605 Palliser Trail* (the "Lands"), subject to the conditions outlined in this report (or substantially similar conditions as approved by legal counsel), and further direct Administration to return a finalized Purchase and Sale Agreement to Council for approval prior to execution.

AND THAT the Administration be authorized to issue a Counter-Offer incorporating the sale conditions identified herein.

Motion Carried.

054-2026 Moved by Councillor Rorabeck that Council authorize Administration to transition the Town's invest fund to Qube Investment Management.

Motion Carried.

055-2026 Moved by Councillor Crowle that Council authorize Administration to facilitate Council's Strategic Planning Session with Tyler Gandam Consulting.

Motion Carried.

14.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 8:13 p.m.

These minutes approved this 10th day of March 2026.

_____
Mayor Danny Povaschuk

_____
Chief Administrative Officer
Matthew Norburn

MINUTES

INFORMATION MEETING OF COUNCIL

February 25, 2026

Minutes of an Information Meeting of the Council of the Town of Hanna held Wednesday, February 25, 2026, at 8:30 a.m. in the Town Council Chambers.

Council Members Present:

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

Council Members Absent

Brenda Karg

Administration Present:

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

1.0 CALL TO ORDER

Mayor Danny Povaschuk called the meeting to order at 8:30 a.m.

2.0 ADOPTION OF AGENDA

056-2026 Moved by Councillor Warwick that the agenda for February 25, 2026, Information Council Meeting be adopted presented.

Motion Carried.

3.0 DELEGATION

4.0 PUBLIC PRESENTATION

Sandra Beaudoin was present to thank Council and Administration for the gift of appreciation she received for serving on Town Council for 8 years.

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

5.01 CAO Report

CAO Matthew Norburn reviewed his report with Council.

5.02 Bylaw Officer – Skye Suntjens Report

Bylaw Officer Skye Suntjens reviewed her report with Council.

6.0 BUSINESS ITEMS

6.01 Council Remuneration and Expense Review

Council reviewed the Council Remuneration and Expense Review, providing direction to Administration regarding potential adjustments to the policy, which will be presented to Council at a later date.

7.0 COUNCIL ROUNDTABLE

The Mayor and Councillors provided verbal reports regarding meetings or items of interest since the February 10, 2026, Regular Council Meeting.

7.01 Facility Tour – Parks Shop, Arena/Pool and Centennial Place

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 9:08 a.m.

These minutes approved this 10th day of March 2026.

_____
Mayor Danny Povaschuk

_____
Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 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 043589 - 043597
- Direct Deposits 004852 - 004924
- Electronic Funds Transfer – Batch Numbers 1012 & 1015

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 043589 - 043597	Total	$96,154.49
2.	Accounts Payable Listing – Direct Dep 004852 - 004924	Total	$609,447.01
3.	Accounts Payable Listing – EFT Batch No. 1012 & 1015	Total	$59,331.82

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: March 10, 2026 Agenda Item No: 06.02

Statement of Revenue & Expense

Recommended Motion

That Council accepts the Statement of Revenue and Expense Report for February 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 February 28, 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 – February 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 28/02/2026

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	60,967.58-	598,900.00-	537,932.42-
RETURN ON INVESTMENTS	1-01-0000-550	20,860.48-	197,000.00-	176,139.52-
	TOTAL GENERAL MUNICIPAL 01:	92,129.51-	4,773,816.00-	4,681,686.49-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	581.00-	8,700.00-	8,119.00-
ADMIN SOUVENIR	1-12-0000-419	148.09-	1,400.00-	1,251.91-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	2,775.00-	14,700.00-	11,925.00-
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:	3,504.09-	1,070,900.00-	1,067,395.91-
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	740.00-	87,800.00-	87,060.00-
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:	740.00-	398,980.00-	398,240.00-
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	3,946.75-	3,000.00-	946.75
BY-LAW DEVELOPMENT PERMITS	1-26-0000-520	40.00-	600.00-	560.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	20,550.00-	18,100.00-	2,450.00
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:	24,536.75-	41,500.00-	16,963.25-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	4,810.02-	5,900.00-	1,089.98-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	4,810.02-	6,000.00-	1,189.98-
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	1,800.00-	11,000.00-	9,200.00-
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:	1,800.00-	25,110.00-	23,310.00-
WATER SUPPLY & DISTRIBUTION				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
WATER SALE OF WATER	1-41-0000-410	1,710.96-	1,210,072.00-	1,208,361.04-
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:	1,710.96-	1,311,972.00-	1,310,261.04-
WATER LINES & DISTRIBUTION				
WATER LINES WORK BILLED TO OTHERS	1-41-0200-410	100.23-	0.00	100.23
	TOTAL WATER LINES & DISTRIBUTION:	100.23-	0.00	100.23
SANITARY SEWERS				
SEWER CHARGES	1-42-0000-410	239.98-	277,400.00-	277,160.02-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	289,885.00-	289,885.00-
	TOTAL SANITARY SEWERS:	239.98-	567,285.00-	567,045.02-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	31.14-	74,300.00-	74,268.86-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	31.14-	74,300.00-	74,268.86-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	124.54-	353,800.00-	353,675.46-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	124.54-	353,900.00-	353,775.46-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	300.00-	300.00-
FCSS VAN RENTAL	1-51-0000-561	96.15-	1,000.00-	903.85-
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.:	23,556.15-	99,800.00-	76,243.85-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	2,875.00-	14,300.00-	11,425.00-
CEMETERY OTHER	1-56-0000-590	53.31-	692.00-	638.69-
	TOTAL CEMETERY:	2,928.31-	14,992.00-	12,063.69-
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	647.63-	23,200.00-	22,552.37-
POOL LESSON REGISTRATIONS	1-72-0100-411	235.00-	38,300.00-	38,065.00-
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:	882.63-	85,000.00-	84,117.37-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	6,809.62-	15,300.00-	8,490.38-
ARENA RENTAL REVENUE	1-72-0200-560	25,710.50-	83,900.00-	58,189.50-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	600.00-	3,300.00-	2,700.00-
	TOTAL ARENA:	33,120.12-	102,500.00-	69,379.88-
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				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	561.90-	81,200.00-	80,638.10-
	TOTAL FOX LAKE & HELMER DAM:	561.90-	85,603.00-	85,041.10-
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	3,493.17-	13,600.00-	10,106.83-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	82.00-	0.00	82.00
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	28,570.00-	28,570.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	4,067.61-	29,274.00-	25,206.39-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	7,642.78-	91,444.00-	83,801.22-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	10,155.48-	33,866.00-	23,710.52-
	TOTAL COMMUNITY CENTRE:	10,155.48-	33,866.00-	23,710.52-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	975.00-	3,300.00-	2,325.00-
	LIONS HALL TOTAL:	975.00-	3,300.00-	2,325.00-
	TOTAL REVENUE:	211,530.74-	10,520,769.00-	10,309,238.26-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	18,541.44	101,400.00	82,858.56
COUNCIL BENEFITS	2-11-0000-130	754.33	4,200.00	3,445.67
COUNCIL NON T4 BENEFITS	2-11-0000-133	0.00	550.00	550.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	250.71	14,400.00	14,149.29
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	1,250.00	13,300.00	12,050.00
COUNCIL GOODS	2-11-0000-500	5,550.34	17,400.00	11,849.66
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:	26,346.82	157,550.00	131,203.18
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	60,969.63	329,400.00	268,430.37
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	8,700.00	8,700.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	4,988.68	21,800.00	16,811.32
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	7,957.01	39,700.00	31,742.99
ADMINISTRATION PAYROLL COSTS	2-12-0000-200	5,149.99	5,100.00	49.99-
ADMINISTRATION WORKERS COMPENSATION	2-12-0000-201	4,329.41	43,300.00	38,970.59
ADMINISTRATION TRAVEL & SUBSISTANCE	2-12-0000-211	0.00	7,100.00	7,100.00
ADMINISTRATION STAFF TRAINING	2-12-0000-212	900.00	5,900.00	5,000.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	567.00	10,600.00	10,033.00
ADMINISTRATION TELEPHONE	2-12-0000-217	1,186.76	8,200.00	7,013.24
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	3,268.29	9,400.00	6,131.71
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	5,527.95	10,000.00	4,472.05
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	35,039.65	145,284.00	110,244.35
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	19,387.23	20,480.00	1,092.77
ADMINISTRATION ASSESSOR	2-12-0000-280	3,000.00	51,400.00	48,400.00
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	0.00	1,000.00	1,000.00
ADMINISTRATION GOODS	2-12-0000-500	2,415.29	9,000.00	6,584.71
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	1,500.00	1,500.00
ADMINISTRATION POWER	2-12-0000-541	3,398.10	22,600.00	19,201.90

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
ADMINISTRATION GRANTS TO OTHER ORGAN	2-12-0000-770	84,722.23	164,400.00	79,677.77
ADMINISTRATION BANK CHARGES	2-12-0000-810	1,005.97	7,300.00	6,294.03
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
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	0.00	1,000.00	1,000.00
	TOTAL ADMINISTRATION:	290,106.94	1,072,054.00	781,947.06
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	450.46	9,600.00	9,149.54
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	218.14	1,000.00	781.86
FIRE TELEPHONE	2-23-0000-217	877.55	7,500.00	6,622.45
FIRE ADVERTISING	2-23-0000-220	0.00	800.00	800.00
FIRE MEMBERSHIPS	2-23-0000-221	1,041.00	1,600.00	559.00
FIRE CONTRACTED SERVICES	2-23-0000-232	6,242.22	43,000.00	36,757.78
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	22,896.50	23,750.00	853.50
FIRE PREVENTION & INVESTIGATION	2-23-0000-275	0.00	2,000.00	2,000.00
FIRE GOODS	2-23-0000-500	3,764.98	23,151.00	19,386.02
FIRE PETROLEUM PRODUCTS	2-23-0000-521	326.92	8,800.00	8,473.08
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	300.00	300.00
FIRE HEATING	2-23-0000-540	1,848.24	13,200.00	11,351.76
FIRE POWER	2-23-0000-541	1,219.85	13,700.00	12,480.15
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	0.00	17,000.00	17,000.00
	TOTAL FIRE:	38,885.86	396,801.00	357,915.14
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	1,733.34	10,400.00	8,666.66
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	4,300.00	4,300.00
	TOTAL EMERGENCY SERVICES:	1,733.34	19,200.00	17,466.66
BY-LAW ENFORCEMENT				
BYLAW SALARIES	2-26-0000-110	9,208.89	62,400.00	53,191.11
BYLAW BENEFITS	2-26-0000-130	773.06	5,500.00	4,726.94
BYLAW NON T4 BENEFITS	2-26-0000-133	576.43	5,200.00	4,623.57
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	253.90	1,250.00	996.10
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	4,328.93	13,100.00	8,771.07
BYLAW CONTRACTED VEHICLE REPAIRS	2-26-0000-255	0.00	3,000.00	3,000.00
BYLAW INSURANCE	2-26-0000-274	716.00	750.00	34.00
BYLAW GOODS	2-26-0000-500	132.07	2,500.00	2,367.93
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	142.73	1,200.00	1,057.27
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	3,946.75	3,000.00	946.75-
	TOTAL BY-LAW ENFORCEMENT:	20,713.76	102,700.00	81,986.24
DOG CONTROL				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
DOG CONTROL POSTAGE	2-28-0000-215	609.51	700.00	90.49
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	485.80	600.00	114.20
DOG CONTROL GRANT TO OTHER AGENCIES	2-28-0000-770	10,000.00	10,000.00	0.00
	TOTAL DOG CONTROL:	12,367.00	13,300.00	933.00
COMMON SERVICES				
COMMON SERVICES SALARIES	2-31-0000-110	49,501.52	315,200.00	265,698.48
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	7,803.67	3,700.00	4,103.67-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	3,776.32	24,100.00	20,323.68
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	281.26	300.00	18.74
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	8,744.30	48,800.00	40,055.70
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	185.50	1,700.00	1,514.50
COMMON SERVICES TELEPHONE	2-31-0000-217	1,046.64	5,400.00	4,353.36
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	600.00	600.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	181.90	2,600.00	2,418.10
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	40.00	10,000.00	9,960.00
COMMON SERV CONTRACTED VEHICLE REPAI	2-31-0000-255	0.00	14,500.00	14,500.00
COMMON SERVICES INSURANCE	2-31-0000-274	33,435.00	35,550.00	2,115.00
COMMON SERVICES GOODS	2-31-0000-500	4,579.95	19,857.00	15,277.05
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	5,450.04	46,600.00	41,149.96
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	915.97	6,800.00	5,884.03
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	2,948.54	16,500.00	13,551.46
COMMON SERVICES HEATING	2-31-0000-540	2,747.65	19,200.00	16,452.35
COMMON SERVICES POWER	2-31-0000-541	1,326.62	15,200.00	13,873.38
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:	123,422.78	653,387.00	529,964.22
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	21,966.91	108,500.00	86,533.09
S & R SEASONAL SALARIES	2-32-0000-111	3,197.76	5,500.00	2,302.24
S & R BENEFITS	2-32-0000-130	1,985.36	8,000.00	6,014.64
S & R SEASONAL BENEFITS	2-32-0000-131	205.08	400.00	194.92
S & R NON T4 BENEFITS	2-32-0000-133	3,276.51	16,300.00	13,023.49
S & R FREIGHT	2-32-0000-215	1,093.08	700.00	393.08-
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	725.00	5,000.00	4,275.00
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	2,771.90	35,582.00	32,810.10
S & R EQUIPMENT GOODS	2-32-0000-522	3,663.59	9,900.00	6,236.41
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	11,400.27	127,500.00	116,099.73
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:	50,285.46	1,610,658.00	1,560,372.54
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	383.30	2,700.00	2,316.70
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,200.00	3,200.00
AIRPORT BENEFITS	2-33-0000-130	31.41	200.00	168.59
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	200.00	200.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	26.13	500.00	473.87
AIRPORT FREIGHT	2-33-0000-215	0.00	100.00	100.00
AIRPORT TELEPHONE / RADIO LICENSE FE	2-33-0000-217	51.36	50.00	1.36-
AIRPORT CONTRACTED SERVICES	2-33-0000-232	95.24	2,100.00	2,004.76
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	5,443.16	5,670.00	226.84
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	258.29	2,200.00	1,941.71
AIRPORT POWER	2-33-0000-541	519.71	7,600.00	7,080.29
AIRPORT WATER & SEWER	2-33-0000-542	40.00	500.00	460.00
	TOTAL AIRPORT:	7,628.11	39,120.00	31,491.89

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
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	77,051.40	936,300.00	859,248.60
WATER PLANT POWER	2-41-0100-541	2,659.98	30,700.00	28,040.02
	TOTAL WATER PLANT:	79,711.38	1,007,000.00	927,288.62
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	22,460.64	172,300.00	149,839.36
WATER LINES SEASONAL SALARIES	2-41-0200-111	28.49	3,000.00	2,971.51
WATER LINES BENEFITS	2-41-0200-130	1,814.84	14,200.00	12,385.16
WATER LINES SEASONAL BENEFITS	2-41-0200-131	0.65	200.00	199.35
WATER LINES NON T4 BENEFITS	2-41-0200-133	2,530.64	28,000.00	25,469.36
WATER LINES TRAVEL & TRAINING	2-41-0200-211	947.14	7,000.00	6,052.86
WATER LINES FREIGHT & POSTAGE	2-41-0200-215	2,488.47	9,200.00	6,711.53
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	7,150.01	65,000.00	57,849.99
WATER LINES GOODS	2-41-0200-500	5,050.02	37,450.00	32,399.98
WATER LINES ADDED TO OPERATING RESER	2-41-0200-764	0.00	50,000.00	50,000.00
	TOTAL WATER LINES & DISTRIBUTION:	47,700.77	400,350.00	352,649.23
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	2,675.72	37,300.00	34,624.28
SEWERS BENEFITS	2-42-0000-130	227.63	2,900.00	2,672.37
SEWERS NON T4 BENEFITS	2-42-0000-133	288.81	5,900.00	5,611.19
SEWERS FREIGHT & POSTAGE	2-42-0000-215	55.00	500.00	445.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	149.79	1,800.00	1,650.21
SEWERS CONTRACTED REPAIRS	2-42-0000-250	41,196.85	85,000.00	43,803.15
SEWERS INSURANCE	2-42-0000-274	4,583.13	4,720.00	136.87
SEWERS GOODS	2-42-0000-500	990.00	18,500.00	17,510.00
SEWERS HEATING	2-42-0000-540	174.29	1,400.00	1,225.71
SEWERS POWER	2-42-0000-541	919.17	12,300.00	11,380.83
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	51,260.39	220,320.00	169,059.61
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	10,586.70	68,800.00	58,213.30
GARBAGE GOODS	2-43-0000-500	0.00	400.00	400.00
	TOTAL GARBAGE:	10,586.70	69,200.00	58,613.30
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	1,026.48	6,000.00	4,973.52
FCSS BENEFITS	2-51-0100-130	84.71	500.00	415.29
FCSS NON T4 BENEFITS	2-51-0100-133	180.16	1,100.00	919.84
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	3,500.00	22,800.00	19,300.00
FCSS INSURANCE	2-51-0100-274	12.00	12.00	0.00
FCSS GOODS	2-51-0100-500	0.00	2,100.00	2,100.00
FCSS GRANT TO SENIOR CIRCLE	2-51-0100-770	0.00	640.00	640.00
	TOTAL FCSS:	5,073.35	37,652.00	32,578.65
FCSS COORDINATOR				
COORDINATOR SALARIES	2-51-0200-110	2,052.95	11,900.00	9,847.05
COORDINATOR BENEFITS	2-51-0200-130	169.45	1,100.00	930.55
COORDINATOR NON T4 BENEFITS	2-51-0200-133	360.37	2,300.00	1,939.63
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

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

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Description	Account	YTD Actual	YTD Budget	YTD Variance
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	2,100.00	2,100.00
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	3,000.00	19,500.00	16,500.00
COORDINATOR GOODS	2-51-0200-500	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	41,725.00	99,800.00	58,075.00
	TOTAL COORDINATOR:	47,577.77	142,600.00	95,022.23
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	1,026.48	6,000.00	4,973.52
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	84.71	500.00	415.29
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	180.16	1,100.00	919.84
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	1,500.00	9,800.00	8,300.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	2,791.35	20,400.00	17,608.65
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	3,537.00	7,070.00	3,533.00
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:	3,537.00	7,870.00	4,333.00
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	27.44	30.00	2.56
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:	1,204.77	31,230.00	30,025.23
MUNICIPAL PLANNING COMMISSION				
MPC GOODS	2-61-0100-500	0.00	500.00	500.00
	TOTAL MUNICIPAL PLANNING COMMISSION:	0.00	500.00	500.00
TOURISM				
TOURISM SALARIES	2-61-0300-110	3,547.08	24,300.00	20,752.92
TOURISM BENEFITS	2-61-0300-130	295.74	2,100.00	1,804.26
TOURISM NON T4 BENEFITS	2-61-0300-133	527.51	4,700.00	4,172.49
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:	4,640.33	38,400.00	33,759.67
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	14,187.73	97,100.00	82,912.27
B & C BENEFITS	2-61-0400-130	1,184.15	8,300.00	7,115.85
B & C NON T4 BENEFIT	2-61-0400-133	2,109.93	18,700.00	16,590.07
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	155.54	160.00	4.46
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	229.76	3,900.00	3,670.24
	TOTAL BUSINESS & COMMUNICATIONS:	40,637.11	189,160.00	148,522.89
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	15.42	2,700.00	2,684.58

Description	Account	YTD Actual	YTD Budget	YTD Variance
VIC SEASONAL SALARIES	2-62-0000-111	0.00	1,200.00	1,200.00
VIC BENEFITS	2-62-0000-130	1.17	200.00	198.83
VIC SEASONAL BENEFITS	2-62-0000-131	0.00	100.00	100.00
VIC NON T4 BENEFITS	2-62-0000-133	1.16	500.00	498.84
VIC TELEPHONES	2-62-0000-217	61.90	400.00	338.10
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	200.00	200.00
VIC CONTRACTED SERVICES	2-62-0000-232	49.00	3,400.00	3,351.00
VIC CONTRACTED REPAIR	2-62-0000-250	0.00	1,000.00	1,000.00
VIC INSURANCE	2-62-0000-274	1,361.94	1,400.00	38.06
VIC GOODS	2-62-0000-500	0.00	3,200.00	3,200.00
VIC HEATING	2-62-0000-540	174.29	1,400.00	1,225.71
VIC POWER	2-62-0000-541	153.17	2,600.00	2,446.83
VIC WATER	2-62-0000-963	0.00	4,100.00	4,100.00
	TOTAL VISITOR INFORMATION CENTRE:	1,818.05	22,400.00	20,581.95
COMMUNITY SERVICES BOARD				
COMMUNITY SERVICES BOARD GOODS	2-71-0000-500	0.00	500.00	500.00
COMMUNITY SERVICES BOARD GRANTS	2-71-0000-770	0.00	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	2,052.95	11,900.00	9,847.05
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	169.94	1,100.00	930.06
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	360.37	2,300.00	1,939.63
RECREATION TRAVEL	2-72-0000-211	0.00	1,800.00	1,800.00
RECREATION TRAINING	2-72-0000-212	1,515.00	2,700.00	1,185.00
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	1,500.00	14,000.00	12,500.00
RECREATION INSURANCE	2-72-0000-274	12,627.80	13,260.00	632.20
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:	19,041.06	172,728.00	153,686.94
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	490.13	14,700.00	14,209.87
POOL SEASONAL SALARIES	2-72-0100-111	0.00	137,400.00	137,400.00
POOLS BENEFITS	2-72-0100-130	38.58	1,300.00	1,261.42
POOL SEASONAL BENEFITS	2-72-0100-131	0.00	9,400.00	9,400.00
POOLS NON T-4 BENEFITS	2-72-0100-133	52.84	2,900.00	2,847.16
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	61.90	480.00	418.10
POOLS ADVERTISING	2-72-0100-220	0.00	1,000.00	1,000.00
POOL CONTRACTED SERVICES	2-72-0100-232	44.00	5,800.00	5,756.00
POOLS CONTRACTED REPAIRS	2-72-0100-250	237.50	8,000.00	7,762.50
POOLS INSURANCE	2-72-0100-274	9,487.69	9,770.00	282.31
POOLS GOODS	2-72-0100-500	1,271.94	19,890.00	18,618.06
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	645.14	19,900.00	19,254.86
POOLS POWER	2-72-0100-541	866.79	22,000.00	21,133.21
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	0.00	4,940.00	4,940.00
	TOTAL SWIMMING POOLS:	13,901.51	286,580.00	272,678.49
ARENA				
ARENA SALARIES	2-72-0200-110	51,520.75	140,300.00	88,779.25
ARENA SEASONAL SALARIES	2-72-0200-111	176.80	10,500.00	10,323.20
ARENA BENEFITS	2-72-0200-130	3,989.83	12,000.00	8,010.17
ARENA SEASONAL BENEFITS	2-72-0200-131	11.27	700.00	688.73
ARENA NON T4 BENEFITS	2-72-0200-133	5,005.71	26,100.00	21,094.29

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	61.90	360.00	298.10
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	500.00	500.00
ARENA CONTRACTED SERVICES	2-72-0200-232	933.71	6,200.00	5,266.29
ARENA CONTRACTED REPAIRS	2-72-0200-250	862.19	17,800.00	16,937.81
ARENA CONTRACTED EQUIPMENT REPAIRS	2-72-0200-253	202.40	5,800.00	5,597.60
ARENA INSURANCE	2-72-0200-274	15,005.36	15,300.00	294.64
ARENA GOODS	2-72-0200-500	2,375.97	20,100.00	17,724.03
ARENA PETROLEUM PRODUCTS	2-72-0200-521	281.28	4,700.00	4,418.72
ARENA HEATING	2-72-0200-540	3,548.24	36,500.00	32,951.76
ARENA POWER	2-72-0200-541	1,926.21	21,900.00	19,973.79
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	2,889.32	17,100.00	14,210.68
	TOTAL ARENA:	89,060.94	360,760.00	271,699.06
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	123.80	720.00	596.20
PARKS SHOP CONTRACTED REPAIRS	2-72-0300-250	0.00	1,000.00	1,000.00
PARKS SHOP INSURANCE	2-72-0300-274	2,052.35	2,110.00	57.65
PARKS SHOP GOODS	2-72-0300-500	1,044.07	2,000.00	955.93
PARKS SHOP HEATING	2-72-0300-540	1,038.98	7,700.00	6,661.02
PARKS SHOP POWER	2-72-0300-541	240.12	3,500.00	3,259.88
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	0.00	700.00	700.00
	TOTAL PARKS SHOP:	4,499.32	17,730.00	13,230.68
CURLING RINK				
CURLING RINK SALARIES	2-72-0400-110	51.23	5,300.00	5,248.77
CURLING RINK SEASONAL SALARIES	2-72-0400-111	0.00	2,100.00	2,100.00
CURLING RINK BENEFITS	2-72-0400-130	3.87	500.00	496.13
CURLING RINK SEASONAL BENEFITS	2-72-0400-131	0.00	100.00	100.00
CURLING RINK NON T4 BENEFITS	2-72-0400-133	3.85	1,000.00	996.15
CURLING RINK CONTRACTED REPAIRS	2-72-0400-250	614.35	5,600.00	4,985.65
CURLING RINK INSURANCE	2-72-0400-274	10,292.46	10,590.00	297.54
CURLING RINK GOODS	2-72-0400-500	0.00	1,500.00	1,500.00
CURLING RINK HEATING	2-72-0400-540	2,257.97	22,700.00	20,442.03
CURLING RINK POWER	2-72-0400-541	963.11	11,600.00	10,636.89
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	2,889.32	17,100.00	14,210.68
	TOTAL CURLING RINK:	17,076.16	112,790.00	95,713.84
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	116.75	1,200.00	1,083.25
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	0.00	12,150.00	12,150.00
	TOTAL BALL DIAMONDS:	116.75	34,050.00	33,933.25
GOLF COURSE				
GOLF COURSE INSURANCE	2-72-0600-274	3,713.40	3,810.00	96.60
	TOTAL GOLF COURSE:	3,713.40	3,810.00	96.60
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

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	322.36	330.00	7.64
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	42.80	600.00	557.20
FOX LAKE POWER	2-72-0700-541	117.93	9,700.00	9,582.07
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,590.00	8,590.00
	TOTAL FOX LAKE PARK:	483.09	78,420.00	77,936.91
PARKS				
PARKS SALARIES	2-72-0800-110	12,566.25	83,400.00	70,833.75
PARKS SEASONAL SALARIES	2-72-0800-111	149.76	64,300.00	64,150.24
PARKS BENEFITS	2-72-0800-130	1,086.71	7,200.00	6,113.29
PARKS SEASONAL BENEFITS	2-72-0800-131	8.21	4,500.00	4,491.79
PARKS NON T4 BENEFITS	2-72-0800-133	2,054.80	15,700.00	13,645.20
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	152.98	800.00	647.02
PARKS CONTRACTED REPAIRS	2-72-0800-250	0.00	22,200.00	22,200.00
PARKS EQUIPMENT REPAIRS	2-72-0800-253	507.06	11,800.00	11,292.94
PARKS CONTRACTED VEHICLE REPAIRS	2-72-0800-255	2,033.68	6,000.00	3,966.32
PARKS INSURANCE	2-72-0800-274	5,746.21	5,600.00	146.21-
PARKS GOODS	2-72-0800-500	972.44	30,200.00	29,227.56
PARKS PETROLEUM PRODUCTS	2-72-0800-521	4.56	13,000.00	12,995.44
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	281.87	4,385.00	4,103.13
PARKS VEHICLE MAINTENANCE	2-72-0800-523	165.48	5,000.00	4,834.52
PARKS POWER	2-72-0800-541	271.85	3,300.00	3,028.15
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:	26,001.86	302,525.00	276,523.14
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	500.00	5,800.00	5,300.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
	TOTAL PLAYGROUND PROGRAM:	635.00	39,160.00	38,525.00
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	854.41	880.00	25.59
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	96.31	1,900.00	1,803.69
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	0.00	2,760.00	2,760.00
	TOTAL SPRAY PARK:	950.72	12,740.00	11,789.28
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	180.10	190.00	9.90
KING HUNTER PARK GOODS	2-72-1300-500	0.00	3,000.00	3,000.00

Description	Account	YTD Actual	YTD Budget	YTD Variance
KING HUNTER PARK POWER	2-72-1300-541	154.89	1,900.00	1,745.11
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	0.00	7,380.00	7,380.00
	TOTAL KING HUNTER PARK:	334.99	31,270.00	30,935.01
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	0.00	2,700.00	2,700.00
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,100.00	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	116.75	1,200.00	1,083.25
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	0.00	5,460.00	5,460.00
	TOTAL SOCCER FIELDS:	116.75	13,560.00	13,443.25
MUSEUM				
MUSEUM GAS	2-74-0100-540	629.46	6,400.00	5,770.54
MUSEUM POWER	2-74-0100-541	397.35	4,000.00	3,602.65
MUSEUM GRANT	2-74-0100-770	7,000.00	7,000.00	0.00
	TOTAL MUSEUM:	8,026.81	17,400.00	9,373.19
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	123.80	700.00	576.20
LIBRARY ADVERTISING	2-74-0200-220	0.00	300.00	300.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	44.00	2,400.00	2,356.00
LIBRARY INSURANCE	2-74-0200-274	5,308.62	5,470.00	161.38
LIBRARY GOODS	2-74-0200-500	10.34	1,100.00	1,089.66
LIBRARY HEATING	2-74-0200-540	669.37	6,200.00	5,530.63
LIBRARY POWER	2-74-0200-541	509.81	7,400.00	6,890.19
LIBRARY GRANTS	2-74-0200-770	16,159.50	21,300.00	5,140.50
LIBRARY PERSONNEL GRANTS	2-74-0200-771	37,176.29	74,400.00	37,223.71
LIBRARY GROSS RECOVERIES TO OPERATIN	2-74-0200-963	0.00	2,050.00	2,050.00
	TOTAL LIBRARY:	60,001.73	121,320.00	61,318.27
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	12,363.65	74,200.00	61,836.35
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	7,372.17	53,700.00	46,327.83
RCSC BENEFITS	2-74-0800-130	980.08	6,700.00	5,719.92
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	295.19	3,800.00	3,504.81
RCSC NON T4 BENEFITS	2-74-0800-133	1,631.22	11,700.00	10,068.78
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	128.54	1,440.00	1,311.46
RCSC ADVERTISING	2-74-0800-220	0.00	2,669.00	2,669.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	2,388.85	15,800.00	13,411.15
RCSC CONTRACTED REPAIRS	2-74-0800-250	0.00	4,900.00	4,900.00
RCSC INSURANCE	2-74-0800-274	11,212.69	11,550.00	337.31
RCSC GOODS	2-74-0800-500	1,002.66	10,100.00	9,097.34
RCSC HEATING	2-74-0800-540	1,336.47	10,400.00	9,063.53
RCSC POWER	2-74-0800-541	1,320.64	18,500.00	17,179.36
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:	40,503.18	228,959.00	188,455.82
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	200.40	5,451.00	5,250.60
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,100.00	1,100.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	15.08	500.00	484.92
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	15.07	1,000.00	984.93
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	270.00	500.00	230.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	61.90	400.00	338.10
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	500.00	500.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	4,811.87	33,700.00	28,888.13
COMMUNITY CENTRE CONTRACTED REPAIRS	2-74-0900-250	0.00	8,300.00	8,300.00
COMMUNITY CENTRE INSURANCE	2-74-0900-274	6,848.61	7,050.00	201.39
COMMUNITY CENTRE GOODS	2-74-0900-500	14.99	7,100.00	7,085.01
COMMUNITY CENTRE HEAT	2-74-0900-540	838.66	6,800.00	5,961.34
COMMUNITY CENTRE POWER	2-74-0900-541	764.06	11,700.00	10,935.94
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	0.00	1,820.00	1,820.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
	TOTAL COMMUNITY CENTRE:	13,840.64	86,021.00	72,180.36
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	780.00	800.00	20.00
LIONS HALL GOODS	2-74-1000-500	0.00	500.00	500.00
LIONS HALL HEAT	2-74-1000-540	445.28	3,300.00	2,854.72
LIONS HALL POWER	2-74-1000-541	102.91	1,500.00	1,397.09
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	0.00	590.00	590.00
	TOTAL LIONS HALL:	1,328.19	8,690.00	7,361.81
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:	1,266,778.68	9,632,879.00	8,366,100.32
	TOTAL REVENUE & EXPENSES:	1,055,247.94	887,890.00-	1,943,137.94-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 28/02/2026

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	121,783.00	150,000.00	28,217.00
	TOTAL COMMON SERVICES DEPARTMENT:	121,783.00	150,000.00	28,217.00
STREETS & ROADS				
S & R ENGINEERING STRUCTURES	8-32-0000-610	3,617.00	0.00	3,617.00-
S & R MACHINES, EQUIPMENT	8-32-0000-630	0.00	32,500.00	32,500.00
	TOTAL STREETS & ROADS:	3,617.00	32,500.00	28,883.00
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:	125,400.00	887,100.00	761,700.00
	GRAND TOTAL OF ALL ACCOUNTS:	125,400.00	887,100.00	761,700.00
	REPORT TOTALS:	1,180,647.94	790.00-	1,181,437.94-

*** End of Report ***

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: March 10, 2026 Agenda Item No: 06.03

Budget Overview

Recommended Motion

That Council accepts the Budget Overview for February 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 February 28, 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 – February 2026

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

FEBRUARY 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	-92,130			-4,773,818			-4,681,688
DRAW FROM RESERVES				0	0		
REQUISITIONS		0			915,039		915,039
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-92,130			-3,856,279	
COUNCIL	0			0			0
COUNCIL		26,347			157,550		131,203
			26,347			157,550	
GENERAL ADMINISTRATION	-3,504			-1,070,900			-1,067,396
ADMINISTRATION		290,107			1,072,054		781,947
CAPITAL -		0			50,000		50,000
			286,603			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	-740			-398,980			-398,240
FIRE		38,886			396,801		357,915
CAPITAL - EQUIPMENT		0			18,400		18,400
CAPITAL - FIRE HALL REPAIR		0			100,000		100,000
CAPITAL - TRAINING TOWER		0			100,000		100,000
			38,146			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		1,733			19,200		17,467
			1,733			19,200	
BY-LAW ENFORCEMENT	-24,537			-41,500			-16,963
BYLAW		20,714			102,700		81,986
			-3,823			61,200	
DOG CONTROL	-4,810			-6,000			-1,190
ANIMAL CONTROL		12,367			13,300		933
			7,557			7,300	

FEBRUARY 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		123,423			653,387		529,964
CAPITAL - 1/2 TON TRUCK		69,979			70,000		21
CAPITAL - FLAT DECK		51,804			80,000		28,196
			245,206			796,287	
STREETS & ROADS	0			-852,397			-852,397
STREETS & ROADS		50,285			1,610,658		1,560,373
CAPITAL - PALLISER/PIONEER		3,617			0		-3,617
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
			53,902			790,761	
AIRPORT	-1,800			-25,110			-23,310
AIRPORT		7,628			39,120		31,492
			5,828			14,010	
WATER							0
TREATMENT 41-0100	-1,711			-1,311,972			-1,310,261
TREATMENT		79,711			1,007,000		927,289
LINES & DISTRIBUTION 41-0200	-100			0			100
LINES & DISTRIBUTION		47,701			400,350		352,649
CAPITAL - EXERCISING VALVE		0			10,000		10,000
CAPITAL - LINE LOCATER		0			7,000		7,000
			125,601			112,378	
SANITARY SEWERS	-240			-567,285			-567,045
SEWERS		51,260			220,320		169,060
CAPITAL - IGLOO BUILDING		0			100,000		100,000
CAPITAL - VAC TRUCK		0			200,000		200,000
			51,020			-46,965	
GARBAGE	-31			-74,300			-74,269
GARBAGE		10,587			69,200		58,613
			10,556			-5,100	
REGIONAL WASTE SYSTEM	-125			-353,900			-353,775
ANNUAL CONTRACT		99,118			353,800		254,682
			98,993			-100	
F.C.S.S.	-23,556			-99,800			-76,244
ADMINISTRATION		5,073			37,652		32,579
PROGRAMS		47,578			142,600		95,022
YOUTH CLUB SUPPORT		2,791			20,400		17,609
VAN OPERATIONS		3,537			7,870		4,333
			35,423			108,722	

FEBRUARY 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	-2,928			-14,992			-12,064
CEMETERY		1,205			31,230		30,025
CAPITAL - FOUNDATION BASE		0			7,500		7,500
			-1,724			23,738	
MUNCIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
TOURISM	0			0			0
TOURISM		4,640			38,400		33,760
			4,640			38,400	
BUSINESS	0			0			0
& COMMUNICATION		40,637			189,160		148,523
			40,637			189,160	
VISITOR INFORMATION	0			0			0
BOOTH		1,818			22,400		20,582
			1,818			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		19,041			172,728		153,687
			17,440			-187,318	
SWIMMING POOLS	-883			-85,000			-84,117
POOLS		13,902			286,580		272,678
CAPITAL - FLOOR REFINISH		0			35,000		35,000
CAPITAL - POOL BLANKET		0			32,000		32,000
			13,019			268,580	
ARENA	-33,120			-102,500			-69,380
ARENA		86,172			328,860		242,688
ICE PLANT		2,889			31,900		29,011
			55,941			258,260	
PARKS SHOP	0			0			0
PARKS SHOP		4,499			17,730		13,231

FEBRUARY 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
			4,499			17,730	
CURLING RINK	0			-55,300			-55,300
CURLING RINK		14,187			80,890		66,703
ICE PLANT		2,889			31,900		29,011
			17,076			57,490	
BALL DIAMONDS	0			-6,200			-6,200
BALL DIAMONDS		117			34,050		33,933
			117			27,850	
GOLF COURSE	0			0			0
GOLF COURSE		3,713			3,810		97
			3,713			3,810	
FOX LAKE PARK	-562			-85,603			-85,041
FLP		483			78,420		77,937
			-79			-7,183	
PARKS	0			0			0
PARKS		26,002			302,525		276,523
CAPITAL - MOWER		0			30,000		30,000
			26,002			332,525	
SUMMER YOUTH	-380			-11,987			-11,607
PROGRAM (Epic Adventures)		635			39,160		38,525
			255			27,173	
SPRAY PARK	0			0			0
SPRAY PARK		951			12,740		11,789
			951			12,740	
KING-HUNTER PIONEER PARK	0			-32,672			-32,672
KING-HUNTER PIONEER PARK		335			31,270		30,935
			335			-1,402	
SOCCER FIELDS	0			-2,500			-2,500
SOCCER FIELDS		117			13,560		13,443
			117			11,060	
MUSEUM	0			0			0
MUSEUM		8,027			17,400		9,373
			8,027			17,400	
LIBRARY	0			0			0

FEBRUARY 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		60,002			121,320		61,318
			60,002			121,320	
CENTENNIAL PLACE	-7,643			-91,444			-83,801
CENTENNIAL PLACE		40,503			228,959		188,456
CAPITAL - FITNESS WEIGHTS		0			14,700		14,700
			32,860			152,215	
COMMUNITY CENTRE	-10,155			-33,866			-23,711
CENTRE		13,841			86,021		72,180
			3,685			52,155	
LIONS HALL	-975			-3,300			-2,325
LIONS HALL		1,328			8,690		7,362
			353			5,390	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-211,531			-10,520,772			-10,309,241
TOTAL EXPENDITURES		1,392,179			10,519,979		9,127,800
TOTAL SURPLUS (DEFICIT)			1,180,648			-793	

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 07.00

Committee Reports

Recommended Motion

That Council accepts the following Committee Reports for Information:

1. Community Services Board Meeting Minutes of February 12, 2026
2. Municipal Planning Commission Meeting Minutes of February 13, 2026

Background

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

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

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

Communications

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

Financial Implications

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

Policy and/or Legislative Implications

N/A

Attachments

1. Community Services Board Meeting Minutes of February 12, 2026
2. Municipal Planning Commission Meeting Minutes of February 13, 2026

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
COMMUNITY SERVICES BOARD MEETING
February 12,2026

Minutes of a meeting of the Community Services Board of the Town of Hanna held Monday, Feb 12,2026, in the Town Council Chambers at 7:00 p.m.

Members Present:
Acting Chairperson Darlene Herzog
Councillor Vern Thuroo
Corri Westcott
Erica Rorabeck

Regrets:
CAO Matthew Norburn
Municipal Secretary Raelene Liddicoat
Kalli Cooper
Kalin Cooper

Administration Present:
Community Services Director Brent Olesen
Community Services Coordinator Michele Toews

CALL TO ORDER
Acting Chairperson Darlene Herzog called the meeting to order at 6:56 p.m.

REVIEW AND ADOPTION OF AGENDA

MOTION V.THUROO- E.RORABECK

CARRIED

ADOPTION OF MINUTES

MOTION C.WESTCOTT -V.THUROO
That the Minutes from Dec 8,2025 be adopted as presented.

CARRIED

BUSINESS ARISING: None

CORRESPONDENCE: Post funding report from Hanna Community Band

MOTION TO APPROVE FINANCIALS: E.RORABECK C.WESTCOTT

CARRIED

Director of Community Services Report:

- Brent spoke about taking over as Director of Community Services

Community Services Coordinator Report:

- As submitted

Council Report:

- Council received Grow your Own Nursing Presentation from Drumheller.

Presentations:

- Ladies Aux - asking $7000 to cover facility gift in kind for 3 set up days twice a year for their sales ($520 arena + $520 curling rink + $115 concession = $1115/day x 3 days = $3465 per sale x 2 times a year = $6930 rounded up to $7000).

- Outdoor Movie Night - Asking $4900 total, broken down as the cost of purchasing their own projector, screen and sound equipment ($4000) to allow them to not have to hire a production company to come out each movie night (savings of $2550 annually) plus $900 for annual reoccurring expenses (license and prizes/promotion).

- Hanna Farmers Market - Asking for $2000 to cover reduction of curling rink rental costs. Previously received 20% reduction of daily small event rate of $290/day for market days. Last year actual discount works out to $951.

- Hanna Municipal Library - Asking for $1000 to fund Take Home Craft Kit program. Currently have 40 kids enrolled in the program with more joining monthly. Average cost around $1.50/child/month. Funding would allow for one year of the program with a bit of room for growth.

Recommendation on Grant Allocation: D.HERZOG- C.WESTCOTT

CARRIED

Fund Library for $1000 towards take home craft kit program.
Fund Movie Night $2500 toward purchase of equipment.
Fund Farmers Market $1000 towards rental of the Curling Rink.
Fund Ladies Auxiliary $3500 towards the rental of the Curling Rink, Arena and Concession for their Spring Sale.

Motion on Grant Process: D.HERZOG- E.RORABECK

Move that CSB request council to increase the annual funding for the CSB grant to $35,000.

Roundtable:

- Vern - Ag Society has Beef Raffle tickets for sale, draw on Canada Day.
- Cori - Hospital Career day for the high school students was successful

NEXT MEETINGS DATE:

Next Meeting - Tuesday, May 26th at 6pm in the Town Chambers

ADJOURNMENT

Acting Chairperson Darlene Herzog adjourned the meeting at 8:54 p.m.

Acting Chairperson Darlene Herzog

CAO Matthew Norburn

MINUTES

MUNICIPAL PLANNING COMMISSION

February 13, 2026

Minutes of the Municipal Planning Commission Meeting held Friday, February 13, 2026, at 12:15 p.m. in the Town of Hanna Council Chambers.

Council Members Present:

Kyle Olsen
Brenda Karg – video conference
Angie Warwick
Richard Preston
Jorr Duce

Members Absent

Administration Present:

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

1.0 CALL TO ORDER

Chairperson Kyle Olsen called the Municipal Planning Commission meeting to order at 12:13 p.m.

2.0 REVIEW & ADOPT AGENDA

001-2026 Moved by Angie Warwick that the Agenda for February 13, 2026, be adopted as presented.

Motion Carried.

3.0 ADOPT MINUTES OF PREVIOUS MEETING

002-2026 Moved by Richard Preston that the Minutes of the Municipal Planning Commission Meeting held December 19, 2025, be adopted as presented.

Motion Carried.

4.0 NEW BUSINESS

4.1 Development Permit – D02-26
Variance to allow 3 Dwelling Units Accessory to a Commercial Use

003-2026 Moved by Angie Warwick that the Commission approve Development Permit D02-26 – With a Variance to permit 3 Dwelling Units on the second floor above the commercial property legally described as Plan 0411147, Block 57, Lot 3 (Tax Roll 111600) as it;

- will not interfere with the amenities of the neighborhood
- will not affect the use, enjoyment, or value of the neighboring properties
- conforms with the use prescribed for that land or building in the Land Use Bylaw.

Motion Carried.

5.0 ADJOURNMENT

Chairman Olsen declared that all business concluded, the Municipal Planning Commission Meeting is adjourned at 12:32 p.m.

_____
Chair Kyle Olsen

_____
Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 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

March 10, 2026
Matthew Norburn, CAO

Over the past two weeks Administration has continued work on several operational, policy, and strategic initiatives.

Policy and Governance

Along with Senior Administration, completed a final internal review of the new Human Resources Policy before bringing it forward to Council for final approval. This review ensured alignment with existing policies and recent governance updates.

I continued work on policy updates related to Council remuneration and travel, including reviewing current Town rates against comparable municipalities and provincial benchmarks to ensure Hanna remains competitive and consistent with best practices.

Work was also completed to prepare the final version of the updated Procedural Bylaw following Council direction to update terminology from *In Camera Session* to *Closed Session* and to make several minor grammatical corrections before returning the bylaw for third and final reading.

Regional and Intermunicipal Collaboration

Along with the Director of Corporate Services participated in a Fiscal Capital Study initiated by Special Areas, which reviewed long-term capital infrastructure considerations and regional financial sustainability.

Land and Development

I met with the Town's real estate agent to confirm that the property located on Centre Street has been listed for sale and that all required documentation and information was provided.

Work has also continued regarding Town-owned land and development opportunities, including preparing, reporting and reviewing conditions related to the potential sale and development of municipal land.

Financial Management

Administration continues the process of transitioning the Town's investment portfolio from BMO to Qube Investments following Council direction. This process involves coordination with both financial institutions and the completion of the necessary documentation. The transition is expected to take approximately 4–6 weeks.

Economic Development

I met with the Economic Development Officer to review ongoing interest from potential businesses looking at Hanna as a location for investment. Discussions focused on business needs, development feasibility, and how the Town can support potential investment opportunities.

Intermunicipal Cooperation

I prepared an agreement for Council consideration regarding providing Bylaw Enforcement services to the Village of Delia on an as-needed basis. This arrangement would allow Hanna to support a neighbouring municipality while not impacting the Bylaw Officer's current responsibilities within Hanna.

Administrative and Legislative Work

Over the past two weeks I have been working on several governance and legislative matters, including:

- Preparing multiple Reports for Decision (RFDs) for Council related to agreements, policies, and bylaws.
- Reviewing Municipal Government Act (MGA) requirements regarding council procedures and organizational meetings to ensure Town bylaws remain compliant.
- Reviewing property tax recovery processes, including requirements for the sale of tax-forfeited properties.

Community Services Coordinator Report – Michele Toews – March 2026

Food Bank

Attended the Food Bank AGM. Helping with sub-committee work to review the food items offered in each monthly hamper as this hasn't been reviewed in many years. Also partnering to use the Town's flyer and other advertising to help spread the word about some new donation opportunities coming soon.

Community Services Board

The Community Services Board met to review the first cycle of grants for 2026. Recommendations are in Council's package for approval. The next application cycle closes April 30, 2026.

Youth Club

The Youth Club had their AGM at the start of February and are making plans for their events for 2026. New youth and adult members, and new event ideas, are always welcome!

Seniors' Fair

Partnered with the Big Country Primary Care Network on their Seniors' Fair on March 4th. The event was well attended with over 60 seniors in attendance.

Spring Community Showcase

Our Spring Community Showcase will be taking place on March 11th. 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.

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.

Report to Council

Date: Mar 2026

Submitted by: Laurie Armstrong, Director of Business & Communication

- Performed computer maintenance, software updates, troubleshooting and assisting staff.
- I continue to attend 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.
- Just a reminder that the photo retakes have been rescheduled for April 14, 2026 before the meeting.
- I have begun to configure accounts and file access for temporary/seasonal staff.
- In Feb I reported that I have been investigating and experimenting with developing a staff intranet. The goals is to provide a one-stop-shop for staff to access important links, schedules, training materials and standard operating procedures. It's slow to implement as I end up pushing other tasks aside to work on it but I believe that staff will find it a huge asset. I have almost completed version 1 of the initial build and will be soon getting ready to add some content to test.
- Council Chambers Renovation Project: I have some inquiries out. Nothing to report yet.
- Completed the purchase and installation of a security camera in the office lobby.

COUNCIL REPORT

DATE: **March, 2026**

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

- Since Feb 10, 2026, Council meeting, the Public Works and Recreation Department have 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 located two curb stops and have shut the water off for two property's that were left unattended in the cold snap and their lines froze and burst.
    - We had a water leak by the community center an 8-inch line. The bolts on roll bar rotted off so it was replaced with a new piece of pipe and high max couplers.
    - The 2025 Annual Water and Wastewater Reports have been completed

  - Road Maintenance
    - The crew has been sanding and removing snow, with the warmer weather it has been melting.
    - We are monitoring potholes and patching them as we find them.

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

  - Airport
    - We have been doing routine maintenance at the airport.
    - We are still having trouble with the runway lights burning out, we are working with MPE and Tristar Electric Inc. to figure out the electrical issue.

  - Cemetery
    - We opened and filled a casket grave this month.

  - Arena
    - The Arena is still busy with minor hockey playoffs under way, and the Hanna Havocs will be starting playoffs as well.

- Pool
  - We have scheduled the new floor for the pool for March 13th - 20th, installation will take six days to complete.
  - We have hired the pool manager, and she is reviewing the job application and will be setting up interviews in March.

- Other

  The facility tours have been good with council on the info Wednesdays.

  Rhonda Blake, Brian Chittka and I passed the pool operator 1 course.

  Wes and I will be attending the Water Wastewater conference this week.

  I attended my first community service board meeting the board members are very positive and it was very informative.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 09.01

Community Services Board Grant – 2026 Allocation

Recommended Motion

That Council approves the recommendation of the Community Services Board to award the 2026 first cycle Community Services Board Grant in the amount of $8,000 of $20,000 annually allocation as follows:

$3,500	Hanna Hospital Ladies Auxiliary	Towards Town facility rental for Rummage Sale
$2,500	Hanna Outdoor Movie Night	Towards purchase of equipment
$1,000	Hanna Farmers' Market	Towards Town facility rental for Markets
$1,000	Hanna Municipal Library	Towards supplies for Craft Kit Program

Background

The Town of Hanna has been providing financial assistance to not-for-profit organizations since 1994 through the Community Services Board Grant program. This funding assists organizations to provide programs, special events or activities which enhance the recreational and cultural opportunities in the community.

Council has provided a total budget of $20,000.00 for this program to be allocated to eligible recipients through an application process, with three intake cycles annually. Funding criteria and requirements are established by the Community Services Board.

Based on the interviews and review of the applications, the Community Services Board is recommending that the Community Services Board Grants be awarded as follows:

$3,500	Hanna Hospital Ladies Auxiliary	Towards Town facility rental for Rummage Sale
$2,500	Hanna Outdoor Movie Night	Towards purchase of equipment
$1,000	Hanna Farmers' Market	Towards Town facility rental for Markets
$1,000	Hanna Municipal Library	Towards supplies for Craft Kit Program

- This is our first cycle with the new $20,000 annual budget spread over three intakes for the year. We received four applications, totaling $14,900 in requests.

- Hanna Ladies Hospital Auxiliary applied for $7000 in funding. This represents the total costs of facilities previously gifted by the Town for their two annual Rummage Sales. For each sale they have historically received free use of the Arena, Curling Rink and concession for their three set up days (Wednesday-Friday) ahead of each sale, while paying for the actual sale day rentals and some man hours. In reviewing this ask the CSB felt it appropriate to recommend funding of $3500 to cover their Spring Rummage Sale, and extend an opportunity for them to reapply for the remainder for their Fall Sale in the next intake cycle due to caution on awarding such a large percentage of the $20,000 budget to one group in the first cycle without knowing what other applications may come in.

- Hanna Outdoor Movie Night applied for $4900 to purchase a projector, screen, speakers and storage solutions (totaling $4000) to be able to save on bringing in an external movie company for their outdoor movie Nights, as well as an additional $900 towards their movie license, prizes and promotion for the 2026 Movie Night. Bringing in a production company costs approximately $2500 each year, so investment in owning their own equipment would pay off quickly and allow the equipment to be used for more community events. The CSB recommends funding of $2500 towards their $4000 in equipment costs, with an invitation to apply for further funding if they are unable to fundraise the remainder needed.

- Hanna Farmers' Market applied for $2000 in funding towards a discount on their Curling Rink rental for their weekly markets. Previously they had asked Council for a 20% discount. In 2025 this discount came to approximately $950 in savings. CSB recommends $1,000 in funding in line with previous years.

- Hanna Municipal Library applied for $1,000 in funding to purchase supplies to continue their Take Home Craft Kit program. CSB recommended funding their full $1,000 request.

Communications

- The applicants will be notified directly by telephone or email.
- A press release will be provided to all print and electronic media.
- Grant allocations will be communicated through the Town of Hanna Social Media programs

Financial Implications

Operating:	$20,000	Capital Cost:	N/A
Budget Available:	$20,000	Budget Available:	
Unbudgeted Costs:		Unbudgeted Costs:	
Source of Funds:		Source of Funds:	

Policy and/or Legislative Implications

N/A

Attachments

1. The application forms are not part of the package as they contain personal information, however they will be available at the meeting if there are questions.

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: March 10, 2026 Agenda Item No: 09.02

Community Services Board Grant

Recommended Motion

That Council recommend an increase of $15,000 to a maximum $35,000 of CSB grants annually, with 3 application cycles a year (application deadlines of January 31st, April 30th and September 30th) with the understanding that all requests for funding within the Community Services scope, including facility rental discounts, will be directed to apply through the CSB Grant process prior to any Council intervention.

Background

The Community Services Board held a meeting on February 12th where a motion was made to recommend to Council that the $20,000 yearly grant be increased to $35,000 annually, with 3 application cycles a year (application deadlines of January 31st, April 30th and September 30th) with the understanding that all requests for funding within the Community Services scope, including facility rental discounts, will be directed to apply through the CSB Grant process prior to any Council intervention.

The first grant cycle under this new process in 2026 brought in $14,900 in applications. We are expecting another possible $7,000 in applications just to cover groups previously requesting facility discount support which would tap out the $20,000 in funding without room to consider new projects and the smaller grant projects this funding as traditionally served. CSB requests flexibility with this funding increase with the understanding that it will only be awarded to qualified grants and any remaining funds at year end will not carry forward into future years.

Purpose of the grant:

To provide financial assistance to non-profit organizations for the provision of programs, special events or activities which enhance the recreational and cultural opportunities in the community of Hanna.

Applicants must be a non-profit organization.

1. Youth groups shall be given priority over adult groups.
2. New programming will have priority over continuous programming. Grant should not be considered a continuous source of funding.
3. Grant shall be based on financial need. Groups will be given an opportunity to make a formal presentation to the Board to justify need.
4. The number of grants and length of time since a previous grant may be a factor considered by the Board when deciding grants.
5. Special event or project funding shall receive priority over ongoing programs.
6. Events or programs that have Provincial/Regional significance will be given preference over local or ongoing events.
7. Applications that benefit the Community of Hanna as a whole.
8. Teams or larger numbers of participants shall be given preference over grants that will benefit individuals or smaller groups.
9. The number of participants that will benefit from a grant may be a factor.
10. Capital expenses will be considered before operating expenses.
11. If other grants or funding is available for the same project, preference will be given to groups that cannot qualify for other grants or funding.

Communications

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

Attachments

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: March 10, 2026 Agenda Item No: 09.03

Travel, Meal and Hospitality Expenses Policy 2026-01

Recommended Motion

That Council adopt the Travel, Meal and Hospitality Expenses Policy 2026-01 as presented.

Background

The proposed policy was discussed with Council at the previous Council Information Meeting, where Council provided feedback on the structure and reimbursement rates. Key provisions of the proposed policy include:

- Mileage reimbursement based on the Canada Revenue Agency (CRA) automobile allowance rate, which will automatically adjust annually.
- Meal allowances without receipts set at:
    1. Breakfast – $20
    2. Lunch – $20
    3. Supper – $50
- When receipts are submitted, a maximum daily meal reimbursement of $120 will apply.
- Requirements for documentation, approval procedures, and hospitality expense reporting to ensure transparency and accountability.

The policy intends to update the Town's expense practices, ensure consistency between staff and Council expenses, and align reimbursement practices with common municipal standards.

Administration is recommending the adoption of the policy.

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

- Policy 2026-01 Travel, Meal and Hospitality Expenses Policy
- Policy 2022-01 Current Council Remuneration Policy

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

General Policy

Title:	Travel, Meal & Hospitality Expenses Policy	Policy No:	2026-01
		Supersedes:	2022-01
Authority:	Council	Approval Date:	March 10, 2026
		Effective Date:	March 10, 2026

1. PURPOSE

The purpose of this Policy is to establish clear, consistent, and accountable rules governing reimbursement of travel, meal, and hospitality expenses incurred by Members of Council and Town of Hanna employees while conducting authorized municipal business.

This Policy ensures:

- Responsible stewardship of public funds
- Transparency and accountability
- Fair and reasonable reimbursement
- Alignment with Canada Revenue Agency (CRA) guidance

2. AUTHORITY

This Policy is adopted by resolution of Council pursuant to the authority granted under the Municipal Government Act, RSA 2000, c. M-26.

3. SCOPE

This Policy applies to:

- All Members of Council
- The Chief Administrative Officer (CAO)
- All Town employees
- Any individual authorized to incur expenses on behalf of the Town

4. GENERAL PRINCIPLES

4.1 Expenses must be:
- Necessary and reasonable
- Incurred while conducting approved municipal business
- Supported by appropriate documentation where required

4.2 Claimants are expected to exercise prudent judgement and moderation

4.3 The Town will not reimburse:
- Alcoholic beverages
- Personal expenses
- Traffic or parking fines
- Spousal or companion expenses (unless pre-approved for protocol purposes)

5. TRAVEL EXPENSES

5.1 Mileage – Personal Vehicles:
- Mileage shall be reimbursed at the Canada Revenue Agency (CRA) prescribed automobile allowance rate in effect at the time of travel
- The applicable CRA rate shall automatically adjust on January 1 of each year without requiring policy amendment
- Mileage shall be calculated from:
    - The Town Office in Hanna, or
    - The claimant's residence,
    - Whichever distance is less.
- Claims must include:
    - Date(s) of travel
    - Destination
    - Purpose of travel
    - Kilometres travelled

5.2 Commercial Transportation:
- Where commercial transportation (air, bus, rail) is used:
    - Economy class shall be booked unless otherwise authorized
    - Original receipts are required

5.3 Accommodation:

- Reimbursement will be for reasonable accommodation costs.
- Original itemized receipts are required.
- Claimants are expected to select standard accommodations at government or conference rates when available:

6. MEAL EXPENSES

6.1 Per Diem (Without Receipts)

- When receipts are not submitted, the following per diem rates apply:
  - Meal Maximum Allowance
  - Breakfast $20
  - Lunch $20
  - Supper $50
  - Maximum per diem per day $90.
  - Per diems are not claimable if meals are provided at a conference, meeting, or event.

6.2 Reimbursement With Receipts

- When original itemized receipts are submitted, actual meal costs may be reimbursed up to a maximum of $120 per day
- Alcohol is not eligible for reimbursement
- Amounts exceeding the daily maximum are the responsibility of the claimant.

7. HOSPITALITY EXPENSES

7.1 Hospitality expenses must:

- Serve a legitimate municipal or economic development purpose
- Be reasonable in cost
- Be pre-approved when possible

7.2 Hospitality claims must include:
- List of attendees
- Purpose of the meeting or event
- Original itemized receipts

8. APPROVAL AND CLAIM PROCEDURES

8.1 All expense claims must:
- Be submitted within 30 days of the expense
- Use the Town approved expense claim form
- Include required documentation

8.2 Approval authority:
- Claimant Approval Authority
- Staff Immediate Supervisor
- Directors CAO
- CAO Mayor
- Council CAO/Mayor

8.3 The CAO may refuse reimbursement where expenses do not comply with this Policy.:

9. ACCOUNTABILITY AND REPORTING

- Expense claims may be subject to audit
- Council expenses shall be reported publicly in accordance with applicable legislation and Town practices.
- Any deliberate misuse of this Policy may result in disciplinary action.

10. INTERPRETATION

The CAO is responsible for the interpretation and administration of this Policy.

11. REPEAL

Upon adoption of this Policy, any previous Travel, Meal, or Hospitality Expense Policy or related schedules are hereby repealed.

12. EFFECTIVE DATE

Adopted by Resolution of Council

This 10th Day of March, 2026

Mayor _____

Chief Administrative Officer _____

Approved By: _____

Date Approved: _____

TOWN OF HANNA
Part of the Harvest Sky Region

General Policy

Title:	Council Remuneration	Policy No: Supersedes:	2022-01
Authority:	Council	Approval Date: Effective Date:	March 8, 2022

SECTION A

1.0 Purpose

1.1 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of Hanna to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2.0 Definitions

2.1 **Attendance** means attendance in person or via virtual attendance (i.e. teleconference/ electronic means).

2.2 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Hanna as appointed by resolution or bylaw of Council.

2.3 **Council or Members of Council** means the duly elected municipal officers of Hanna and the Chief Elected Officer or Mayor.

2.4 **Hanna** means the Town of Hanna in the Province of Alberta.

2.5 **Official Capacity** means Council duties determined as per Section 3.2.1 of this policy.

3.0 Guiding Principles

3.1 Council Compensation

3.1.1 Mayor and Council shall act as good stewards of the tax paying dollars and conduct themselves in a manner that maximizes the benefit and value to Hanna, its residents and businesses; while at the same time, minimizes the financial burden to the same.

3.1.2 The contents of this policy shall be considered when creating Council's annual budget.

3.2 Per Diems and Expense Claims

3.2.1 When deciding if compensation for per diems and expenses is warranted, Mayor and Council must consider the following criteria. If Council can answer yes to all of the following criteria, duties will be considered as Official Capacity and an expense claim should be paid according to this policy.

3.2.1.1 The expense must have a direct benefit to Hanna; promote Hanna's interests; add value to the community; or advance the community's interests.

3.2.1.2 The expense must be a result of interaction with a registered third party. (i.e. Not an individual, Council Member, Hanna staff, organization or affiliation.)

3.2.1.3 The expense must be defensible to the tax paying members of Hanna and to public scrutiny.

3.2.1.4 The expense must be free of bias and conflict of interest.

4.0 Policy Statements

4.1 Members of Council shall receive compensation for their role as elected officials in five different ways - via honorarium, per diem rates, expenses, benefits and professional development. The amount spent will be limited by the amount budgeted each year.

4.2 Honorarium

4.2.1 Council will receive annual honorariums in accordance with their elected seat as per Schedule B of this policy.

4.2.1.1 Honorarium rates will be increased each January as per the annual approved cost of living adjustment (COLA).

4.2.1.2 Mayor honorarium rates are higher to compensate for the additional responsibilities required of this position.

4.2.1.3 Deputy Mayor appointments are shared equally amongst the Councillors. Councillor honorarium rates are inclusive of compensation for additional responsibilities required of the Deputy Mayor position.

4.2.2 Honorarium shall be paid to all members of Council without needing to submit a claim for it.

4.2.3 Honorarium is paid to all members of Council for the following:

4.2.3.1 Council activities conducted within the municipal boundary of Hanna and in any Town owned facilities or properties (i.e. Hanna Community Centre) shall fall under honorarium unless otherwise indicated within the policy

4.2.3.2 Attendance at Council meetings.

4.2.3.3 Attendance at special meetings of Council

4.2.3.4 Attendance at budget sessions, planning sessions and strategic initiative sessions

4.2.3.5 Council orientations

4.2.3.6 Administrative meetings and meetings with Hanna Administration

4.2.3.7 Chief Administrative Officer performance and evaluation meetings.

4.2.3.8 Meetings with Special Areas representatives and/or meetings at Special Areas offices.

4.2.3.9 Public consultation and/or meetings (i.e. community groups, steering committee meetings, recreational facility, school boards, open houses, public forums).

4.2.3.10 Dealing with and responding to public concerns from citizens, clubs, organizations and businesses, etc.

4.2.3.11 Ceremonial duties including attendance at ceremonies, grand openings, banquets, luncheons, parades, open houses, new equipment arrival, ribbon cuttings etc. within Hanna

4.2.3.12 Attendance or participation at Hanna social events (i.e Christmas party, golf tournament, social committee functions, potluck, etc.)

4.2.3.13 Preparation for Council meetings, Council committee meetings and other items listed under Section 4.2 (Honorariums).

4.2.3.14 Duties as Commissioner of Oaths

4.2.3.15 Cheque and agreement signing

4.2.3.16 Anything not specifically listed under Per Diems (Section 4.3 of this policy).

4.2.3.17 Meeting attendance at internal Boards and Committees with majority of members of Council.

4.3 Per Diems

4.3.1 Per Diem claims will be approved in accordance with guiding principles of section 3.2 of this policy.

4.3.2 Council will receive Per Diem rates in accordance with Schedule B of this policy.

4.3.3 Per Diem rates shall apply to Council activities conducted outside of the municipal boundary of Hanna excluding any Town owned facilities or properties unless otherwise indicated within the policy.

4.3.4 Per Diem paid activities shall be compensated for upon submission and approval of a claim form.

4.3.4.1 Claim forms must be submitted at minimum on a monthly basis.

4.3.4.2 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor shall be responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.

4.3.4.3 A claim that is not approved may be taken to Council to appeal the decision.

4.3.5 Per diems will NOT be paid for the following

4.3.5.1 Events listed under Honorarium (Section 4.2 of this policy).

4.3.5.2 Attendance at events that is not in official capacity.

4.3.5.3 Attendance at social events including but not limited to the ceremonial duties in Section 4.2.4.11.

4.3.6 Time calculated for per diem shall include travel time to and from the activity with a starting point in Hanna or if starting at another point, whichever is less.

4.3.7 Per diems are paid to all Members of Council for the following:

4.3.7.1 Meeting attendance for boards, committees and commissions that Members of Council are appointed to by resolution of Council as per Schedule A (i.e. Marigold Library System).

4.3.7.1.1 Appointed alternates will be paid full per diem when attending in place of the main board member.

4.3.7.2 Attendance at conferences (i.e. AUMA, FCM), seminars, workshops and courses with content/subject matter directly related to Council appointments.

4.3.7.2.1 Per Diems for conferences will be paid in accordance with Schedule B of this policy.

4.3.7.3 Attendance at activities as per Professional Development (Section 4.6 of this policy).

4.3.8 Anything not specifically covered by a per diem shall be considered as being compensated for by honorarium.

4.3.8.1 The only exceptions shall be activities, other than those stated above, where Council agrees to pay a per diem upon specific authorization by resolution of Council.

4.3.9 Per diem rates for all eligible activities shall be paid in accordance with Schedule A and Schedule B of this policy.

4.3.9.1 Per Diem rates shall not exceed flat rates as per Schedule A of this policy.

4.3.9.2 Per Diem earnings shall not exceed the annual budgeted funds. These funds may not be transferred from one Council member to another unless approved by Council resolution.

4.4 Expenses

4.4.1 Expense claims shall be approved in accordance with guiding principles of section 3.2 of this policy.

4.4.2 Expenses incurred shall be reimbursed upon submission and approval of a claim form.

4.4.2.1 Expense claim forms must be submitted at minimum on a monthly basis.

4.4.2.2 The Mayor shall be responsible for approving Councillor's claims and the Deputy Mayor responsible for approving the Mayor's claims. In the case of the Mayor and/or Deputy Mayor being absent, the outgoing Deputy Mayor may sign claims as appropriate.

4.4.2.3 A claim that is not approved may be taken to Council to appeal the decision.

4.4.3 Expenses incurred for the following will NOT be paid or reimbursed:

4.4.3.1 Expenses incurred for attendance at events that is not in official capacity.

4.4.3.2 Expenses or mileage for events within Hanna listed under Honorarium (Section 4.2 of this policy).

4.4.3.3 Expenses incurred at social events including but not limited to the ceremonial duties in Section 4.2.4.12.

4.4.4 Meal reimbursement will be set in Schedule B. When breakfast, lunch or dinner is provided at a conference, seminar, workshop, or meeting then meal allowances or receipted meals will not be reimbursed without Council approval.

4.4.5 Travel reimbursement (with a travel starting point in Hanna or if starting at another point, whichever is less) will be set in Schedule B.

4.4.5.1 If a personal vehicle is used for official Hanna business outside of Alberta, a cost comparison must be performed listing the costs associated with driving versus flying. The cost comparison should be made prior to the trip and for the same dates as the planned business trip. The driving cost estimate should include mileage, rental car charges (if applicable), meals, lodging en route and associated highway toll charges. The airfare cost estimate should include the roundtrip cost of the lowest available commercial airfare prior to the date of the trip, roundtrip mileage to the airport, airport parking, taxi/shuttle expense from the airport to the business destination or rental car charges at business destination if necessary. The reimbursement amount claimed must be the lesser of the lowest cost estimated by flying or driving. Personal safety should always be taken into consideration when making travel arrangements.

4.4.6 Technology Allowance: Councillors will receive an annual allowance in January each calendar year for technology requirements including electronic devices (tablet or laptop computer), software, printer, internet access and cell phones. The technology allowance rate is set in Schedule B.

4.4.7 Additional Expenses:

4.4.7.1 If requested tickets are not utilized by the Member of Council who requested them, that Member of Council shall reimburse the Town for the expense.

4.4.7.2 Guest Expenses: Hanna shall not pay for guest expenses associated with Council activities. This includes travel, accommodation, registrations, meals, tickets to events and other similar expenses.

4.4.7.2.1 Members of Council may claim for spousal or guest expenses in circumstances where it is expected that they be accompanied by their spouse or guest to a maximum of $200 per year.

4.4.7.3 Political Events:

4.4.7.3.1 Should a Member of Council attend a political event on behalf of Hanna, for which proceeds support a political party or candidate, Hanna shall not reimburse any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate. Also, Hanna cheques, purchase orders or procurement cards shall not be used to pay for any portion of a meal or event expense that constitutes proceeds to a political party, constituency association or candidate.

4.4.7.3.2 The individual purchasing a ticket for a political event may retain the tax receipt for his or her own purposes. The tax receipt, issued by the party, constituency association or candidate should be in the name of the individual purchasing the ticket.

4.5 Benefits

4.5.1 Hanna shall pay 100% of the premiums for the AUMA Group Benefit Plan and the VFIS Insurance Plan as offered to the Mayor and Councillors.

4.6 Professional Development

4.6.1 Mayor and Council will determine a professional development plan and budget each year during the annual budget process.

4.6.2 Budgeted funds for professional development activities will be divided equally between Councillors for their discretionary use. These funds may not be transferred from one Councillor to another unless approved by Council resolution.

4.6.2.1 If any professional development activity will result in a member of Council exceeding any portion of their individual budget, a resolution of Council is required.

4.6.3 Council Members attending professional development activities are expected to report their findings for overall Council benefit.

5.0 Effective Date

5.1 This policy shall come into effect March 8, 2022.

6.0 Review of Policy

6.1 A review of this policy shall be conducted midterm of each Council term.

Title:	Council Remuneration	Policy No: Supersedes:	2022-01
Authority:	Council	Approval Date: Effective Date:	March 8, 2022

SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

Members of Council

3.0 Divisional/Departmental Responsibility

Chief Administrative Officer / Corporate Services

4.0 Review/Revision History and Author

Title:	Council Remuneration	Policy No: Supersedes:	2022-01
Authority:	Council	Approval Date: Effective Date:	March 8, 2022

SCHEDULE A

COMMITTEE OR BOARD	APPOINTEE	PER DIEM PAID BY	HONORARIUM	TRAVEL PAID BY
Acadia Foundation	Councillor Murphy	Board		Board
Big Country Waste Management Commission Alternate	Councillor Campion Councillor Crowle	Board		Board
Community Futures – Meridian Region Board of Directors	Councillor Warwick	Town		Board
Community Services Board	Councillor Campion		Honorarium	
Emergency Advisory Committee	Mayor Povaschuk Councillor Murphy Councillor Olsen		Honorarium	
Finance & Audit Committee	Mayor Povaschuk Councillor Campion Councillor Crowle		Honorarium	
Fred & Freda Geuder Education Bursary	Councillor Crowle		Honorarium	
Hanna & District Chamber of Commerce	Mayor Povaschuk		Honorarium	
Hanna & District Medical Corporation	Councillor Crowle	Board		N/A
Hanna Golf & Country Club	Councillor Olsen		Honorarium	
Hanna In Bloom Committee	Councillor Beaudoin		Honorarium	
Hanna Learning Centre	Councillor Olsen		Honorarium	
Hanna Municipal Library Board	Councillor Murphy		Honorarium	

Title:	Council Remuneration	Policy No: Supersedes:	2022-01
Authority:	Council	Approval Date: Effective Date:	March 8, 2022

COMMITTEE OR BOARD	APPOINTEE	PER DIEM PAID BY	HONORARIUM	TRAVEL PAID BY
Hanna/Wake Student Exchange Committee	Councillor Crowle Councillor Warwick		Honorarium	
Harvest Sky Regional Economic Development Corporation	Councillor Beaudoin Councillor Warwick		Honorarium	
Henry Kroeger Regional Water Services Commission Alternate	Councillor Campion Mayor Povaschuk	Board		
Marigold Library Systems Board Alternate	Councillor Murphy Councillor Warwick	Town		Town
Municipal Planning Commission	Councillor Olsen Councillor Beaudoin		Honorarium	
Palliser Economic Partnership Alternate	Councillor Warwick Councillor Murphy Mayor Povaschuk	Town		Town
Palliser Regional Municipal Services Alternate	Councillor Olsen Councillor Beaudoin	Board		
Personnel Committee	Mayor Povaschuk Councillor Murphy Councillor Olsen		Honorarium	
Red Deer River Municipal Users Group Alternate	Councillor Campion Mayor Povaschuk	Town		Town
Veterans Memorial Highway Association	Councillor Crowle	Town		Town

Title:	Council Remuneration	Policy No: Supersedes:	2022-01
Authority:	Council	Approval Date: Effective Date:	March 8, 2022

SCHEDULE B

1.0 Honorarium Rate

1.1 Honorarium rates are as follows:

Mayor Annual Salary	$18,858.78
Councillor Annual Salary	$10,058.22

2.0 Technology Allowance

2.1 Technology Allowance per Councillor per year $800.00

3.0 Professional Development

3.1 Professional Development Funds
Per Councillor per year $2,000.00

4.0 Per Diem Rate

4.1 Per Diem rates are as follows:

In Town – Full Day (4 hours or more)	$100.00
In Town – Half Day (less than 4 hours)	$50.00
Out of Town – Full Day (4 hours or more)	$150.00
Out of Town – Half Day (less than 4 hours)	$75.00
Zoom meeting – equivalent to In Town Rates	

5.0 Mileage Rate

5.1 Standard mileage will be reimbursed at the rate of $0.50/km.

6.0 Meal Allowance

6.1 Meals will be reimbursed to the following maximum rates:

Breakfast	$10.00
Lunch	$20.00
Dinner	$25.00

7.0 Updates to Schedule

7.1 This information will be updated as necessary.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 09.04

Council Remuneration Policy 2026-02

Recommended Motion

THAT Council approve the updated Council Remuneration Policy No. 2026-02 as presented, replacing the existing policy.

Background

The Town of Hanna Council Remuneration Policy was last approved in March 2022. Administration brought this to the past Information Session for discussion with council and, based on that discussion, completed a review of the policy to ensure it remains current and aligns with other municipal policies.
The primary updates to the policy include:

- Removal of mileage reimbursement and meal allowance sections, as these items are now addressed through the Town's separate Travel and Expense Policy.
- Revision of the per diem structure to a rate of $30 per hour for eligible activities.
- Retention of the existing Mayor and Councillor honorarium amounts, with clarification that these amounts will increase annually based on the Cost-of-Living Allowance (COLA) approved by Council.
- Updating Schedule A to list committees and boards rather than individual councillor appointments. Committee appointments will continue to be determined annually by Council at the Organizational Meeting.
- Allowing Schedule A and Schedule B to be amended by resolution of Council without requiring a full policy amendment.

These updates simplify the policy, reduce duplication with other policies, and make it easier to administer moving forward.

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

- Policy 2026-02 Council Remuneration Policy

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

General Policy

Title:	Council Remuneration	Policy No:	2026-02
		Supersedes:	2022-01
Authority:	Council	Approval Date:	March 10, 2026
		Effective Date:	March 10, 2026

SECTION A

1.0 Purpose

1.1 The *Municipal Government Act* (Section 275.1) allows for compensation to be made to members of Council for duties performed. It is the intention of Hanna to provide fair and equitable compensation to members of Council as they carry out their responsibilities. This policy provides guidelines for the provision of remuneration to elected officials.

2.0 Definitions

2.1 **Attendance** means attendance in person or via virtual attendance (teleconference/electronic means).

2.2 **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Hanna as appointed by resolution or bylaw of Council.

2.3 **Council or Members of Council** means the duly elected municipal officers of Hanna and the Chief Elected Officer or Mayor.

2.4 **Hanna** means the Town of Hanna in the Province of Alberta.

2.5 **Official Capacity** means Council duties determined as per Section 3.2.1 of this policy.

3.0 Guiding Principles

3.1 Council Compensation

3.1.1 Mayor and Council shall act as good stewards of the taxpayer dollars and conduct themselves in a manner that maximizes the

benefit and value to Hanna, its residents and businesses, while minimizing financial burden.

3.1.2 The contents of this policy shall be considered when creating Council's annual budget.

3.2 Per Diems and Expense Claims

3.2.1 When deciding if compensation for per diems and expenses is warranted, Council must consider the following criteria. If Council can answer yes to all of the following criteria, duties will be considered Official Capacity, and an expense claim may be paid according to this policy.

3.2.1.1 The expense must provide a direct benefit to Hanna or advance community interests.

3.2.1.2 The expense must result from interaction with a registered third party.

3.2.1.3 The expense must be defensible to the taxpayers and public scrutiny.

3.2.1.4 The expense must be free of bias and conflict of interest.

4.0 Policy Statements

4.1 Members of Council shall receive compensation for their role as elected officials in five different ways - via honorarium, per diem rates, expenses, benefits and professional development. The amount spent will be limited by the amount budgeted each year.

4.2 Honorarium

4.2.1 Council will receive annual honorariums in accordance with their elected seat as per Schedule B.

4.2.1.1 Honorarium rates will be increased each January based on the Cost-of-Living Allowance (COLA) approved annually by Council.

4.2.1.2 Mayor honorarium rates are higher to compensate for the additional responsibilities of the position.

4.2.1.3 Deputy Mayor appointments are shared equally among Councillors. Councillor honorarium rates include compensation for Deputy Mayor responsibilities.

4.2.2 Honorarium shall be paid automatically without submission of a claim.

4.2.3 Honorarium compensates Member of Council for:

4.2.3.1 Council meetings

4.2.3.2 Special meetings of Council

4.2.3.3 Budget sessions and strategic planning sessions

4.2.3.4 Council orientations

4.2.3.5 Administrative meetings with Hanna Administration

4.2.3.6 CAO performance evaluation meetings

4.2.3.7 Meetings with Special Areas representatives.

4.2.3.8 Public consultations and community meetings

4.2.3.9 Responding to concerns from residents, organizations and businesses.

4.2.3.10 Ceremonial duties and community events with Hanna.

4.2.3.11 Preparation for Council meetings

4.2.3.12 Duties as Commissioner of Oaths

4.2.3.13 Cheque and agreement signing

4.2.3.14 Internal boards and committees with majority Council representation.

4.2.3.15 Any activity not specifically listed under Per Diems.

4.3 Per Diems

4.3.1 Per Diem claims will be approved in accordance with guiding

principles of Section 3.2 of this policy.

4.3.2 Per Diem rates are established in Schedule B.

4.3.3 Per Diem rates apply to Council activities conducted outside the municipal boundary of Hanna, unless otherwise indicated.

4.3.4 Per Diem paid activities shall be compensated upon submission and approval of a claim form.

4.3.4.1 Claims must be submitted at a minimum every month.

4.3.4.2 The Mayor approves Councillors claims, and the Deputy Mayor approves Mayor claims.

4.3.4.3 Claims not approved may be appealed to Council.

4.3.5 Per diems will NOT be paid for:

4.3.5.1 Activities covered by honorarium.

4.3.5.2 Activities not in an official capacity.

4.3.5.3 Social events unless specifically authorized by Council.

4.3.6 Time calculated for per diem include travel time to and from the activity.

4.3.7 Per diems are paid for:

4.3.7.1 Board and committee meetings where Council members are appointed by Council resolution.

4.3.7.2 Conferences, seminars, workshops and courses related to Council responsibilities.

4.3.7.3 Professional development activities.

4.3.8 Activities not listed may receive a per diem only if authorized by Council resolution.

4.3.9 Per diem payments shall not exceed the annual budgeted funds.

4.3.10 Council may authorize payment of a per diem for activities not specifically identified within this policy by resolution of Council.

4.4 Expenses

4.4.1 Expense claims shall follow the guiding principles of Section 3.2.

4.4.2 Expenses will be reimbursed upon submission and approval of a claim form.

4.4.2.1 Claims must be submitted monthly.

4.4.2.2 The Mayor approves Councillor claims, and the Deputy Mayor approves Mayor claims.

4.4.2.3 Claims not approved may be appealed to Council.

4.4.3 Expenses will NOT be reimbursed for:

4.4.3.1 Activities not considered official municipal business.

4.4.3.2 Social events, unless authorized by Council.

4.4.4 Reimbursable expenses shall follow the Town of Hanna Travel and Expense Policy.

4.4.5 Technology Allowance

4.4.5.1 Councillors shall receive an annual technology allowance for devices, software, internet access and communication tools as outlined in Schedule B.

4.4.6 Additional Expenses:

4.4.6.1 If event tickets requested by a Member of Council are not used, the Member shall reimburse the Town.

4.4.7 Guest Expenses

4.4.7.1 Hanna shall not pay guest expenses except where protocol requires accompaniment, limited to $200 per year.

4.4.8 Political Events

4.4.8.1 Hanna shall not reimburse expenses associated with political party fundraising or political candidate events.

4.5 Benefits

4.5.1 Hanna shall pay 100% of premiums for the AUMA Group Benefit Plan and the VFIS Insurance Plan offered to the Mayor and Councillors.

4.6 Professional Development

4.6.1 Council will determine professional development priorities annually during the budget process.

4.6.2 Professional development funds will be divided equally among Councillors.

4.6.3 Funds may not be transferred between Councillors without Council approval.

4.6.4 Members attending professional development activities must report their findings to Council.

5.0 Effective Date

5.1 This policy shall come into effect March 10, 2026.

6.0 Review of Policy

6.1 This policy shall be reviewed mid term of each Council Term.

Title:	Council Remuneration	Policy No:	2026-02
		Supersedes:	2022-01
Authority:	Council	Approval Date:	March 10, 2026
		Effective Date:	March 10, 2026

SECTION B

1.0 Reference to other Policy and Legislation

Municipal Government Act

2.0 Persons Affected

Members of Council

3.0 Divisional/Departmental Responsibility

Chief Administrative Officer / Corporate Services

4.0 Review / Revision History

Town of Hanna Council

Title:	Council Remuneration	Policy No:	2026-02
		Supersedes:	2022-01
Authority:	Council	Approval Date:	March 10, 2026
		Effective Date:	March 10, 2026

SCHEDULE A

Council Committee and Board Appointments

COMMITTEE OR BOARD	PER DIEM PAID BY	HONORARIUM PAID BY	TRAVEL PAID BY
Acadia Foundation	Board		Board
Big Country Waste Management Commission	Board		Board
Community Futures – Meridian Region Board of Directors	Town		Board
Community Services Board		Honorarium	
Emergency Advisory Committee		Honorarium	
Finance & Audit Committee		Honorarium	
Fred & Freda Geuder Education Bursary		Honorarium	
Hanna & District Chamber of Commerce		Honorarium	
Hanna & District Medical Corporation	Board		
Hanna Golf & Country Club		Honorarium	
Hanna Municipal Library Board		Honorarium	
Hanna/Wake Student Exchange Committee		Honorarium	
Harvest Sky Regional Economic Development Corporation		Honorarium	

Title:	Council Remuneration	Policy No:	2026-02
		Supersedes:	2022-01
Authority:	Council	Approval Date:	March 10, 2026
		Effective Date:	March 10, 2026

COMMITTEE OR BOARD	PER DIEM PAID BY	HONORARIUM PAID BY	TRAVEL PAID BY
Henry Kroeger Regional Water Services Commission	Board		
LYNKS		Honorarium	
Marigold Library Systems Board	Town		Town
Municipal Planning Commission		Honorarium	
Palliser Economic Partnership	Town		Town
Palliser Regional Municipal Services	Board		
Personnel Committee		Honorarium	
Red Deer River Municipal Users Group	Town		Town
Veterans Memorial Highway Association	Town		Town

Council members appointed to the committees and boards listed in the schedule shall be determined by resolution of Council at the Organizational Meeting or as otherwise determined by Council.

Title:	Council Remuneration	Policy No:	2026-02
		Supersedes:	2022-01
Authority:	Council	Approval Date:	March 10, 2026
		Effective Date:	March 10, 2026

SCHEDULE B

1.0 Honorarium Rate

1.1 Honorarium rates are as follows:

Mayor Annual Salary	$20,614.00
Councillor Annual Salary	$10,994.00

2.0 Technology Allowance

2.1 Technology Allowance per Councillor per year $800.00

3.0 Professional Development

3.1 Professional Development Funds
Per Councillor per year $2,000.00

4.0 Per Diem Rate

4.1 Members of Council shall receive $30.00 per hour for eligible activities in accordance with this policy.

5.0 Updates to Schedule

5.1 This schedule may be updated as necessary.

5.2 Schedules A and B may be amended by resolution of Council without requiring amendment to this policy.

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 09.05

ATCO Streetlight Rate Conversion Proposal

Recommended Motion

That Council authorize the Chief Administrative Officer to execute the ATCO Electric proposal to convert 230 streetlights from the Non-Invested Rate to the Investment Rate.

Background

ATCO Electric has provided a proposal to convert 230 streetlights within the Town of Hanna from the current Non-Invested Rate (61E) to the Investment Rate (61B). The Town currently has 349 streetlights within municipal limits, of which 230 are under the non-invested rate structure. Under the proposed conversion:

- ATCO will provide $230,690 in infrastructure investment to convert the 230 lights.
- ATCO will assume responsibility for all end-of-life replacement costs associated with these fixtures.
- The Town's streetlight infrastructure would transition to the invested rate structure.
- ATCO has also indicated that further savings may be realized through participation in its LED conversion program, which would modernize the lighting infrastructure and improve efficiency.

Administration completed a billing comparison using the Town's current streetlight inventory and the proposed investment rate structure.

The analysis shows:

- Current monthly wires charges: $9,854.48
- Projected monthly wires charges after conversion: $13,747.58
- Increase in monthly operating costs: $3,893.10

This represents an annual operating increase of approximately $46,717.20.

However, ATCO's investment of $230,690 offsets approximately five years of the increased operating costs.

This conversion effectively shifts the Town's streetlight infrastructure from a model where the Town carries replacement liability to one where the utility provider assumes long-term asset responsibility. The Town currently converts these as they need replacing.

Communications

Financial Implications

Monthly Increase:
$3,893.10
Annual Increase:
$46,717.20

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

Policy and/or Legislative Implications

Attachments

- ATCO Streetlight Conversion Proposal
- Billing Comparison for Hanna Streetlights

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

February 23, 2026

Town of Hanna
302-2nd Avenue East
Box 430
Hanna, AB
T0J-1P0

Attention: Matthew Norburn

RE: Town of Hanna– Street Light Rate Conversion
'Non-Investment' Rate to 'Investment' Rate

Within the Town of Hanna municipal limits there are 349 streetlights. Of the 349 lights, 230 are currently on the ATCO non-invested streetlight rate (61E).

ATCO would like to offer the Town of Hanna the opportunity to change the non-invested streetlights to the investment rate (61B). The invested rate places responsibility for all end-of-life costs on ATCO, in addition, the Town of Hanna will receive $230,690.00 in investment to convert 230 lights. Please find attached a copy of our current price schedules for lights for your information.

New monthly wires charges rate will be approximately $34.80 per fixture/month* for 40W LED streetlights and $36.87 per fixture/month* for 100W HPS streetlights.

If you wish to proceed with the proposed conversion, please sign this proposal and return to us by March 23, 2026.

We also highly recommend that following conversion to the invested rate you also take advantage of the LED conversion program to update all your existing streetlights to the newest technology and realize additional monthly savings. Details of LED conversion will be provided under separate cover.

If you have any questions or concerns, please call me at (403) 741-4792 .

Yours truly,

Tracy Volker
Customer Support Representative
Electricity
4105-50 Avenue, Box 730, Stettler, AB T0C 2L0
Tracy.volker@atco.com

CUSTOMER ACKNOWLEDGEMENT
PROJECT ACCEPTANCE

Project Acceptance

I _____ am legally authorized to execute this agreement on behalf of
Print Name

the Town of Hanna.

I request ATCO Electric to proceed with the conversion of 230 lights to the Investment Option. I acknowledge that I have reviewed this proposal for electric service in its entirety and understand these terms and conditions, additional terms of agreement, project scope and commercial terms and agree to be bound by them.

Customer Signature: _____ Date: _____

ATCO-Wires Charges

Size	# of Lights	Current Wires Charges/ light	Total	Wires charges after LED Conversion/ Light	Total	Notes	Head Change cost	Heads to be changed	Total cost to Community for future head changes
Streetlight 150W HPS co-invested	8	$ 38.62	$ 308.96	$ 38.40	$ 307.20	Added multiplier rate, less the lowered wattage	N/A		
Streetlight 72W LED co-invested	12	$ 35.88	$ 430.56	$ 38.40	$ 460.80	Added multiplier rate	N/A		
Streetlight 100W HPS co-invested	4	$ 36.87	$ 147.48	$ 39.39	$ 157.56	Added multiplier rate	N/A		
Streetlight 41W LED co-invested	91	$ 34.80	$ 3,793.20	$ 37.32	$ 4,067.88	Added Multiplier Rate	N/A		
Streetlight 250W HPS non-invested	4	$ 26.85	$ 107.40	$ 37.68	$ 150.72	Added Multiplier rate less the lowered wattage	$ 913.74	4	$ 3,654.96
Streetlight 150W HPS non-invested	68	$ 23.30	$ 1,584.40	$ 38.40	$ 2,611.20	Added Multiplier rate less the lowered wattage	$ 867.59	68	$ 58,996.10
Streetlight 72W LED non-invested	1	$ 20.56	$ 20.56	$ 38.40	$ 38.40	Added Multiplier rate	$ 867.59	1	$ 867.59
Streetlight 41W LED non-invested	1	$ 19.48	$ 19.48	$ 37.32	$ 37.32	Added Multiplier rate	$ 784.53	1	$ 784.53
Streetlight 100W HPS non-invested	156	$ 21.55	$ 3,361.80	$ 37.32	$ 5,821.92	Added multiplier rate, less the lowered wattage	$ 784.53	156	$ 122,386.68
Sentinel Lights 100W Non Invested	2	$ 10.53	$ 21.06	$ 14.41	$ 28.82	Added invested rate, no multiplier, the sentinel lights are not included in the project, once the bulb needs changed the rate will be reduced by the lower wattage	$ 635.93	2	$ 1,271.86
Sentinel Lights 100W Co-Invested	2	$ 14.41	$ 28.82	$ 14.41	$ 28.82	Added Multiplier, once head is changed the wattage will be lowered	N/A		
Sentienl Light 146W co- Invested	1	$ 15.48	$ 15.48	$ 15.48	$ 15.48		N/A		
Sentinel light 400W Non Invested	1	$ 15.28	$ 15.28	$ 21.46	$ 21.46	added invested rate, no multiplier,	$ 1,297.69	1	$ 1,297.69
	351		**$ 9,854.48**		**$ 13,747.58**	**For a Difference of $3,893.10 in Wires Charges per month. There will be a cost savings in the energy charges once the wattage is lowered in the LED Conversion**			**$ 189,259.41**
ATCO Investment on 231 Non-invested StreetlightsLights $1,003.00= $231,693.00									

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda
Background Information

Date: March 10, 2026 Agenda Item No: 09.06

Kiddies Korner Playschool – Rental Agreement Approval

Recommended Motion

That Council approve the Memorandum of Agreement between the Town of Hanna and Kiddies Korner Playschool for the lease of space at Centennial Place and authorize the Mayor and Chief Administrative Officer to execute the agreement with an ending date of February 29, 2028.

Background

Kiddies Korner Playschool has requested to enter into a renewed rental agreement with the Town of Hanna for the continued use of the Pre-School Room located on the ground floor of Centennial Place. Kiddies Korner will pay a lease amount of $9,000.00 plus GST annually to the Town of Hanna, without invoice.

The Memorandum of Agreement outlines:

- Exclusive use of the Pre-School Room, with access to washrooms and change room/shower room facilities
- Requirement to provide the Town with a schedule of operations six months in advance
- Prohibition on subletting the space
- Requirement for Town approval before any structural or cosmetic alterations
- Obligation to maintain tenant and liability insurance and indemnify the Town

The Town and Kiddies Korner Playschool may re-negotiate the agreement in the second year of the agreement, being 2028. This agreement will automatically terminate on the 29th day of February 2028.

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

- New Rental Agreement

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

MEMORANDUM OF AGREEMENT made in duplicate this day of 2026

BETWEEN

The Town of Hanna, a municipal corporation in the Province of Alberta,
(hereinafter referred to as "**the Town**")

-and-

The Kiddies Korner Playschool , a volunteer community organization,
(hereinafter referred to as **"the Kiddies Korner Playschool " or " Lessee ")**

Whereas, the Town is the Owner of the building located at 501 B–3 Street West, known as Centennial Place, and

Whereas, the Kiddies Korner Playschool has requested to lease a portion of the building for their programs and functions, and

Whereas the Town is of the opinion the Kiddies Korner Playschool is carrying out the purposes of a voluntary community organization whose mission is to provide an opportunity for a quality pre-school program with activities in a safe, enjoyable environment.

The Parties Agree as Follows:

The Kiddies Korner Playschool

- Will lease the room known as the Pre-School Room located on the ground floor, with exclusive use of the area known as the pre-school room, access to washrooms and change room/shower room facilities all located in the building known as Centennial Place located at 501B – 3 Street West (shown in red on the attached plan and marked by the parties with their initials).

- Shall provide a schedule for all Kiddies Korner Playschool regular hours of operation for their program and regular activities to the Town of Hanna six months in advance in order to allow for proper scheduling of the overall facility.

- Shall not sublet the space(s) to another organization or individual.

- May not make structural or cosmetic alterations to the premises without prior approval of the Town (eg. Replacement of windows or doors, installing or removing walls, painting, etc.). The Town must be provided with a written submission of any proposed changes to the premises.

- Will maintain tenants and liability insurance for the premises and indemnify the Town against any and all liabilities, losses and damages resulting from claims made in relation to the use of the premises.

- Will pay a lease amount of $9,000.00 plus GST annually to the Town of Hanna, without invoice.

- Shall provide their own janitorial services for their own lease space.

- Shall consider allowing the use of their space for similar activities for pre-school children. This request must be made at least one month in advance, and the request may or may not be granted, with Kiddies Korner having the right to refuse use of space if it is deemed in conflict or harmful to their regular program.

The TOWN of HANNA

- Will remove snow from the driveway when required and provide maintenance of the parking area.

- Will pay the Utilities, including water and sewer, power and gas.

- Will advise an appointed representative of the Kiddies Korner Playschool regarding maintenance issues and will coordinate schedules for work orders.

- Will provide janitorial services for the common areas of the premises and be responsible for garbage disposal and sidewalk maintenance, and snow removal in doorways. Any grease, coffee grounds, etc. that may cause plumbing issues shall be disposed of in the garbage, not in sinks or toilets.

- Will be responsible for regular upkeep and maintenance of the leased premises. This includes consumables (eg, light bulbs, washroom accessories, kitchen & cleaning supplies, etc.).

- Any damage to the premises by members is the responsibility of the Kiddies Korner Playschool.

AGREEMENT CONDITIONS:

This agreement will come into effect on the 1st day of March 2026 and will continue from year to year for a period not exceeding two years, with no notice being required for continuance within the two years.

The Town and Kiddies Korner Playschool may re-negotiate the agreement in the second year of the agreement, being 2028.

This agreement will automatically terminate on the 29th day of February 2028.

This agreement may be terminated earlier, with just cause, by the Kiddies Korner Playschool or the Town by giving not less than one hundred and eighty (180) days' written notice.

Should the agreement be terminated, the Kiddies Korner Playschool shall retain ownership of any leasehold improvements to its lease space. The Town of Hanna shall be given first option to purchase at a fair and reasonable market value prior to any improvements being removed from the lease space.

THE TOWN OF HANNA,
Box 430, Hanna, AB, T0J 1P0

Seal

_____ Matthew Norburn
Chief Administrative Officer

_____ Danny Povaschuk
Mayor or Hanna

KIDDIES KORNER PLAYSCHOOL,
Box 597, Hanna, AB, T0J 1P0

Seal

SReed President — Shaelynn Reed
Name & Title: (Please Print Name)

Secretary/Treasurer — Deiana Gladdish
Name & Title (Please Print Name)

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 09.07

On-Call Bylaw Enforcement Services Agreement with Village of Delia

Recommended Motion

That Council approve the On-Call Bylaw Enforcement Services Agreement between the Town of Hanna and the Village of Delia and authorize the Chief Administrative Officer to execute the agreement.

Background

Administration has been approached by the Village of Delia regarding the potential use of the Town of Hanna's Bylaw Enforcement Officer on an as-needed basis.

The proposed agreement establishes the terms under which the Town of Hanna may provide on-call municipal bylaw enforcement services to the Village of Delia. Under the agreement, Delia would appoint Hanna's Bylaw Enforcement Officer to act as a Bylaw Enforcement Officer for their municipality as required under the Municipal Government Act, allowing the officer to enforce Delia's bylaws when requested.

The agreement specifies that services will be provided only upon request by the Village of Delia and that the Town of Hanna is not obligated to provide continuous or guaranteed services. The Bylaw Enforcement Officer will remain an employee of the Town of Hanna and under the supervision and direction of the Town while performing these duties.

Because the services are strictly on an as-needed basis, administration does not anticipate any impact on the Bylaw Enforcement Officer's primary responsibilities within the Town of Hanna.

The agreement also establishes the hourly service rate and outlines insurance, liability, and termination provisions between the two municipalities. The Village of Delia will pay the Town of Hanna $47.00 per hour for services provided under the agreement, including travel time, administrative time, vehicle use, and standard operating costs.

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

- On-Call Bylaw Enforcement Services Agreement – Town of Hanna and Village of Delia

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

ON-CALL BYLAW ENFORCEMENT SERVICES AGREEMENT

This Agreement is made between:

Town of Hanna
("Hanna")

and

Village of Delia
("Delia")

collectively referred to as the "Parties".

1. Purpose

The purpose of this Agreement is to set out the terms and conditions under which Hanna will provide on-call municipal bylaw enforcement services to Delia.

2. Services

Hanna, through its Bylaw Enforcement Officer ("Officer"), shall provide on-call bylaw enforcement services to Delia, as requested by Delia from time to time.

Nothing in this Agreement shall be interpreted as creating an obligation for Hanna to provide continuous or guaranteed services, nor as creating an exclusive service arrangement.

3. Appointment and Authority

Delia shall appoint Hanna's Officer as a Bylaw Enforcement Officer for the Village of Delia in accordance with the Municipal Government Act (Alberta), as required to enable the Officer to enforce Delia's bylaws while acting under this Agreement lawfully.

4. Employment and Supervision

The Officer shall remain at all times an employee of Hanna.

Hanna shall be solely responsible for:

- Employment, supervision, training, discipline, and performance management of the Officer; and
- All employer obligations, including payroll, benefits, and Workers' Compensation Board coverage.

While providing services to Delia, the Officer shall respond to Delia's bylaw enforcement requests but shall remain under the management and direction of Hanna.

5. Fees and Payment

Delia shall pay Hanna an hourly rate of $47.00 per hour for services provided under this Agreement. This rate includes travel time, administrative time, vehicle use, and all standard operating costs.

Each call-out shall be subject to a minimum charge of two (2) hours, regardless of the actual time required.

Hanna shall invoice Delia on a quarterly basis. All invoices shall be paid in full within thirty (30) days of the invoice date.

6. Insurance

Each municipality shall, at its own cost and expense, maintain throughout the term of this Agreement commercial general liability insurance with limits of not less than Five Million Dollars ($5,000,000) per occurrence, inclusive, for bodily injury, death, and property damage arising out of or in connection with this Agreement.

Each municipality shall provide proof of such insurance coverage to the other Party upon reasonable request.

7. Indemnification and Hold Harmless

The Indemnifying Party agrees to defend, indemnify, and save harmless the Indemnified Party, including their respective councillors, officers, employees, and agents, from and against any liability, actions, claims, losses, damages, payments, costs, fines, fine surcharges, recoveries, or expenses, including assessable legal fees, arising out of or in connection with the performance of the Indemnifying Party's obligations under this Agreement.

This indemnity shall not apply to the extent that such liability, action, claim, loss, damage, payment, cost, fine, fine surcharge, recovery, or expense is directly attributable to the negligence or breach of contractual obligation of the Indemnified Party.

8. Workers' Compensation Board (WCB) Indemnity

Each Party agrees to defend, indemnify, and save harmless the other Party from and against all claims, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest, or damages of every nature and kind whatsoever arising out of or related to the Indemnifying Party's obligations, status, or compliance under the Workers' Compensation Act (Alberta).

This indemnity shall be in addition to and not in lieu of any requirement to provide proof of WCB coverage and compliance under this Agreement and shall survive the termination or expiry of this Agreement.

9. Term and Termination

This Agreement shall commence on the date it is executed by both Parties and shall remain in effect until terminated.

Either Party may terminate this Agreement at any time by providing thirty (30) days' written notice to the other Party.

10. General

This Agreement constitutes the entire agreement between the Parties with respect to the subject matter herein and supersedes all prior discussions or agreements.

Any amendments to this Agreement must be made in writing and signed by both Parties.

This Agreement shall be governed by and construed in accordance with the laws of the Province of Alberta.

11. Signatures

IN WITNESS WHEREOF, the Parties have executed this Agreement by their duly authorized representatives.

TOWN OF HANNA

Authorized Signature

Name: _____

Title: _____

Date: _____

VILLAGE OF DELIA

Authorized Signature

Name: Thomas Trout

Title: Mayor

Date: Feb 12 2026

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 10.01

Third and Final Reading Procedural Bylaw No. 1044-2026

Recommended Motion

That Council give Third and Final Reading to Procedural Bylaw 1044-2026, as presented.

Background

At the previous Council meeting, Procedural Bylaw 1044-2026 received First and Second Readings. The bylaw was developed to modernize the Town's governance practices and reflect structural and legislative updates, including the addition of a Consent Agenda and renaming Information Sessions to Committee of the Whole.

Following Second Reading, Council recommended changing the wording from In Camera Session to Closed Session to reflect more current and clear terminology. This change has been incorporated throughout the bylaw, and minor grammatical edits were also made for clarity.

The bylaw is now ready for Third and Final Reading.

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

- *Municipal Government Act*, Sections 145 and 203
- *Access to Information Act (ATIA)* and *Protection of Privacy Act (POPA)*
- Repeals and replaces Procedural Bylaw No. 1015-2021

Attachments

- Updated Procedural Bylaw 1044-2026, marked "For Third Reading

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 Closed Session) 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 (Closed Session)

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 10 DAY OF March 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 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: **March 10, 2026**

Committee or Boards to report on:
Acadia Foundation
Big Country Waste Management Commission
Veterans Memorial Highway Association

Meeting:	Big Country Waste Management Commission HR Meeting	
Location:	Hanna Transfer Station	
Date & Time:	March 2, 2026	9:00 AM

Discussion on employee behavior.

Meeting:	Seniors Fair	
Location:	Hanna Community Centre	
Date & Time:	March 4, 2026	10:00 AM – 4:00 PM

Upcoming Meeting to Attend:

Meeting:	Big Country Waste Management Commission HR Meeting	
Location:	Special Areas Board Room Hanna	
Date & Time:	March 9, 2026	3:00 PM
Meeting:	Big Country Waste Management Commission HR Special Meeting	
Location:	Special Areas Board Room Hanna	
Date & Time:	March 9, 2026	following HR Meeting
Meeting:	Acadia Foundation	
Location:	Hanna Lodge	
Date & Time:	March 17, 2026	10:00 AM
Meeting:	Big Country Waste Management Commission	
Location:	Youngstown Special Areas Board Room	
Date & Time:	March 23, 2026	7:00 PM
Meeting:	Council Information Meeting	
Location:	Hanna Council Chamber	
Date & Time:	March 25, 2026	8:30 AM
Meeting:	Local Loop (Town of Hanna Sponsored)	
Location:	Town of Hanna	
Date & Time:	March 4, 11, 18 & 25, 2026	

Councillor Hunter Report for March 11/26

Fred & Freda Gueder Bursary

Nothing New to announce – Names of recipients should be received over the next few Months

Hanna/Wake Student Exchange

Nothing new to report.

Marigold Library Systems Board (alternate)

Traveled into Strathmore with Vern for a facility tour on Feb 13/26. The facility is certainly nice. We were able to discuss some of the changes to their documentation that was submitted to Town Council at our meeting. We were able to meet numerous staff and we saw how the library sorts and distributes materials to the various Library Member locations.

Henry Kroeger Regional Water Services (alternate)

Nothing to report

Red Deer River Municipal Users Group (alternate)

Nothing to report

Last month I completed the online version of the Incident Command System I-100. It was very informative and helped me understand the training that we received throught the LAEO course.

I may wish to take the I-200 course in the future, I would want to take it at a live course session as the online version of I-200 can be completed, but the training is not acknowledged for any further training (such as I-300 or higher)

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Karg**
Council Date: **March 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: LYNKS Board Meeting
Location: Hanna AB
Date & Time: February 12, 2026 via Zoom

The Board received a presentation from the Community Foundation of Southeastern AB. The foundation provides funding opportunities for those rural communities within the geographical area. LYNKS has enjoyed community grants from the foundation and likely will continue to qualify in the future.
The Board learned there is a new award show, top 7 over 70 which showcases significant contributions made by people over the age of 70, this is part of the Community Foundation as well.
The weekly meals program by LYNKS is observing an increase in recovering addicts that are accessing the service. Also noted was the increase in young families as well as individuals over the age of 55 that are accessing the service for social connection. Currently, the program is providing approximately 50 meals per week.
The 50 year Gala celebration continues to be an agenda item. LYNKS is reporting at least 60 ticket sales with more fund-raising initiatives online, primarily a 50/50 option.

Meeting: Municipal Planning Meeting
Location: Hanna Town Council Chambers
Date & Time: Feb 13,2026 via Zoom

The Municipal Planning Commission approved an application for renovation change for an existing upstairs apartment structure. The approval allows the applicant to renovate to develop three apartments within the building, subject of course to all applicable building codes.

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Rorabeck**
Council Date: **March 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: February 17, 2026 at 12:00pm

Discussed the success of the Job Fair, and feedback we received from the community. Next year we would like to ensure the Job Fair is not on a PD Day, so that students will attend. Discussed upcoming AGM on March 16, 2026 at 6:00pm at the Canalta.

Upcoming Meetings to Attend:

Meeting: **Hanna and District Chamber of Commerce**
Location: Canalta Hotel
Date & Time: March 16, 2026 at 6:00pm (AGM)

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

Council Report and Round Table

Prepared by Vernon Thuroo

March 10, 2026

Meeting: CSB meeting

Location: Town Council Chamber

Date & Time: Feb. 12 at 7pm

Made decision on [redacted] how the money was spend on the applications for Community Service Grant money. 4 applications

Meeting: Marigold Board Tour at HQ

Location: Strathmore Marigold Head Office

Date & Time: Feb. 13 at 10:30am

Did a tour of the office of Marigold. Learning experience on the workings of the organization.

Meeting: Town Council Info Meeting:

Location: Town Council Chamber

Date & Time: Feb. 25 at 8:30

Upcoming Meetings

Meeting: Town Council Meeting

Location: Town Council Chamber

Date & Time: Mar. 10 at 6pm

Meeting: MDP workshop

Location: Hanna Community Center

Date & Time: Mar. 12 at 6pm

Meeting: HGCC meeting

Location: The Nickel

Date & Time: Mar 11 at 6 pm

Meeting: PEP Meeting

Location: Medicine Hat

Date & Time: Mar. 13 at 10 am

Meeting: BCWMC

Location: Youngstown at Special Areas Office

Date & Time Mar. 23 at 7pm

Meeting: Town Council Info Meeting

Location: Town Council Chamber

Date & Time: Mar. 25 at 8:30

Meeting: 2026 Spring Municipal Leaders' Caucus

Location: Edmonton

Date Mar. 26/27

Meeting: Hanna Library
Location: Hanna Library
Date + time Mar. 30 at 3pm.

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councilor Warwick
Council Date: March 10, 2026

Committee or Boards to report on:
Community Futures Meridian Region (CF)
Municipal Planning Commission (MPC)
Palliser Economic Partnership (PEP)

Meeting: **Council Meeting**
Location: Hanna Council Chambers
Date & Time: February 10, 2026/6:00 PM

Meeting: **MPC** Meeting
Location: Hanna Council Chambers
Date & Time: February 13, 2026/12:00 PM

Meeting: **CF** CEO Annual Evaluation
Location: Hanna-Zoom
Date & Time: February 19, 2026/1:00 PM

Meeting: **Council Information** Meeting
Location: Hanna Council Chambers
Date & Time: February 25, 2026/8:30 AM

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 10, 2026 Agenda Item No: 12.00

Correspondence

Recommended Motion

That Council accepts Correspondence item 12.01.

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

- Chamber of Commerce AGM

Reviewed by and Approved for Submission to Council

Reviewed by: _____

Financial Review by: _____

_____
Chief Administrative Officer

EXCLUSIVE INVITE FOR CHAMBER MEMBERS

ANNUAL GENERAL MEETING & NETWORKING SOCIAL

EAT, DRINK & CONNECT with fellow businesses.

DATE: Monday March 16th, 2026

MEETING: 6:00 PM

SOCIAL: To follow meeting

WHERE: CANALTA HOTEL - SOCIAL AREA

COST: No Charge

The Chamber is happy to cover the cost for this event.

If you plan to attend please email our office so can plan approximate numbers for the evening.

HANNA & DISTRICT CHAMBER OF COMMERCE

Call/Text: (403) 854-4004
Email:
HannaDistrictChamber@outlook.com

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting Agenda Background Information

Date: March 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 Disclosure harmful to economic interest of a public body as per ATIA Section 30
13.2 Disclosure harmful to economic interest of a public body as per ATIA Section 30

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