TOWN OF HANNA
Part of the Harvest Sky Region

TOWN OF HANNA
REGULAR COUNCIL MEETING
AGENDA
April 14, 2026

1 CALL TO ORDER – 6:00 pm

2 ADOPTION OF THE AGENDA

3 ADOPTION OF MINUTES

3.1 Minutes of the Council Regular Meeting – March 10, 2026
3.2 Minutes of the Council Committee of the Whole Meeting – March 25, 2026

4 CONSENT AGENDA

4.1 Senior Administrative Officials Reports
- 4.1.1 Chief Administrative Officer
- 4.1.2 Community Services Coordinator
- 4.1.3 Director of Business & Communications
- 4.1.4 Director of Public Works & Community Services
- 4.1.5 Bylaw Enforcement Officer

4.2 Accounts Payable
4.3 Statement of Revenue & Expense – March 2026
4.4 Budget Overview – March 2026
4.5 Capital Overview – January – March 2026

5 PUBLIC PRESENTATION

6 DELEGATION

7 PUBLIC HEARING

8 NEW BUSINESS

8.1 VIC - Harvest Sky Operating Agreement
8.2 Special Meeting Date April 29, 2026
8.3 Community Centre Roof Coating

9 BYLAWS

9.1 Bylaw 1046-2026 Community Standard Bylaw
9.2 Bylaw 1047-2026 Utility Rate Bylaw
9.3 Bylaw 1048-2026 Anti-Bullying Bylaw
9.4 Election Bylaw Policy 2026-03 & Bylaw 1049-2026 Election Bylaw

10 COMMITTEE REPORTS

10.1 Council Reports

11 CORRESPONDENCE

11.1 AB Municipal Affairs - Letter 2026 – Hanna Fire Department
11.2 Canada Heritage July 1st Grant
11.3 ATCO Franchise 2025 Year End Report

12 CLOSED SESSION

12.1 Disclosure harmful to economic interest of a public body as per ATIA Section 30

12.2 Disclosure harmful to economic interest of a public body as per ATIA Section 30

13 ADJOURNMENT

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Council Meeting Minutes

Meeting Date: April 14, 2026 Agenda Item No: 03.00
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - MGA
Council Bylaw/Policy (cite): Bylaw 1044-2026 Hanna Procedural Bylaw

RECOMMENDED ACTION

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

That the Minutes of the Information Meeting of Council held March 25, 2026, be adopted as presented.

BACKGROUND INFORMATION

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.

ATTACHMENTS:

- Minutes of the Council Regular Meeting – March 10, 2026
- Minutes of the Council Committee of the Whole – March 25, 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

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.

MINUTES

REGULAR MEETING OF COUNCIL

March 10, 2026

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

Council Members Present:

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

Council Members Absent Danny Povaschuk

Administration Present:

Matthew Norburn – Chief Administrative Officer – Video Conference
Winona Gutsche – Director of Corporate Services
Laurie Armstrong – Director of Business & Communication
Skye Suntjens – Bylaw Enforcement Officer
Michele Toews – Community Services Coordinator

1.0 CALL TO ORDER

Deputy Mayor Fred Crowle called the meeting to order at 6:00 p.m.

2.0 ADOPTION OF AGENDA

057-2026 Moved by Councillor Warwick that the agenda for March 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

There was no one present for Public Presentation

5.0 ADOPTION OF MINUTES

5.01 Minutes of the Regular Meeting of Council – February 10, 2026

058-2026 Moved by Councillor Rorabeck that the Minutes of the Regular Meeting of Council held February 10, 2026, be adopted as presented.

Motion Carried.

5.02 Minutes of the Information Meeting of Council – February 25, 2026

059-2026 Moved by Councillor Thuroo that the Minutes of the Information Meeting of Council held February 25, 2026, be adopted as presented.

Motion Carried.

6.0 FINANCE REPORTS

6.01 Accounts Payable

060-2026 Moved by Councillor Warwick that Council accepts the accounts payable listings for general account cheques 043589 - 0043597, direct deposits 004852 - 004924, and Electronic Funds Transfer Batches 1012 & 1015 for information.

Motion Carried.

6.02 Statement of Revenue & Expense – February 2026

061-2026 Moved by Councillor Thuroo that Council accepts the Statement of Revenue & Expense Report for February 2026 for information.

Motion Carried.

6.03 Budget Overview – February 2026

062-2026 Moved by Councillor Hunter that Council accepts the Budget Overview for February 2026 for information.

Motion Carried.

7.0 COMMITTEE REPORTS

7.01 Community Services Board Meeting Minutes – February 12, 2026

063-2026 Moved by Councillor Warwick that Council accepts the Community Services Board Meeting Minutes of February 12, 2026, for information.

Motion Carried.

7.02 Municipal Planning Commission Meeting Minutes – February 13, 2026

064-2026 Moved by Councillor Rorabeck that Council accepts the Municipal Planning Commission Meeting Minutes of February 13, 2026, for information.

Motion Carried.

8.0 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

065-2026 Moved by Councillor Thuroo 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 Community Services Board Grant – 2026 Allocation

066-2026 Moved by Councillor Rorabeck 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	Facility rental for Rummage Sale
$2,500 - Hanna Outdoor Movie Night	Purchase of equipment
$1,000 - Hanna Farmers' Market	Facility rental for Markets
$1,000 - Hanna Municipal Library	Supplies for Craft Kit Program

Motion Carried.

9.02 Community Services Board Grant

067-2026 Moved by Deputy Mayor Crowle that Council table Business Item 9.02 Community Services Board Grant request for an increase of funds to the 2027 budget.

Motion Carried.

9.03 Travel, Meal and Hospitality Expenses Policy 2026-01

Councillor Karg requested a recorded vote for Business Item 9.03 Travel, Meal and Hospitality Expenses Policy 2026-01.

068-2026 Moved by Councillor Warwick that Council adopt the Travel, Meal and Hospitality Expenses Policy 2026-01 as presented.

In Favor – Councillors, Crowle, Thuroo, Hunter, Rorabeck & Warwick
Opposed – Councillor Karg

Motion Carried.

9.04 Council Remuneration Policy 2026-02

069-2026 Moved by Councillor Thuroo that Council approve the updated Council Remuneration Policy No. 2026-02 as presented, replacing the existing policy.

Motion Carried.

9.05 ATCO Streetlight Rate Conversion Proposal

070-2026 Moved by Councillor Thuroo 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.

Motion Carried.

9.06 Kiddies Korner Playschool – Rental Agreement Approval

071-2026 Moved by Councillor Karg 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.

Motion Carried.

9.07 On-Call Bylaw Enforcement Services Agreement
With Village of Delia

072-2026 Moved by Councillor Karg 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.

Motion Carried.

10.0 BYLAWS

10.01 Bylaw 1044-2026 – New Council Procedural Bylaw

073-2026 Moved by Councillor Hunter that Council give third and final reading to Bylaw 1044-2026, the New Council Procedural Bylaw, replacing the Freedom of Information & Policy Act (FOIP) with Access to Information Act (ATIA) and Protection of Privacy Act (POPA).

Motion Carried.

11.0 COUNCIL REPORTS AND ROUNDTABLE

074-2026 Moved by Councillor Karg that a Notice of Motion be brought forward; that Council directs Administration to research and provide information on the process of candidates providing a police record check when filing their Intent To Run form in a municipal election.

Motion Carried.

075-2026 Moved by Councillor Warwick that Council accepts the Council Reports for information.

Motion Carried.

12.0 CORRESPONDENCE

12.01 Chamber of Commerce AGM

13.0 CLOSED SESSION

076-2026 Moved by Councillor Thuroo that Council move to Closed Session at 7:13 p.m. to discuss the following agenda items:

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

Motion Carried.

077-2026 Moved by Deputy Mayor Crowle that Council move to Regular Session at 7:57 p.m.

Motion Carried.

078-2026 Moved by Councillor Karg that Council approve the sale of the property located at 709 Centre Street, Hanna, Alberta, to the highest bid, and that the property be sold as-is, where-is, with Administration authorized to execute all documents necessary to complete the transaction.

Motion Carried.

079-2026 Moved by Councillor Warwick that Council direct Administration to counter the payment structure of the offer to purchase land located at 605 Palliser Trail to be paid in full within 90 days of closing.

Motion Carried.

080-2026 Moved by Councillor Thuroo that Council accept the Municipal Cat and Management Program – Canadian Animal Task Force (CATF) report for information.

Motion Carried.

14.0 ADJOURNMENT

Deputy Mayor Fred Crowle declared all business concluded and adjourned the meeting at 8:09 p.m.

These minutes approved this 14th day of April 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

MINUTES

COMMITTEE OF THE WHOLE MEETING

March 25, 2026

Minutes of a Committee of the Whole meeting of the Town of Hanna held Wednesday, March 25, 2026, at 8:30 a.m. in the Town Council Chambers.

Council Members Present:

Mayor Danny Povaschuk
Fred Crowle
Brenda Karg
Erica Rorabeck
Vernon Thuroo

Council Members Absent

Paul Hunter
Angie Warwick

Administration Present:

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

1.0 CALL TO ORDER

Mayor Danny Povaschuk called the meeting to order at 8:31 a.m.

2.0 ADOPTION OF AGENDA

081-2026 Moved by Councillor Thuroo that the agenda for March 25, 2026, Committee of the Whole Meeting be adopted presented.

Motion Carried.

3.0 PUBLIC PRESENTATION

There was no one present for Public Presentation

4.0 DELEGATION

4.1 Hanna Municipal Library – Jenn Steinbrecker

Jenn Steinbrecker Library Director of the Hanna Municipal Library provided Council with a presentation, outlining the updates of the Hanna Municipal Library and the Marigold Library Services.

082-2026 Moved by Councillor Karg that the Committee of the Whole thanks Jenn Steinbrecker of the Hanna Municipal Library and Marigold Library Services for the presentation on the Hanna Library.

Motion Carried.

4.2 RCMP – 3rd Quarter Update - Sgt. Rob Welsman

Sgt. Welsman was in attendance to provide a presentation and overview of the Hanna RCMP Detachment 2025/2026 3rd Quarter Report (Oct – Dec 2025) and provide an update on the activities of the Hanna RCMP.

Mayor Povaschuk on behalf of the Committee of the Whole receives the RCMP 3rd Quarter update for information and thank Sgt. Rob Welsman, Detachment Commander, Hanna RCMP.

5.0 CHIEF ADMINISTRATIVE OFFICER REPORT

5.01 CAO Report
5.02 Bylaw Officer – Skye Suntjens Report

6.0 BUSINESS ITEMS

6.01 Anti-Bullying Bylaw Review and Community Discussion

Mayor Povaschuk on behalf of the Committee of the Whole receives that presentation and discussion regarding bullying in the community and direct Administration to report back with options regarding the future of Bylaw 964-2012 Anti-Bullying Bylaw.

6.02 Criminal Record Check Requirements – Municipal Election Candidates

Mayor Povaschuk on behalf of the Committee of the Whole recommends that direction be given to Administration to draft a bylaw requiring candidates in municipal elections to submit a Criminal Record Check or Polic Information Check as part of the nomination process.

7.0 COUNCIL ROUNDTABLE

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

8.0 ADJOURNMENT

Mayor Danny Povaschuk declared all business concluded and adjourned the meeting at 10:16 a.m.

These minutes approved this 14th day of April 2026.

_____
Mayor Danny Povaschuk

_____
Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Senior Administrative Officials Reports

Meeting Date: April 14, 2026 Agenda Item No: 04.01
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the Senior Administrative Official reports 4.1.1 – 4.1.5 as presented for information.

BACKGROUND INFORMATION

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.

ATTACHMENTS:

- 4.1.1 Chief Administrative Officer
- 4.1.2 Community Services Coordinator
- 4.1.3 Director of Business & Communications
- 4.1.4 Director of Public Works / Community Services
- 4.1.5 Bylaw Enforcement Officer

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

CAO Report to Council

April 14, 2026

1. Administration & Finance

Investment Portfolio. Qube Investment Management

The Town of Hanna is now fully invested with Qube Investment Management. This marks the completion of the transition of municipal funds.

Key updates for Council consideration:

- Statements are currently set to be issued quarterly; however, monthly reporting can be arranged if Council prefers more frequent updates.
- Qube has offered to provide a virtual portfolio review and debrief session for Council.

2. Waste Management & Recycling

Extended Producer Responsibility (EPR) Phase 2 Opportunity

The Town has been in discussions with Circular Materials regarding the next phase of Alberta's EPR program.

- Based on preliminary information, Hanna is eligible for curbside recycling services beginning October 1, 2026.
- This eligibility is tied to the Town having garbage collection in place before April 1, 2025.

3. Economic Development & Intergovernmental Affairs

Municipal Leaders' Caucus Edmonton

I attended the Municipal Leaders' Caucus in Edmonton.

4. Land & Development

605 Palliser Trail Property (Former ATCO Site)

Following previous discussions and negotiations, the Administration will be relisting the property at $260,000.

5. Human Resources & Organizational Risk

Employment Agreement Updates

In consultation with the Town's legal counsel, Administration has updated the standard employment offer letters and terms of employment.

- Previous offer letters did not include clearly defined terms of employment.
- The updated agreements now include clear terms of employment
- These changes align with best practices and reduce the risks for the Town.

Community Services Coordinator Report – April 14, 2026 – Michele Toews

DAGASHI Day

Thank you to Wake once again for providing DAGASHI candy so we could participate in DAGASHI Day. I was able to share DAGASHI at Kiddies Korner, JC Charyk School, the Seniors' Fair, Lynks Hot Lunch, and our Spring Community Showcase. We also submitted information about the program to the Alberta Japan Twin Municipalities Association to be included in their upcoming conference booklet feature on cultural exchange activities.

Volunteer Appreciation Night

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, upstairs in the Provincial Building. Light refreshments will be provided, followed by a short program. All community members are welcome to come out and celebrate our volunteers that make Hanna and area a great place to live.

Community Services Board

Reminder that the deadline to apply for the next round of Community Services Board funding is on April 30th. The board will meet in May to review and make recommendations for Council's consideration at your June meeting.

EPIC Adventures

Elizabeth King will be returning as our EPIC Adventures Manager again this summer. Stay tuned for more details on the program plans for the upcoming season.

Report to Council

Date: April 2026
Submitted by: Laurie Armstrong, Director of Business & Communication

- Performed computer maintenance, software updates, troubleshooting and assisting staff.
- The weekly virtual training to setup and configure equipment and vehicle inspection software has reduced to every 2nd or 3rd week. I am now 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.
- I am almost ready for the Pool Manager and the Epic Manager to start working. Their seasonal accounts will soon be configured with the necessary access to the file server and licensing for the programs they require to do their jobs.
- I have briefly reported that I have been working on a staff intranet project. With one critical office staff member on leave, and two who are new to their job, this intranet provides a one stop shop for staff resources. The most valuable yet most time-consuming piece is the Staff Knowledge Base. This is a series of procedure type articles that offers guidance and steps for the various tasks managed by the Office Staff. They range From payroll and benefits, tax certificates, accounts payable and receivable, legislative reporting and more. My hope is that this will expand into external departments and will be a living resource that will last beyond my employment years.
- I participated in various virtual meetings with Matthew to review contract terms and conditions with Government Frameworks (Laserfiche and forms projects). Part of this project is the integration between the Laserfiche file storage system and the Town's financial services package. That first step in this multi-step project has been completed.
- Spring and summer street light banners were ordered to replace those that have been destroyed and lost.
- The monthly statistics regarding the Town's website change, especially as the seasons change. The following are some highlights for the **past 3 months**.
    - Website averaged approximately 6,000 clicks or 67 clicks/day. This is lower, but on par with our longer term averages.
    - The top three pages, other than the home page of course are Our Heritage, Employment and Contact Us followed closely by Real Estate and Utilities. We will

start to see a shift as summer closes in toward users visiting Fox Lake Park and the Pool pages more frequently.
    - Mobile devices still top the list, over Desktop and Tablet. That means that the majority of people- 59% - who visit the website use a mobile device.
        - This confirms that the website needs to render adequately, not only on different browsers, but also on different brands and sizes of phones.

- Reviewed and assessed a program offered to Administration that will streamline and make the process of issuing tax certificates more efficiently. After reviewing and discussing the process currently used by Administration, it was decided that our current process is more efficient than the one being sold. It was decided to remain with our current process.
- The Event kiosks at the Library, JCC School and Town Office Lobby were updated and are now functioning up to standard. We can begin planning for 2027.
- Shared a press release from Sgt. Welsman, pertaining to his request for community input and directing people to respond to elected officials.

COUNCIL REPORT

DATE: **April 14, 2026**

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

- Since March 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 summer hitting in one day with plus 19 degrees, we were very busy thawing out storm and catch basins.
    - We located the curb stop and sewer location for a company that relined service on 6th Ave.
    - The 2026 water, wastewater conference was good this year and a little cooler than normal. Wes and I did lots of networking and looked at lots of new things.
    - We will be starting sewer flushing as soon as the weather is nice enough for the guys to be out. Katie already put out a post letting the public know on April 7th that we would be starting soon.

  - Road Maintenance
    - As soon as we get some warm drying weather, we will start on the alleys.
    - We are monitoring potholes and patching them as we find them. The wet cold and then warm weather is not helping the roads, and we limited on cold mix as soon as Brooks Asphalt can get into the pile we will get more so until then we are using it sparingly.
    - We will be starting street sweeping as well, we will make sure to have Katie make a post and make sure our map is updating and working when we start.

  - 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.
    - MPE set us up with a new outfit that looks after the Calgary airport lights, they came out and did some investigating on our system. They have come up with some ideas on how we can fix our light issues or what could be the problem. We will be forwarding these costs onto Tristar once we get everything figured out.

- Cemetery

- Arena
  - The Arena ice was taken out on the 21st of March, and the staff is now getting ready for lacrosse and the rummage sale.
  - The crew has the ice out of the curling rink, getting things stored for the summer and ready for the rummage sale.

- Pool
  - The pool floors are complete and Eric and I did a walk through. We did find a few things that they are going to address. We are pleased how it turned out and the crew is putting things back together.
  - The lifeguards have been hired, and their employment letters will be sent out soon.
  - The Manager will start in the office in the last week of April.

- Parks
  - Linn has started back for the season April 7th mainly in Hector King-Hunter Park then assist in the other parks getting them ready for summer.
  - Sheldon is returning April 13th.

- Other

  Eric and Edwin will be going to the Parks and Recreation Conference in Grand Prairie from April 12th to April16th.

Bylaw Enforcement Office 2026, First Quarter: Skye Suntjens

The First Quarter included researching other municipalities' community standards bylaws to gather ideas for Hanna's Community Standards Bylaw. The Community Standards Bylaw was drafted along with its schedule.

Unsightly Premises:

Enforcement of the "Unsightly Premises" Bylaw included unsightly yards being identified as a priority. The following steps were applied for the maintenance of "unsightly premises":
Step 1: Warnings/Reminders
Step 2: Letters
Step 3: MGA Remedy's
Step 4: MGA Notice of Entries

Enforcement of "unsightly premises" included hazardous and unappealing properties. Repeated warnings were issued to an occupant with little compliance, resulting in contractors cleaning up, towing vehicles, and demolishing a house on the property. **Four complaints** were received over the First Quarter, including a complaint of an icy sidewalk.

Traffic:

10 traffic complaints were received regarding abandoned vehicles, sidewalk obstructions, an overweight vehicle parked on a residential street, a vehicle parked on private property without consent, a vehicle blocking snow routes, prohibited parking and a recreational vehicle (RV) parked on the street for more than 48 hours. Warnings resulted in compliance from owners.

Animal Control:

There were **14 complaints received** regarding dogs at large, excessive barking, unlicensed dogs, and the harbouring of more than 3 dogs. Compliance from animal owners was mostly achieved. Two tickets were issued for unlicensed dogs after multiple warnings. Two dogs were surrendered to the Town after multiple warnings and tickets for dogs at large and aggressive dog behaviour. The dogs were taken to a nearby shelter and adopted within two to three days.

Noise Control

Noise control received **one complaint** regarding repetitive and excessive noise. Multiple warnings were issued, and compliance was achieved.

First Quarter Statistics January-March 2026:

Category	Jan Complaints	Jan Letters	Jan MGAs	Jan Tickets
Animal	3	1	0	0
Unsightly	1	0	1	0
Traffic	5	0	0	0
Noise	0	0	0	0
Total	**9**	**1**	**1**	**0**

Category	Feb Complaints	Feb Letters	Feb MGAs	Feb Tickets
Animal	9	0	0	0
Unsightly	2	1	0	0
Traffic	1	1	0	0
Noise	0	0	0	0
Total	**12**	**2**	**0**	**0**

Category	Mar Complaints	Mar Letters	Mar MGAs	Mar Tickets
Animal	2	0	0	2
Unsightly	1	0	0	0
Traffic	4	0	0	0
Noise	1	0	0	0
Total	**8**	**0**	**0**	**2**

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Accounts Payable

Meeting Date: April 14, 2026 Agenda Item No: 04.02
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

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

- Cheques 043598 - 043610
- Direct Deposits 004925 - 005001
- Electronic Funds Transfer – Batch Numbers 1018 & 1021

BACKGROUND INFORMATION

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.

ATTACHMENTS:

• Accounts Payable Listing – Cheques 043598 - 043610	Total	$23,402.14
• Accounts Payable Listing – Direct Dep 004925 - 005001	Total	$243,630.40
• Accounts Payable Listing – EFT Batch No. 1018 & 1021	Total	$47,656.77

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Statement of Revenue & Expense

Meeting Date: April 14, 2026 Agenda Item No: 04.03
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the Statement of Revenue and Expense Report for March 2026 for information.

BACKGROUND INFORMATION

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 March 31, 2026.

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

ATTACHMENTS:

- Statement of Revenue & Expense Report – March 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

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	115,730.50-	598,900.00-	483,169.50-
RETURN ON INVESTMENTS	1-01-0000-550	20,860.48-	197,000.00-	176,139.52-
	TOTAL GENERAL MUNICIPAL 01:	146,892.43-	4,773,816.00-	4,626,923.57-
GENERAL ADMINISTRATION				
ADMIN GENERAL SERVICE & SUPPLY	1-12-0000-410	666.00-	8,700.00-	8,034.00-
ADMIN SOUVENIR	1-12-0000-419	179.47-	1,400.00-	1,220.53-
ADMIN RENTAL & LEASE REVENUE	1-12-0000-560	4,425.00-	14,700.00-	10,275.00-
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:	5,270.47-	1,070,900.00-	1,065,629.53-
POLICE				
POLICE PROVINCIAL FINES	1-21-0000-530	355.00-	2,300.00-	1,945.00-
	TOTAL POLICE:	355.00-	2,300.00-	1,945.00-
SAFETY & RISK MANAGEMENT				
FIRE				
FIRE FIRE FIGHTING FEES	1-23-0000-410	7,145.00-	87,800.00-	80,655.00-
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:	7,145.00-	398,980.00-	391,835.00-
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	120.00-	600.00-	480.00-
BY-LAW BUSINESS LICENSES	1-26-0000-522	21,000.00-	18,100.00-	2,900.00
BY-LAW COMPLIANCE CERTIFICATES	1-26-0000-525	0.00	200.00-	200.00-
BY-LAW FINES	1-26-0000-530	200.00-	1,000.00-	800.00-
BY-LAW OTHER REVENUE	1-26-0000-590	0.00	18,600.00-	18,600.00-
	TOTAL BY-LAW ENFORCEMENT:	25,266.75-	41,500.00-	16,233.25-
DOG CONTROL				
DOG CONTROL - ANIMAL LICENSES	1-28-0000-526	5,240.02-	5,900.00-	659.98-
DOG CONTROL - IMPOUND & SUSTENANCE	1-28-0000-590	0.00	100.00-	100.00-
	TOTAL DOG CONTROL:	5,240.02-	6,000.00-	759.98-
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	2,700.00-	11,000.00-	8,300.00-
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:	2,700.00-	25,110.00-	22,410.00-
WATER SUPPLY & DISTRIBUTION				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
WATER SALE OF WATER	1-41-0000-410	171,127.57-	1,210,072.00-	1,038,944.43-
WATER SERVICE CHARGES	1-41-0000-413	150.00-	1,300.00-	1,150.00-
WATER RECOVERY FROM OPERATING - WATE	1-41-0000-963	5,525.04-	100,600.00-	95,074.96-
	TOTAL WATER SUPPLY & DISTRIBUTION:	176,802.61-	1,311,972.00-	1,135,169.39-
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	45,501.24-	277,400.00-	231,898.76-
SEWER DRAWN FROM SURPLUS (OPERATING	1-42-0000-920	0.00	289,885.00-	289,885.00-
	TOTAL SANITARY SEWERS:	45,501.24-	567,285.00-	521,783.76-
GARBAGE COLLECTION & DISPOSAL				
GARBAGE CHARGES RESIDENTIAL	1-43-0000-410	12,821.62-	74,300.00-	61,478.38-
	TOTAL GARBAGE COLLECTION & DISPOSAL:	12,821.62-	74,300.00-	61,478.38-
BIG COUNTRY WASTE AUTHORITY				
REGIONAL WASTE SITE FEES	1-44-0000-410	59,206.46-	353,800.00-	294,593.54-
REGIONAL WASTE OTHER REVENUE	1-44-0000-590	0.00	100.00-	100.00-
	TOTAL BIG COUNTRY WASTE AUTHORITY:	59,206.46-	353,900.00-	294,693.54-
F.C.S.S.				
FCSS PROGRAM REVENUE	1-51-0000-402	0.00	300.00-	300.00-
FCSS VAN RENTAL	1-51-0000-561	174.45-	1,000.00-	825.55-
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.:	23,634.45-	99,800.00-	76,165.55-
CEMETERY				
CEMETERY CHARGES	1-56-0000-410	4,525.00-	14,300.00-	9,775.00-
CEMETERY OTHER	1-56-0000-590	53.31-	692.00-	638.69-
	TOTAL CEMETERY:	4,578.31-	14,992.00-	10,413.69-
RECREATION & PARKS FACILITIES				
RECREATION SALES & SERVICE	1-72-0000-410	800.00-	2,828.00-	2,028.00-
RECREATION PROGRAM REVENUE	1-72-0000-430	1,284.48-	7,100.00-	5,815.52-
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:	2,084.48-	380,545.00-	378,460.52-
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	15.00-	12,200.00-	12,185.00-
POOL RETAIL SALES	1-72-0100-419	140.95-	3,500.00-	3,359.05-
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:	1,038.58-	85,000.00-	83,961.42-
ARENA				
ARENA ADVERTISING REV SIGNS	1-72-0200-410	6,509.62-	15,300.00-	8,790.38-
ARENA RENTAL REVENUE	1-72-0200-560	44,000.25-	83,900.00-	39,899.75-
ARENA LOBBY & CONCESSION RENTAL	1-72-0200-562	1,200.00-	3,300.00-	2,100.00-
	TOTAL ARENA:	51,709.87-	102,500.00-	50,790.13-
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 31/03/2026

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	1,885.70-	81,200.00-	79,314.30-
	TOTAL FOX LAKE & HELMER DAM:	1,885.70-	85,603.00-	83,717.30-
PARKS				
PARKS OTHER REVENUE	1-72-0800-990	190.48-	0.00	190.48
	TOTAL PARKS:	190.48-	0.00	190.48
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	4,500.09-	13,600.00-	9,099.91-
RCSC LEASE AGREEMENT REVENUE	1-74-0800-561	0.00	20,000.00-	20,000.00-
RCSC OTHER	1-74-0800-590	105.00-	0.00	105.00
RCSC DONATIONS / SPONSORSHIPS	1-74-0800-591	0.00	28,570.00-	28,570.00-
RCSC FITNESS CENTRE FEE REVENUE	1-74-0801-561	4,913.34-	29,274.00-	24,360.66-
	TOTAL REGIONAL COMMUNITY SERVICES CENTRE:	9,518.43-	91,444.00-	81,925.57-
COMMUNITY CENTRE				
COMMUNITY CENTRE RENTAL REVENUE	1-74-0900-560	13,075.48-	33,866.00-	20,790.52-
	TOTAL COMMUNITY CENTRE:	13,075.48-	33,866.00-	20,790.52-
LIONS HALL				
LIONS HALL RENTAL REVENUE	1-74-1000-560	1,050.00-	3,300.00-	2,250.00-
	LIONS HALL TOTAL:	1,050.00-	3,300.00-	2,250.00-
	TOTAL REVENUE:	596,447.61-	10,520,769.00-	9,924,321.39-
COUNCIL				
COUNCIL WAGES	2-11-0000-110	25,431.34	101,400.00	75,968.66
COUNCIL BENEFITS	2-11-0000-130	1,069.22	4,200.00	3,130.78
COUNCIL NON T4 BENEFITS	2-11-0000-133	525.00	550.00	25.00
COUNCIL TRAVEL & SUBSISTANCE	2-11-0000-211	250.71	14,400.00	14,149.29
COUNCIL TRAINING / REGISTRATIONS	2-11-0000-212	1,580.93	13,300.00	11,719.07
COUNCIL GOODS	2-11-0000-500	5,805.96	17,400.00	11,594.04
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:	34,663.16	157,550.00	122,886.84
ADMINISTRATION				
ADMINISTRATION SALARIES	2-12-0000-110	86,167.81	329,400.00	243,232.19
ADMINISTRATION CASUAL LABOUR	2-12-0000-111	0.00	8,700.00	8,700.00
ADMINISTRATION EMPLOYEE BENEFITS	2-12-0000-130	7,094.54	21,800.00	14,705.46
ADMINISTRATION CASUAL BENEFITS	2-12-0000-131	0.00	600.00	600.00
ADMINISTRATION NON T4 BENEFITS	2-12-0000-133	11,564.07	39,700.00	28,135.93
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	1,525.00	5,900.00	4,375.00
ADMINISTRATION FREIGHT & POSTAGE	2-12-0000-215	567.00	10,600.00	10,033.00
ADMINISTRATION TELEPHONE	2-12-0000-217	2,077.52	8,200.00	6,122.48
ADMINISTRATION ADVERTISING & PRINTIN	2-12-0000-220	6,154.69	9,400.00	3,245.31
ADMINISTRATION SUBSCRIPTION & MEMBER	2-12-0000-221	5,852.95	10,000.00	4,147.05
ADMINISTRATION AUDIT	2-12-0000-230	0.00	38,700.00	38,700.00
ADMINISTRATION LEGAL	2-12-0000-231	5,616.58	25,000.00	19,383.42
ADMINISTRATION PROFESSIONAL SERVICES	2-12-0000-232	37,776.29	145,284.00	107,507.71
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	19,637.23	20,480.00	842.77
ADMINISTRATION ASSESSOR	2-12-0000-280	3,000.00	51,400.00	48,400.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
ADMINISTRATION LAND TITLES OFFICE	2-12-0000-285	115.00	1,000.00	885.00
ADMINISTRATION GOODS	2-12-0000-500	3,585.79	9,000.00	5,414.21
ADMINISTRATION GOODS - SOUVENIRS	2-12-0000-501	0.00	1,500.00	1,500.00
ADMINISTRATION POWER	2-12-0000-541	5,565.48	22,600.00	17,034.52
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	114.44	840.00	725.56
ADMINISTRATION OTHER	2-12-0000-990	20.00	27,000.00	26,980.00
ADMINISTRATION PUBLIC REC. - PROMOTI	2-12-0000-999	0.00	1,000.00	1,000.00
	TOTAL ADMINISTRATION:	337,935.74	1,072,054.00	734,118.26
TAX RECOVERY PROPERTY				
TAX RECOVERY PROPERTY - POWER	2-12-0600-541	40.00	0.00	40.00-
TAX RECOVERY PROPERTY - RECOVERIES T	2-12-0600-963	244.12	0.00	244.12-
	TOTAL TAX RECOVERY PROPERTY:	284.12	0.00	284.12-
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	95.00	1,950.00	1,855.00
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:	95.00	6,350.00	6,255.00
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	675.72	9,600.00	8,924.28
FIRE NON T4 BENEFITS	2-23-0000-133	1,480.00	1,500.00	20.00
FIRE TRAVEL	2-23-0000-211	1,495.16	12,100.00	10,604.84
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	1,149.03	7,500.00	6,350.97
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	14,408.21	43,000.00	28,591.79
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	5,469.94	23,151.00	17,681.06
FIRE PETROLEUM PRODUCTS	2-23-0000-521	442.90	8,800.00	8,357.10
FIRE VEHICLE MAINTENANCE	2-23-0000-523	0.00	300.00	300.00
FIRE HEATING	2-23-0000-540	3,340.12	13,200.00	9,859.88
FIRE POWER	2-23-0000-541	1,886.87	13,700.00	11,813.13
FIRE GROSS RECOVERIES TO OPERATING	2-23-0000-963	178.04	17,000.00	16,821.96
	TOTAL FIRE:	54,681.63	396,801.00	342,119.37
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	2,600.01	10,400.00	7,799.99
EMERGENCY SERVICES GOODS	2-24-0000-500	0.00	4,300.00	4,300.00
	TOTAL EMERGENCY SERVICES:	2,600.01	19,200.00	16,599.99
BY-LAW ENFORCEMENT				
BYLAW SALARIES	2-26-0000-110	13,449.87	62,400.00	48,950.13
BYLAW BENEFITS	2-26-0000-130	1,146.26	5,500.00	4,353.74
BYLAW NON T4 BENEFITS	2-26-0000-133	928.99	5,200.00	4,271.01
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	355.17	1,250.00	894.83
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

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
BYLAW PROFESSIONAL SERVICES	2-26-0000-232	5,195.60	13,100.00	7,904.40
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	1,782.07	2,500.00	717.93
BYLAW PETROLEUM PRODUCTS	2-26-0000-521	254.28	1,200.00	945.72
BYLAW WORK BILLED TO OTHERS	2-26-0000-998	25,325.75	3,000.00	22,325.75-
	TOTAL BY-LAW ENFORCEMENT:	49,788.99	102,700.00	52,911.01
DOG CONTROL				
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	71,009.88	315,200.00	244,190.12
COMMON SERVICES SEASONAL SALARIES	2-31-0000-111	10,424.32	3,700.00	6,724.32-
COMMON SERVICES EMPLOYEE BENEFITS	2-31-0000-130	5,409.34	24,100.00	18,690.66
COMMON SERVICES SEASONAL BENEFITS	2-31-0000-131	341.06	300.00	41.06-
COMMON SERVICES NON T4 BENEFITS	2-31-0000-133	13,260.26	48,800.00	35,539.74
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	1,853.29	5,400.00	3,546.71
COMMON SERVICES ADVERTISING & PRINTI	2-31-0000-220	0.00	600.00	600.00
COMMON SERVICES CONTRACTED SERVICES	2-31-0000-232	470.65	2,600.00	2,129.35
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	1,400.00	14,500.00	13,100.00
COMMON SERVICES INSURANCE	2-31-0000-274	33,435.00	35,550.00	2,115.00
COMMON SERVICES GOODS	2-31-0000-500	8,170.03	19,857.00	11,686.97
COMMON SERVICES PETROLEUM PRODUCTS	2-31-0000-521	8,016.97	46,600.00	38,583.03
COMMON SERVICE EQUIPMENT MAINTENANCE	2-31-0000-522	1,633.33	6,800.00	5,166.67
COMMON SERVICES VEHICLE MAINTENANCE	2-31-0000-523	3,463.65	16,500.00	13,036.35
COMMON SERVICES HEATING	2-31-0000-540	4,736.71	19,200.00	14,463.29
COMMON SERVICES POWER	2-31-0000-541	2,357.66	15,200.00	12,842.34
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	368.84	3,000.00	2,631.16
	TOTAL COMMON SERVICES:	167,034.39	653,387.00	486,352.61
STREETS & ROADS				
S & R SALARIES	2-32-0000-110	30,483.81	108,500.00	78,016.19
S & R SEASONAL SALARIES	2-32-0000-111	4,878.40	5,500.00	621.60
S & R BENEFITS	2-32-0000-130	2,750.80	8,000.00	5,249.20
S & R SEASONAL BENEFITS	2-32-0000-131	243.43	400.00	156.57
S & R NON T4 BENEFITS	2-32-0000-133	4,481.53	16,300.00	11,818.47
S & R FREIGHT	2-32-0000-215	1,933.79	700.00	1,233.79-
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	2,508.59	5,000.00	2,491.41
S & R VEHICLE REPAIRS	2-32-0000-255	0.00	1,500.00	1,500.00
S & R GOODS	2-32-0000-500	5,188.65	35,582.00	30,393.35
S & R EQUIPMENT GOODS	2-32-0000-522	5,576.92	9,900.00	4,323.08
S & R VEHICLE MAINTENANCE	2-32-0000-523	0.00	2,500.00	2,500.00
S & R STREET LIGHTS	2-32-0000-553	8,551.54	127,500.00	118,948.46
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:	66,597.46	1,610,658.00	1,544,060.54
AIRPORT				
AIRPORT SALARIES	2-33-0000-110	1,815.38	2,700.00	884.62
AIRPORT SEASONAL SALARIES	2-33-0000-111	0.00	3,200.00	3,200.00
AIRPORT BENEFITS	2-33-0000-130	157.27	200.00	42.73
AIRPORT SEASONAL BENEFITS	2-33-0000-131	0.00	200.00	200.00
AIRPORT NON T-4 BENEFITS	2-33-0000-133	227.22	500.00	272.78
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	142.86	2,100.00	1,957.14

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	61.97	4,500.00	4,438.03
AIRPORT VEHICLE GOODS	2-33-0000-523	0.00	100.00	100.00
AIRPORT HEATING	2-33-0000-540	444.68	2,200.00	1,755.32
AIRPORT POWER	2-33-0000-541	891.37	7,600.00	6,708.63
AIRPORT WATER & SEWER	2-33-0000-542	80.00	500.00	420.00
	TOTAL AIRPORT:	10,044.81	39,120.00	29,075.19
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	137,926.14	936,300.00	798,373.86
WATER PLANT POWER	2-41-0100-541	4,484.16	30,700.00	26,215.84
	TOTAL WATER PLANT:	142,410.30	1,007,000.00	864,589.70
WATER LINES & DISTRIBUTION				
WATER LINES SALARIES	2-41-0200-110	31,083.02	172,300.00	141,216.98
WATER LINES SEASONAL SALARIES	2-41-0200-111	56.98	3,000.00	2,943.02
WATER LINES BENEFITS	2-41-0200-130	2,475.46	14,200.00	11,724.54
WATER LINES SEASONAL BENEFITS	2-41-0200-131	1.30	200.00	198.70
WATER LINES NON T4 BENEFITS	2-41-0200-133	3,333.56	28,000.00	24,666.44
WATER LINES TRAVEL & TRAINING	2-41-0200-211	5,661.52	7,000.00	1,338.48
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	13,157.51	65,000.00	51,842.49
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:	68,537.71	400,350.00	331,812.29
SANITARY SEWERS				
SEWERS SALARIES	2-42-0000-110	3,791.38	37,300.00	33,508.62
SEWERS BENEFITS	2-42-0000-130	328.22	2,900.00	2,571.78
SEWERS NON T4 BENEFITS	2-42-0000-133	468.93	5,900.00	5,431.07
SEWERS FREIGHT & POSTAGE	2-42-0000-215	55.00	500.00	445.00
SEWERS LIFT STATION TELEPHONES	2-42-0000-217	299.16	1,800.00	1,500.84
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	1,102.50	18,500.00	17,397.50
SEWERS HEATING	2-42-0000-540	327.31	1,400.00	1,072.69
SEWERS POWER	2-42-0000-541	1,604.54	12,300.00	10,695.46
SEWERS ADDED TO OPERATING RESERVE	2-42-0000-764	0.00	50,000.00	50,000.00
	TOTAL SANITARY SEWERS:	53,757.02	220,320.00	166,562.98
GARBAGE				
GARBAGE REMOVAL CONTRACT	2-43-0000-235	15,876.30	68,800.00	52,923.70
GARBAGE GOODS	2-43-0000-500	0.00	400.00	400.00
	TOTAL GARBAGE:	15,876.30	69,200.00	53,323.70
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	1,470.89	6,000.00	4,529.11
FCSS BENEFITS	2-51-0100-130	124.36	500.00	375.64
FCSS NON T4 BENEFITS	2-51-0100-133	270.12	1,100.00	829.88
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	5,250.00	22,800.00	17,550.00
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	98.54	640.00	541.46
	TOTAL FCSS:	7,495.91	37,652.00	30,156.09
FCSS COORDINATOR				

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
COORDINATOR SALARIES	2-51-0200-110	2,941.79	11,900.00	8,958.21
COORDINATOR BENEFITS	2-51-0200-130	248.77	1,100.00	851.23
COORDINATOR NON T4 BENEFITS	2-51-0200-133	540.30	2,300.00	1,759.70
COORDINATOR TRAVEL	2-51-0200-211	0.00	1,200.00	1,200.00
COORDINATOR TRAINING	2-51-0200-212	0.00	700.00	700.00
COORDINATOR POSTAGE & FREIGHT	2-51-0200-215	270.00	300.00	30.00
COORDINATOR TELEPHONE	2-51-0200-217	0.00	400.00	400.00
COORDINATOR ADVERTISING	2-51-0200-220	0.00	2,100.00	2,100.00
COORDINATOR SUBSCRIPTIONS/MEMBERSHIP	2-51-0200-221	0.00	2,100.00	2,100.00
COORDINATOR CONTRACTED PROFESSIONAL	2-51-0200-232	4,500.00	19,500.00	15,000.00
COORDINATOR GOODS	2-51-0200-500	0.00	1,200.00	1,200.00
COORDINATOR PROGRAM EXPENSES	2-51-0200-510	44,448.37	99,800.00	55,351.63
	TOTAL COORDINATOR:	52,949.23	142,600.00	89,650.77
YOUTH CLUB SUPPORT				
FCSS YOUTH CLUB SUPPORT SALARIES	2-51-0300-110	1,470.89	6,000.00	4,529.11
FCSS YOUTH CLUB SUPPORT BENEFITS	2-51-0300-130	124.36	500.00	375.64
FCSS YOUTH CLUB SUPPORT NON T4 BENE	2-51-0300-133	270.12	1,100.00	829.88
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	2,250.00	9,800.00	7,550.00
FCSS YOUTH CLUB SUPPORT GOODS	2-51-0300-500	0.00	700.00	700.00
	TOTAL FCSS YOUTH CLUB SUPPORT:	4,115.37	20,400.00	16,284.63
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	1,145.75	10,900.00	9,754.25
CEMETERY SEASONAL SALARIES	2-56-0000-111	28.49	5,300.00	5,271.51
CEMETERY BENEFITS	2-56-0000-130	109.89	900.00	790.11
CEMETERY SEASONAL BENEFITS	2-56-0000-131	2.24	400.00	397.76
CEMETERY NON T-4 BENEFITS	2-56-0000-133	213.77	1,900.00	1,686.23
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	76.19	5,000.00	4,923.81
CEMETERY PETROLEUM PRODUCTS	2-56-0000-521	0.00	700.00	700.00
	TOTAL CEMETERY:	2,282.01	31,230.00	28,947.99
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	5,327.13	24,300.00	18,972.87
TOURISM BENEFITS	2-61-0300-130	449.90	2,100.00	1,650.10
TOURISM NON T4 BENEFITS	2-61-0300-133	828.75	4,700.00	3,871.25
TOURISM TRAVEL	2-61-0300-211	0.00	100.00	100.00
TOURISM FREIGHT & POSTAGE	2-61-0300-215	270.00	500.00	230.00
TOURISM ADVERTISING	2-61-0300-220	311.00	1,700.00	1,389.00
TOURISM GOODS	2-61-0300-500	0.00	5,000.00	5,000.00
	TOTAL TOURISM:	7,186.78	38,400.00	31,213.22
BUSINESS & COMMUNICATIONS				
B & C SALARIES	2-61-0400-110	21,307.46	97,100.00	75,792.54
B & C BENEFITS	2-61-0400-130	1,800.71	8,300.00	6,499.29
B & C NON T4 BENEFIT	2-61-0400-133	3,314.75	18,700.00	15,385.25
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	242.85	1,100.00	857.15
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	23,775.00	50,200.00	26,425.00

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
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	402.94	3,900.00	3,497.06
	TOTAL BUSINESS & COMMUNICATIONS:	51,269.25	189,160.00	137,890.75
VISITOR INFORMATION CENTRE				
VIC SALARIES	2-62-0000-110	15.42	2,700.00	2,684.58
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	92.85	400.00	307.15
VIC ADVERTISING & PRINTING	2-62-0000-220	0.00	200.00	200.00
VIC CONTRACTED SERVICES	2-62-0000-232	98.00	3,400.00	3,302.00
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	161.41	3,200.00	3,038.59
VIC HEATING	2-62-0000-540	327.31	1,400.00	1,072.69
VIC POWER	2-62-0000-541	268.63	2,600.00	2,331.37
VIC WATER	2-62-0000-963	219.14	4,100.00	3,880.86
	TOTAL VISITOR INFORMATION CENTRE:	2,547.03	22,400.00	19,852.97
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	3,047.54	11,900.00	8,852.46
RECREATION SEASONAL SALARIES	2-72-0000-111	0.00	10,500.00	10,500.00
RECREATION BENEFITS	2-72-0000-130	249.26	1,100.00	850.74
RECREATION SEASONAL BENEFITS	2-72-0000-131	0.00	700.00	700.00
RECREATION NON T4 BENEFITS	2-72-0000-133	540.30	2,300.00	1,759.70
RECREATION TRAVEL	2-72-0000-211	558.83	1,800.00	1,241.17
RECREATION TRAINING	2-72-0000-212	2,905.00	2,700.00	205.00-
RECREATION FREIGHT & POSTAGE	2-72-0000-215	270.00	300.00	30.00
RECREATION TELEPHONE	2-72-0000-217	399.99	2,200.00	1,800.01
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	2,250.00	14,000.00	11,750.00
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:	23,393.72	172,728.00	149,334.28
SWIMMING & WADING POOLS				
POOLS SALARIES	2-72-0100-110	1,012.08	14,700.00	13,687.92
POOL SEASONAL SALARIES	2-72-0100-111	0.00	137,400.00	137,400.00
POOLS BENEFITS	2-72-0100-130	82.54	1,300.00	1,217.46
POOL SEASONAL BENEFITS	2-72-0100-131	0.00	9,400.00	9,400.00
POOLS NON T-4 BENEFITS	2-72-0100-133	121.03	2,900.00	2,778.97
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	92.85	480.00	387.15
POOLS ADVERTISING	2-72-0100-220	0.00	1,000.00	1,000.00
POOL CONTRACTED SERVICES	2-72-0100-232	88.00	5,800.00	5,712.00
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	1,518.67	19,890.00	18,371.33
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	1,253.70	19,900.00	18,646.30
POOLS POWER	2-72-0100-541	1,434.64	22,000.00	20,565.36
POOLS GROSS RECOVERIES TO OPERATING	2-72-0100-963	108.56	4,940.00	4,831.44

Description	Account	YTD Actual	YTD Budget	YTD Variance
	TOTAL SWIMMING POOLS:	16,142.26	286,580.00	270,437.74
ARENA				
ARENA SALARIES	2-72-0200-110	110,417.83	140,300.00	29,882.17
ARENA SEASONAL SALARIES	2-72-0200-111	478.68	10,500.00	10,021.32
ARENA BENEFITS	2-72-0200-130	8,662.69	12,000.00	3,337.31
ARENA SEASONAL BENEFITS	2-72-0200-131	27.33	700.00	672.67
ARENA NON T4 BENEFITS	2-72-0200-133	7,269.35	26,100.00	18,830.65
ARENA TRAVEL	2-72-0200-211	0.00	1,600.00	1,600.00
ARENA TRAINING	2-72-0200-212	94.95	2,600.00	2,505.05
ARENA FREIGHT & POSTAGE	2-72-0200-215	270.00	1,000.00	730.00
ARENA TELEPHONE	2-72-0200-217	92.85	360.00	267.15
ARENA ADVERTISING & PRINTING	2-72-0200-220	0.00	500.00	500.00
ARENA CONTRACTED SERVICES	2-72-0200-232	1,694.43	6,200.00	4,505.57
ARENA CONTRACTED REPAIRS	2-72-0200-250	1,856.19	17,800.00	15,943.81
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	3,201.91	20,100.00	16,898.09
ARENA PETROLEUM PRODUCTS	2-72-0200-521	1,623.09	4,700.00	3,076.91
ARENA HEATING	2-72-0200-540	6,895.33	36,500.00	29,604.67
ARENA POWER	2-72-0200-541	3,188.11	21,900.00	18,711.89
ARENA GROSS RECOVERIES TO OPERATING	2-72-0200-963	1,797.72	4,900.00	3,102.28
ARENA ICE PLANT CONTRACTED REPAIRS	2-72-0201-250	59.25	14,300.00	14,240.75
ARENA ICE PLANT GOODS	2-72-0201-500	0.00	500.00	500.00
ARENA ICE PLANT POWER	2-72-0201-541	4,782.17	17,100.00	12,317.83
	TOTAL ARENA:	167,619.64	360,760.00	193,140.36
PARKS SHOP				
PARKS SHOP TELEPHONE	2-72-0300-217	185.70	720.00	534.30
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	1,094.06	2,000.00	905.94
PARKS SHOP HEATING	2-72-0300-540	1,951.51	7,700.00	5,748.49
PARKS SHOP POWER	2-72-0300-541	404.75	3,500.00	3,095.25
PARKS SHOP GROSS RECOVERIES TO OPERA	2-72-0300-963	101.72	700.00	598.28
	TOTAL PARKS SHOP:	5,790.09	17,730.00	11,939.91
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	1,882.94	5,600.00	3,717.06
CURLING RINK INSURANCE	2-72-0400-274	10,292.46	10,590.00	297.54
CURLING RINK GOODS	2-72-0400-500	84.20	1,500.00	1,415.80
CURLING RINK HEATING	2-72-0400-540	4,387.93	22,700.00	18,312.07
CURLING RINK POWER	2-72-0400-541	1,594.06	11,600.00	10,005.94
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	908.96	2,400.00	1,491.04
CURLING RINK ICE PLANT REPAIRS	2-72-0401-250	59.25	14,300.00	14,240.75
CURLING RINK ICE PLANT GOODS	2-72-0401-500	0.00	500.00	500.00
CURLING RINK ICE PLANT POWER	2-72-0401-541	4,782.17	17,100.00	12,317.83
	TOTAL CURLING RINK:	24,050.92	112,790.00	88,739.08
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	206.98	1,200.00	993.02
BALL DIAMONDS GROSS RECOV FROM OPERA	2-72-0500-963	94.05	12,150.00	12,055.95
	TOTAL BALL DIAMONDS:	301.03	34,050.00	33,748.97
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

Description	Account	YTD Actual	YTD Budget	YTD Variance
FOX LAKE PARK				
FOX LAKE SALARIES	2-72-0700-110	0.00	5,300.00	5,300.00
FOX LAKE SEASONAL SALARIES	2-72-0700-111	0.00	2,100.00	2,100.00
FOX LAKE BENEFITS	2-72-0700-130	0.00	500.00	500.00
FOX LAKE SEASONAL BENEFITS	2-72-0700-131	0.00	100.00	100.00
FOX LAKE NON T-4 BENEFITS	2-72-0700-133	0.00	1,000.00	1,000.00
FOX LAKE FREIGHT	2-72-0700-215	0.00	200.00	200.00
FOX LAKE ADVERTISING	2-72-0700-220	0.00	600.00	600.00
FOX LAKE CONTRACTED SERVICES	2-72-0700-232	0.00	36,200.00	36,200.00
FOX LAKE CONTRACTED REPAIRS	2-72-0700-250	0.00	5,000.00	5,000.00
FOX LAKE INSURANCE	2-72-0700-274	322.36	330.00	7.64
FOX LAKE GOODS	2-72-0700-500	360.00	7,100.00	6,740.00
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	85.60	600.00	514.40
FOX LAKE POWER	2-72-0700-541	247.68	9,700.00	9,452.32
FOX LAKE GROSS RECOVERIES FROM OPERA	2-72-0700-963	0.00	8,590.00	8,590.00
	TOTAL FOX LAKE PARK:	1,015.64	78,420.00	77,404.36
PARKS				
PARKS SALARIES	2-72-0800-110	19,349.02	83,400.00	64,050.98
PARKS SEASONAL SALARIES	2-72-0800-111	149.76	64,300.00	64,150.24
PARKS BENEFITS	2-72-0800-130	1,715.85	7,200.00	5,484.15
PARKS SEASONAL BENEFITS	2-72-0800-131	8.21	4,500.00	4,491.79
PARKS NON T4 BENEFITS	2-72-0800-133	3,397.10	15,700.00	12,302.90
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	2,869.35	11,800.00	8,930.65
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	1,041.42	30,200.00	29,158.58
PARKS PETROLEUM PRODUCTS	2-72-0800-521	4.56	13,000.00	12,995.44
PARKS EQUIPMENT MAINTENANCE	2-72-0800-522	486.46	4,385.00	3,898.54
PARKS VEHICLE MAINTENANCE	2-72-0800-523	531.04	5,000.00	4,468.96
PARKS POWER	2-72-0800-541	510.63	3,300.00	2,789.37
PARKS RECOVERIES TO OPERATING	2-72-0800-963	342.00	22,540.00	22,198.00
PARKS OTHER	2-72-0800-990	0.00	1,000.00	1,000.00
	TOTAL PARKS:	38,338.27	302,525.00	264,186.73
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	750.00	5,800.00	5,050.00
PLAYGROUND PROGRAM GOODS	2-72-1000-500	0.00	6,200.00	6,200.00
	TOTAL PLAYGROUND PROGRAM:	885.00	39,160.00	38,275.00
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	159.40	1,900.00	1,740.60
SPRAY PARK RECOVERIES TO OPERATING	2-72-1200-963	89.00	2,760.00	2,671.00
	TOTAL SPRAY PARK:	1,102.81	12,740.00	11,637.19
KING HUNTER PARK				

Description	Account	YTD Actual	YTD Budget	YTD Variance
KING HUNTER PARK SALARIES	2-72-1300-110	35.81	5,300.00	5,264.19
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	2.72	500.00	497.28
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	2.57	1,000.00	997.43
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
KING HUNTER PARK POWER	2-72-1300-541	288.35	1,900.00	1,611.65
KING HUNTER PARK RECOVERIES TO OPERA	2-72-1300-963	57.00	7,380.00	7,323.00
	TOTAL KING HUNTER PARK:	566.55	31,270.00	30,703.45
SOCCER FIELDS				
SOCCER FIELD SALARIES	2-72-1400-110	35.81	2,700.00	2,664.19
SOCCER FIELD SEASONAL SALARIES	2-72-1400-111	0.00	1,100.00	1,100.00
SOCCER FIELD BENEFITS	2-72-1400-130	3.82	200.00	196.18
SOCCER FIELD SEASONAL BENEFITS	2-72-1400-131	0.00	100.00	100.00
SOCCER FIELD NON T-4 BENEFITS	2-72-1400-133	10.19	500.00	489.81
SOCCER FIELD GOODS	2-72-1400-500	0.00	2,300.00	2,300.00
SOCCER FIELDS POWER	2-72-1400-541	206.98	1,200.00	993.02
SOCCER FIELD RECOVERIES FROM OPERATI	2-72-1400-963	19.95	5,460.00	5,440.05
	TOTAL SOCCER FIELDS:	276.75	13,560.00	13,283.25
MUSEUM				
MUSEUM GAS	2-74-0100-540	1,184.14	6,400.00	5,215.86
MUSEUM POWER	2-74-0100-541	650.82	4,000.00	3,349.18
MUSEUM GRANT	2-74-0100-770	7,000.00	7,000.00	0.00
	TOTAL MUSEUM:	8,834.96	17,400.00	8,565.04
LIBRARY				
LIBRARY TELEPHONE	2-74-0200-217	185.70	700.00	514.30
LIBRARY ADVERTISING	2-74-0200-220	0.00	300.00	300.00
LIBRARY CONTRACTED REPAIRS	2-74-0200-250	88.00	2,400.00	2,312.00
LIBRARY INSURANCE	2-74-0200-274	5,308.62	5,470.00	161.38
LIBRARY GOODS	2-74-0200-500	124.70	1,100.00	975.30
LIBRARY HEATING	2-74-0200-540	1,285.01	6,200.00	4,914.99
LIBRARY POWER	2-74-0200-541	938.95	7,400.00	6,461.05
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	551.50	2,050.00	1,498.50
	TOTAL LIBRARY:	61,818.27	121,320.00	59,501.73
CENTENNIAL PLACE				
RCSC SALARIES	2-74-0800-110	17,979.65	74,200.00	56,220.35
RCSC SEASONAL / PART TIME STAFF	2-74-0800-111	10,059.95	53,700.00	43,640.05
RCSC BENEFITS	2-74-0800-130	1,450.17	6,700.00	5,249.83
RCSC SEASONAL / PART TIME BENEFITS	2-74-0800-131	389.03	3,800.00	3,410.97
RCSC NON T4 BENEFITS	2-74-0800-133	2,485.76	11,700.00	9,214.24
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	283.27	1,440.00	1,156.73
RCSC ADVERTISING	2-74-0800-220	0.00	2,669.00	2,669.00
RCSC CONTRACTED PROFESSIONAL SERVICE	2-74-0800-232	2,870.45	15,800.00	12,929.55
RCSC CONTRACTED REPAIRS	2-74-0800-250	2,917.20	4,900.00	1,982.80
RCSC INSURANCE	2-74-0800-274	11,212.69	11,550.00	337.31
RCSC GOODS	2-74-0800-500	1,125.86	10,100.00	8,974.14
RCSC HEATING	2-74-0800-540	2,363.60	10,400.00	8,036.40
RCSC POWER	2-74-0800-541	2,297.88	18,500.00	16,202.12
RCSC WATER - RECOVERIES FROM OPERATI	2-74-0800-963	178.04	1,100.00	921.96
RCSC - HFC EQUIPMENT GOODS	2-74-0801-500	201.02	0.00	201.02-
	TOTAL CENTENNIAL PLACE:	56,084.57	228,959.00	172,874.43
COMMUNITY CENTRE				
COMMUNITY CENTRE SALARIES	2-74-0900-110	236.21	5,451.00	5,214.79
COMMUNITY CENTRE SEASONAL SALARIES	2-74-0900-111	0.00	1,100.00	1,100.00
COMMUNITY CENTRE BENEFITS	2-74-0900-130	17.80	500.00	482.20
COMMUNITY CENTRE SEASONAL BENEFITS	2-74-0900-131	0.00	100.00	100.00
COMMUNITY CENTRE NON T4 BENEFITS	2-74-0900-133	17.64	1,000.00	982.36
COMMUNITY CENTRE FREIGHT & POSTAGE	2-74-0900-215	270.00	500.00	230.00
COMMUNITY CENTRE TELEPHONE	2-74-0900-217	92.85	400.00	307.15

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

Description	Account	YTD Actual	YTD Budget	YTD Variance
COMMUNITY CENTRE ADVERTISING	2-74-0900-220	0.00	500.00	500.00
COMMUNITY CENTRE CONTRACTED SERVICES	2-74-0900-232	7,830.60	33,700.00	25,869.40
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	525.98	7,100.00	6,574.02
COMMUNITY CENTRE HEAT	2-74-0900-540	1,579.83	6,800.00	5,220.17
COMMUNITY CENTRE POWER	2-74-0900-541	1,222.71	11,700.00	10,477.29
COMMUNITY CENTRE GROSS REC TO OPERAT	2-74-0900-963	143.06	1,820.00	1,676.94
	TOTAL COMMUNITY CENTRE:	18,785.29	86,021.00	67,235.71
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	34.24	500.00	465.76
LIONS HALL HEAT	2-74-1000-540	836.21	3,300.00	2,463.79
LIONS HALL POWER	2-74-1000-541	173.47	1,500.00	1,326.53
LIONS HALL WATER - RECOVERIES FROM O	2-74-1000-963	95.36	590.00	494.64
	TOTAL LIONS HALL:	1,919.28	8,690.00	6,770.72
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:	1,677,812.21	9,632,879.00	7,955,066.79
	TOTAL REVENUE & EXPENSES:	1,081,364.60	887,890.00-	1,969,254.60-

For All Revenue, Expense Accounts
Zero Balance Accounts NOT Included

Transactions Entered From 01/01/2026
To 31/03/2026

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	16,750.00	32,500.00	15,750.00
	TOTAL STREETS & ROADS:	20,367.00	32,500.00	12,133.00
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	17,103.00	67,000.00	49,897.00
RECREATION PARKS EQUIPMENT	8-72-0800-630	0.00	30,000.00	30,000.00
	TOTAL RECREATION:	17,103.00	97,000.00	79,897.00
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:	159,253.00	887,100.00	727,847.00
	GRAND TOTAL OF ALL ACCOUNTS:	159,253.00	887,100.00	727,847.00
	REPORT TOTALS:	1,240,617.60	790.00-	1,241,407.60-

*** End of Report ***

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Budget Overview

Meeting Date: April 14, 2026 Agenda Item No: 04.04
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the Budget Overview for March 2026 for information.

BACKGROUND INFORMATION

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 March 31, 2026.

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

ATTACHMENTS:

- Statement of Revenue & Expense Report – March 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

MARCH 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	-146,892			-4,773,818			-4,626,926
DRAW FROM RESERVES				0	0		
REQUISITIONS		0			915,039		915,039
DOUBTFUL ACCTS		0			2,500		2,500
CONTINGENCY		0			0		0
			-146,892			-3,856,279	
COUNCIL	0			0			0
COUNCIL		34,663			157,550		122,887
			34,663			157,550	
GENERAL ADMINISTRATION	-5,270			-1,070,900			-1,065,630
ADMINISTRATION		337,936			1,072,054		734,118
CAPITAL -		0			50,000		50,000
			332,665			51,154	
TAX RECOVERY PROPERTY	0			0			0
TAX RECOVERY		284			0		-284
			284			0	
POLICE	-355			-2,300			-1,945
POLICE		0			124,827		124,827
			-355			122,527	
SAFETY & RISK MANAGEMENT	0			0			0
SAFETY & RISK MNGMNT		95			6,350		6,255
			95			6,350	
FIRE	-7,145			-398,980			-391,835
FIRE		54,682			396,801		342,119
CAPITAL - EQUIPMENT		0			18,400		18,400
CAPITAL - FIRE HALL REPAIR		0			100,000		100,000
CAPITAL - TRAINING TOWER		0			100,000		100,000
			47,537			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		2,600			19,200		16,600
			2,600			19,200	
BY-LAW ENFORCEMENT	-25,267			-41,500			-16,233
BYLAW		49,789			102,700		52,911
			24,522			61,200	
DOG CONTROL	-5,240			-6,000			-760
ANIMAL CONTROL		12,367			13,300		933
			7,127			7,300	

MARCH 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		167,034			653,387		486,353
CAPITAL - 1/2 TON TRUCK		69,979			70,000		21
CAPITAL - FLAT DECK		51,804			80,000		28,196
			288,817			796,287	
STREETS & ROADS	0			-852,397			-852,397
STREETS & ROADS		66,597			1,610,658		1,544,061
CAPITAL - PALLISER/PIONEER		3,617			0		-3,617
CAPITAL - GRADER SNOW GATE		16,750			16,500		-250
CAPITAL - LINE PAINTER		0			7,000		7,000
CAPITAL - SWEEPING BUCKET		0			9,000		9,000
			86,964			790,761	
AIRPORT	-2,700			-25,110			-22,410
AIRPORT		10,045			39,120		29,075
			7,345			14,010	
WATER							0
TREATMENT 41-0100	-176,803			-1,311,972			-1,135,169
TREATMENT		142,410			1,007,000		864,590
LINES & DISTRIBUTION 41-0200	-100			0			100
LINES & DISTRIBUTION		68,538			400,350		331,812
CAPITAL - EXERCISING VALVE		0			10,000		10,000
CAPITAL - LINE LOCATER		0			7,000		7,000
			34,045			112,378	
SANITARY SEWERS	-45,501			-567,285			-521,784
SEWERS		53,757			220,320		166,563
CAPITAL - IGLOO BUILDING		0			100,000		100,000
CAPITAL - VAC TRUCK		0			200,000		200,000
			8,256			-46,965	
GARBAGE	-12,822			-74,300			-61,478
GARBAGE		15,876			69,200		53,324
			3,055			-5,100	
REGIONAL WASTE SYSTEM	-59,206			-353,900			-294,694
ANNUAL CONTRACT		99,118			353,800		254,682
			39,911			-100	
F.C.S.S.	-23,634			-99,800			-76,166
ADMINISTRATION		7,496			37,652		30,156
PROGRAMS		52,949			142,600		89,651
YOUTH CLUB SUPPORT		4,115			20,400		16,285
VAN OPERATIONS		3,537			7,870		4,333
			44,463			108,722	

MARCH 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	-4,578			-14,992			-10,414
CEMETERY		2,282			31,230		28,948
CAPITAL - FOUNDATION BASE		0			7,500		7,500
			-2,296			23,738	
MUNCIPAL PLANNING COMM	0			0			0
MPC		0			500		500
			0			500	
TOURISM	0			0			0
TOURISM		7,187			38,400		31,213
			7,187			38,400	
BUSINESS	0			0			0
& COMMUNICATION		51,269			189,160		137,891
			51,269			189,160	
VISITOR INFORMATION	0			0			0
BOOTH		2,547			22,400		19,853
			2,547			22,400	
SUBDIVISION	0			0			0
SUBDIVISION		0			0		0
			0			0	
RECREATION	-2,084			-380,546			-378,462
CS BOARD		0			20,500		20,500
RECREATION		23,394			172,728		149,334
			21,309			-187,318	
SWIMMING POOLS	-1,039			-85,000			-83,961
POOLS		16,142			286,580		270,438
CAPITAL - FLOOR REFINISH		17,103			35,000		17,897
CAPITAL - POOL BLANKET		0			32,000		32,000
			32,207			268,580	
ARENA	-51,710			-102,500			-50,790
ARENA		162,778			328,860		166,082
ICE PLANT		4,841			31,900		27,059
			115,910			258,260	
PARKS SHOP	0			0			0
PARKS SHOP		5,790			17,730		11,940

MARCH 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
			5,790			17,730	
CURLING RINK	0			-55,300			-55,300
CURLING RINK		19,210			80,890		61,681
ICE PLANT		4,841			31,900		27,059
			24,051			57,490	
BALL DIAMONDS	0			-6,200			-6,200
BALL DIAMONDS		301			34,050		33,749
			301			27,850	
GOLF COURSE	0			0			0
GOLF COURSE		3,713			3,810		97
			3,713			3,810	
FOX LAKE PARK	-1,886			-85,603			-83,717
FLP		1,016			78,420		77,404
			-870			-7,183	
PARKS	-190			0			190
PARKS		38,338			302,525		264,187
CAPITAL - MOWER		0			30,000		30,000
			38,148			332,525	
SUMMER YOUTH	-380			-11,987			-11,607
PROGRAM (Epic Adventures)		885			39,160		38,275
			505			27,173	
SPRAY PARK	0			0			0
SPRAY PARK		1,103			12,740		11,637
			1,103			12,740	
KING-HUNTER PIONEER PARK	0			-32,672			-32,672
KING-HUNTER PIONEER PARK		567			31,270		30,703
			567			-1,402	
SOCCER FIELDS	0			-2,500			-2,500
SOCCER FIELDS		277			13,560		13,283
			277			11,060	
MUSEUM	0			0			0
MUSEUM		8,835			17,400		8,565
			8,835			17,400	
LIBRARY	0			0			0

MARCH 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		61,818			121,320		59,502
			61,818			121,320	
CENTENNIAL PLACE	-9,518			-91,444			-81,926
CENTENNIAL PLACE		56,085			228,959		172,874
CAPITAL - FITNESS WEIGHTS		0			14,700		14,700
			46,566			152,215	
COMMUNITY CENTRE	-13,075			-33,866			-20,791
CENTRE		18,785			86,021		67,236
			5,710			52,155	
LIONS HALL	-1,050			-3,300			-2,250
LIONS HALL		1,919			8,690		6,771
			869			5,390	
RESERVES	0			0			0
		0			0		0
			0			0	
TOTAL REVENUE	-596,448			-10,520,772			-9,924,324
TOTAL EXPENDITURES		1,837,065			10,519,979		8,682,914
TOTAL SURPLUS (DEFICIT)			1,240,617			-793	

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Capital Overview

Meeting Date: April 14, 2026 Agenda Item No: 04.05
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the First Quarter Capital Budget Update, dated March 2026 for information.

BACKGROUND INFORMATION

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

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

As with the other financial reports, the budget figures are taken from the 2026 Operating and Capital budgets approved by Council on January 13, 2026

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

ATTACHMENTS:

- Capital Overview – January – March 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

2026 FIRST QUARTER CAPITAL BUDGET UPDATE

EFFECTIVE MARCH 31, 2026 **2026 Budget Adopted January 13, 2026**

DEPARTMENT & ITEM	STATUS	EXPENSED	BUDGET	DIFFERENCE
ADMINISTRATION				
COUNCIL RENOVATIONS		0	50,000	50,000
FIRE DEPARTMENT				
EQUIPMENT - BUNKER GEAR - 4 SETS		0	18,400	18,400
FIRE HALL WEST APRON REPAIR		0	100,000	100,000
FIRE HALL REPAIRS - STUCCO & PAINTING		0	100,000	100,000
PRIOR YEAR CAPITAL		0	0	0
PUBLIC WORKS				
1 (4X4) 1/2 TON TRUCK		68,595	70,000	1,405
USED 1 TON FLAT DECK		53,188	80,000	26,812
STREETS & ROADS				
ENGINEERING	2025 Palliser / Pioneer	3,617	0	0
SNOW GATE FOR GRADER		16,750	16,500	-250
LINE PAINTER		0	7,000	7,000
SWEEPING BUCKET		0	9,000	9,000
WATER DISTRIBUTION				
EXERCISING VALVE		0	10,000	10,000
LINE LOCATER		0	7,000	7,000
SEWER				
VAC TRUCK		0	200,000	200,000
IGLOO LIFT STATION BUILDING		0	100,000	100,000
CEMETERY				
COLUMBARIUM FOUNDATION BASE		0	7,500	7,500
POOL				
FLOOR REFINISH	50% deposit	17,103	35,000	17,897
BLANKET REPLACEMENT		0	32,000	32,000
ARENA				
No 2026 Capital Item		0	0	0

2026 FIRST QUARTER CAPITAL BUDGET UPDATE

EFFECTIVE MARCH 31, 2026 **2026 Budget Adopted January 13, 2026**

DEPARTMENT & ITEM	STATUS	EXPENSED	BUDGET	DIFFERENCE
CURLING RINK				
No 2026 Capital Item		0	0	0
FOX LAKE PARK				
No 2026 Capital Item		0	0	0
PARKS				
MOWER REPLACEMENT		0	30,000	30,000
LIBRARY				
No 2026 Capital Item				
RCSC				
FITNESS CENTRE WEIGHTS		0	14,700	14,700
COMMUNITY CENTRE				
no 2026 Capital Item		0	0	0
TOTAL CAPITAL		**159,253**	**887,100**	**731,464**

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Visitor Information Centre (VIC) Agreement

Meeting Date: April 14th, 2026 Agenda Item No: 08.01

Submitted by: Matthew Norburn

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite):

RECOMMENDED ACTION

MOTION: That Council approve the Memorandum of Agreement between the Town of Hanna and Harvest Sky Economic Development Corporation for the operation of the Visitor Information Centre for the 2026 tourist season and authorize the Chief Administrative Officer to execute the agreement.

BACKGROUND INFORMATION

Under the terms of the agreement, Harvest Sky will operate the VIC for the 2026 tourist season (mid-May to mid-October), aligning with their regional tourism mandate.
Key responsibilities under the agreement include:

Harvest Sky Responsibilities:

- Staffing, training, and operational costs
- Marketing, advertising, and retail operations
- Provision of equipment (excluding Town-owned assets)

Town of Hanna Responsibilities:

- Utilities (power, water, internet, heating)
- Building maintenance and repairs
- Insurance for the facility
- Grounds maintenance and garbage services
- Communications and promotional support
- Provision of certain consumables and security systems

The agreement includes a provision that the Town will cover any operational losses incurred during the season.
The agreement term runs until October 31, 2026, with an option for both parties to review and potentially extend the arrangement following the season.

ATTACHMENTS:

- Memorandum of Agreement – VIC Operations 2026

CONSEQUENCES:

Benefits of the Recommended Action:

1. Enhances tourism services in the region through partnership with Harvest Sky.

Disadvantages of the Recommended Action:

2. The Town assumes financial risk for any operational losses.

Financial Implication:
Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Council may choose not to approve the agreement.
However, the Administration does not recommend this option as it would require the Town to independently operate the VIC or potentially leave the facility closed, reducing tourism services and economic opportunities.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

Administration will

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-

Harvest Sky Economic Development Corporation, (hereinafter referred to as the **"Harvest Sky")**

Whereas the Town is the Owner of the building located at 603 – South Municipal Road and commonly referred to as the Visitor Information Centre (VIC) and

Whereas there is a synergy between the goals of Harvest Sky through their tourism component and the mandate of the VIC, Harvest Sky proposes to provide Operational Services for the Visitor Information Centre throughout the 2026 tourist season (mid-May to mid-October).

The Parties Agree as Follows:

Harvest Sky

- Will be responsible for the financial responsibility of the following:
  - VIC Seasonal Staffing Requirements
  - VIC Staff Travel and Training
  - Advertising, Marketing and Printing
  - All materials and supplies for the retail operation of the VIC

- Will not make any structural alterations to the premises, without prior approval of the Town (e.g., replacement of windows or doors, installing or removing walls, etc.). The Town must be provided with a written submission of any structural needs for the premises.

- Will maintain Tenant (contents) and Comprehensive Liability Insurance 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 be responsible for the provision of their own furniture and equipment that would be required to operate the VIC successfully excluding existing Town owned equipment located at the VIC for the primary reason as to support the retail sale of ice cream novelties (e.g., cash register, security systems, refrigeration equipment).

- Will be responsible for the installation of any signage they deem necessary and this signage must meet the requirements of the Town of Hanna Land Use By-Law.

- Will be responsible for providing janitorial services for the leased premises.

- Will be responsible for providing names of on-call staff in the event of any security calls (off hours).

The TOWN

- Will remain a partner in the operation of the VIC and continue to provide operational support through:
  - VIC Utilities (internet, power, water and sewer, and heat)
  - Grounds and building maintenance
  - Insurance
  - Building Repairs as required
  - Sharing communications and prepared marketing/advertising materials through various Town of Hanna communication platforms
  - Provision of janitorial consumables (e.g., washroom accessories, cleaning supplies, etc.)
  - Provision and operation of existing security systems
  - Provision of entrance mats and its associated costs

- At the conclusion of the season if the operation of the facility shows a financial loss then the Town of Hanna will compensate Harvest Sky in full for any losses.

- Reserves the right to enter the building with 24 hours' notice unless in the case of an emergency (fire, flood, etc.) to view the state of repair and will retain a key to the premises to maintain the facility for fire codes and fire maintenance, annual inspections and servicing the plumbing, heating and cooling systems (including replacement of filters).

- Will be responsible for garbage disposal 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.

AGREEMENT CONDITIONS:

This agreement will come into effect upon signing by both parties and will continue to October 31, 2026.

Following the conclusion of the 2026 Tourist Season both parties will agree to review the operation of the season with the intention to fulfill the agreement for an additional time period.

In the event either the Town or the Harvest Sky decides to terminate the agreement prior to October 31, 2026, thirty (30) days notification will be required to be provided to the other party.

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

_____ _____
Chief Administrative Officer

HARVEST SKY
Box 1255, Hanna, AB, T0J 1P0

_____ _____
Name & Title: (Please Print Name)

_____ _____
Name & Title (Please Print Name)

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Change of April 29 Committee of the Whole to Special Council Meeting

Meeting Date: April 14th, 2026 Agenda Item No: 08.02

Submitted by: Matthew Norburn

RELEVANT LEGISLATION

Provincial (cite): - *Municipal Government Act*, RSA 2000, c M-26
Council Bylaw/Policy (cite): Town of Hanna Procedural Bylaw

RECOMMENDED ACTION

MOTION: That Council direct Administration to convert the April 29, 2026, Committee of the Whole meeting to a Special Council Meeting for the purpose of receiving the 2025 audited financial statements from Ascend LLP and to allow Council to formally approve the audit.

BACKGROUND INFORMATION

The Town of Hanna is required to complete and submit its annual audited financial statements by the end of April.
Ascend LLP has completed the 2025 audit and is available to present the audited financial statements to Council on April 29, 2026.

Currently, this meeting is scheduled as a Committee of the Whole. While Committee of the Whole meetings are useful for discussion and information sharing, they do not allow for formal resolutions to be passed by Council.

In order to meet legislative requirements and ensure the audit is formally accepted and submitted on time, the meeting must be converted to a Special Council Meeting. This will allow:

- Presentation of the audit by Ascend LLP
- Questions and discussion by Council
- A formal motion to approve the audited financial statements

ATTACHMENTS:

CONSEQUENCES:

Benefits of the Recommended Action:

1. Ensures compliance with provincial reporting deadlines.
2. Allows Council to formally approve the 2025 audited financial statements.

Disadvantages of the Recommended Action:

3. The audit would not be submitted on time, and the Town would be non-compliant.

=

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

The recommended motion will add additional responsibility to the Utility Clerk but will streamline services to reduce the burden into the future.

OR

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Council could choose to keep the meeting as a Committee of the Whole; another meeting date would need to be selected to remain compliant

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels, such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Community Centre Roof Coating

Meeting Date: April 24, 2026 Agenda Item No: 08.03

Submitted by: CAO &
Director of Public Works/Community Services

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite):

RECOMMENDED ACTION

MOTION: That Council approve the withdrawal of $45,360.91 from the Community Centre reserves and $31,504.09 (plus gst) general revenue to cover the unbudgeted repair of the Community Centre roof repair.

BACKGROUND INFORMATION

Cooper Roofing reached out to the Director of Public Works / Community Services to inform the Town of a price increase for 2027 and if the Town was interested in repairing the roof at the community centre this year the price would be reduced by $2,565.00 and an additional 2-year warranty would be applied to the original 10-year warranty. The town has been a client of Cooper Roofing since 2016 and has a good working relationship.

The cost to repair the roof in 2027 would be $84,550.40 plus an additional $16,890.00 to redo the screws on the roof and no extended warranty.

ATTACHMENTS:

-

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:
Budget Capital: $74,300
Budget Available: $
Unbudgeted Costs: $74,300
Source of Funds $45,360.91 from Community Centre Reserve
$31,504.09 from general revenue

Staffing Implications:
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Council has the alternative to direct Administration not to proceed with this capital repair of the Community Centre roof.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Bylaw 1046- 2026 Community Standard Bylaw

Meeting Date: April 14, 2026 Agenda Item No: 09.01
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): Bylaw 1046-2026 Community Standard Bylaw

RECOMMENDED ACTION

That Council give First Reading to Bylaw 1046-2026, Community Standard Bylaw.

That Council give Second Reading to Bylaw 1046-2026, Community Standard Bylaw.

BACKGROUND INFORMATION

The Bylaw Enforcement Officer has put together the Community Standard Bylaw for Council to give 1st and 2nd reading.

ATTACHMENTS:

- Bylaw 1046-2026 Community Standard Bylaw

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:
Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:
The recommended motion will add additional responsibility to the Utility Clerk but will streamline services to reduce the burden into the future.
OR
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED
Alternative #1:

COMMUNICATION
The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:
Administration will

TOWN OF HANNA

PROVINCE OF ALBERTA

BY-LAW 1046-2026

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO REGULATE COMMUNITY STANDARDS, INCLUDING NUISANCES, UNSIGHTLY PREMISES, NOISE, AND THE REMOVAL OF SNOW.

WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, Council may pass bylaws respecting the safety, health and welfare of peoples, the protection of people and property, and nuisances, including unsightly property;

AND WHEREAS, Council considers it necessary and desirable to regulate property maintenance, nuisances, noise, and snow removal within the Town of Hanna;

AND WHEREAS, Council deems it advisable to consolidate the Unsightly Premises and Snow Removal Bylaw No. 947-2009 and the Noise Control and Special Events Bylaw No. 944-2008 into a single Community Standards Bylaw;

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

PART I TITLE

1.1 This bylaw shall be known as the **"COMMUNITY STANDARDS BYLAW."**

PART II DEFINITIONS

2.1 In this Bylaw, unless the context otherwise requires:

(a) **"Animal Material"** means any animal excrement and includes material accumulated on a premises from pet pens or yards, stables, veterinary clinics, animal hospitals, kennels, or feedlots.

(b) **"Ashes"** means the powdery residue accumulated on a premises left after the combustion of any substance and includes any partially burnt wood, charcoal, or coal.

(c) **"Boulevard"** means the portion of a highway between the curb line and the property line, and includes any grassed, landscaped, or dirt strip.

(d) **"Building Material"** means material or debris which may result from the construction, renovation or demolition of any building or other structure and includes, but is not limited to, wood, gypsum bord, roofing, vinyl siding, metal, packaging material and containers of building material, gravel, concrete and asphalt and any earth, rocks and vegetation displaced during such construction, renovation or demolition of any building or their structure;

(e) **"Chief Administrative Officer (CAO)"** means a municipal official employed by the Town of Hanna in the position of Chief Administrative Officer or, in his/her absence, the person appointed as Acting Chief Administrative Officer.

(f) **"Construction"** is the temporary process of demolishing or building any structure, or repairing or improving a building that already exists, including landscaping, home repair, property improvement, and any work in connection with that process.

(g) **"Electronic Device"** means any device or equipment that is powered by electricity, battery, or other electronic means and can produce, reproduce, or transmit sound, and without limiting the generality of the foregoing includes radios, televisions, amplifiers, loudspeakers, public address systems, alarms, sirens, smartphones, tablets, computers, and similar devices.

(h) **"Enforcement Officer"** means a Community Peace Officer, Bylaw Enforcement Officer, or other person appointed by the Town who is authorized to enforce Bylaws of the Town of Hanna.

(i) **"Garbage"** means any household or commercial rubbish, including, but not limited to, boxes, cartons, bottles, cans, containers, packaging, wrapping material, wastepaper, cardboard, food, discarded clothing or fabric, and discarded household items.

(j) **"Graffiti"** means words, figures, letters or drawings scribbled, scratched, painted, or sprayed upon any surface without the consent of the owner of the building or premises on which such graffiti is placed.

(k) **"Municipal Government Act (MGA)"** means the Municipal Government Act, RSA 2000, Chapter M-26, as amended or replaced from time to time.

(l) **"Noise"** is any loud, unnecessary, or unusual noise that annoys, disturbs, injures, endangers, or detracts from the comfort, repose, health, peace, or safety of any person within the municipal boundaries of the Town of Hanna.

(m) **"Notice"** means a notice issued pursuant to this Bylaw directing an owner of a premises to remedy a condition that is not in compliance with a provision of this Bylaw.

(n) **"Occupant"** means any person who resides in, uses, or has care and control of a property, premises, or portion thereof, and includes a tenant, lessee, renter, or any other person in possession or occupation of the property, whether or not the person is the registered owner.

(o) **"Owner"** of a property or premise means.

1) a person who is registered under the Land Titles Act as the owner of the land;

2) a person who is recorded as the owner of the property on the tax assessment of the Town;

3) a person who has purchased or otherwise acquired the land, whether has purchased or otherwise acquired the land directly from the owner or from another purchaser, and has not yet become the registered owner thereof;

4) a person holding themselves out as the person having the powers and authority of ownership of the property or premises, or who, for the time being, exercises the powers and authority of ownership; or

5) a person controlling the property or premises under construction, or a person who is the occupant of the property or premises pursuant to a rental or lease agreement, license or permit.

(p) **"Premises"** means any land situated in whole or in part within the Town, including the external surfaces of all buildings and land immediately adjacent to any building or buildings, and includes any land or buildings owned or leased by the Town.

(q) **"Quiet Hours"** means the period between **11:00 p.m. and 6:00 a.m.** the following day.

(r) **"Roadway"** means the portion of a highway intended for vehicular travel.

(s) **"Sidewalk"** means any improved or paved pedestrian walkway between the curb or edge of the roadway and the adjacent property line.

(t) **"Structure"** means anything constructed or placed on, in, or under land, but does not include landscaping.

(u) **"Town"** means the municipal corporation of the Town of Hanna in the Province of Alberta, or the area located within the Town of Hanna's corporate limits, as the context so requires.

(v) **"Unsightly Premises"** means any building or property or part of either that exhibits "visual evidence of a lack of general maintenance and upkeep", as defined in the Bylaw, and includes any premises upon which there is an excessive or unreasonable accumulation of:

1) Garbage, animal or human excrement, sewage, the whole or part of an animal carcass, dirt, soil, gravel, rocks, petroleum products, hazardous materials, containers, boxes, paper products, disassembled equipment or machinery, broken household chattels or goods;

2) The whole or any part of any vehicle which are not registered with the Motor Vehicle Registry for the current year and which are inoperative by reason of disrepair, removed parts or missing equipment, or any vehicles which are otherwise not in a roadworthy condition;

3) equipment, household appliances, power tools or machinery which have been rendered inoperative by reason of disassembly, age or mechanical condition;

4) animal material, ashes, building material, garbage and yard material as defined in this Bylaw; or

5) any other form of scrap, litter, trash, junk or waste of any kind;

(w) **"Vehicle"** has the same meaning as defined in the Traffic Safety Act, and includes any motorized vehicle that is unable to be moved under its own power;

(x) **"Vegetation"** means any trees, shrubs, grass, weeds, or other plant growth;

(y) **"Visual Evidence of a Lack of General Maintenance and Upkeep"** includes, in relations to a premises:

1) significant physical deterioration of buildings or other improvements, or portions of either;

2) broken or missing windows, siding, shingles, shutters, eves, or other building construction or finishing materials;

3) significant fading, chipping or peeling of painted areas of buildings or other improvements;

(z) **"Weeds"** includes dandelions, nuisance and noxious weeds as defined by the Weed Control Act;

(aa) **"Yard Material"** means waste material of an organic nature formed as a result of gardening, horticultural pursuits, or agricultural activities and includes grass, tree and hedge cuttings, waste sod and decomposing plants, leaves and weeds.

PART III UNSIGHTLY PREMISES AND PROPERTY MAINTENANCE

3.1 No owner or occupant shall cause or permit a premises to become or remain an unsightly premises.

3.2 Without limiting section 3.1, a premises may be considered unsightly where there is an excessive or unreasonable accumulation of:

1) garbage, refuse, animal or human excrement, sewage, or the whole or part of an animal carcass;

2) dirt, soil, gravel, rocks, petroleum products, hazardous materials, containers, boxes, paper products, or other discarded materials;

3) disassembled or inoperative equipment, machinery, household appliances, power tools, or broken household goods;

4) the whole or any part of a vehicle that is not registered for the current year or that is inoperative, dismantled, or not in a roadworthy condition;

5) animal material, ashes, building material, yard material, or similar waste as defined in this bylaw;

6) any other scrap, litter, junk, debris, or waste of any kind.

3.3 No owner or occupant shall permit a building, structure or fence on a premises to become dilapidated or to exhibit visual evidence of a lack of general maintenance and upkeep.

3.3.1 For greater certainty, a building, structure or fence may be considered unsightly where there is:

1) significant physical deterioration;

2) broken or missing windows, siding, shingles, shutters, fencing material or exterior finishes;

3) peeling, flaking, or substantially faded paint or protective coating;

4) structural damage visible from a public place;

5) any other exterior condition that detracts from the appearance of the surrounding area.

3.4 An owner or occupant of a premises under construction or demolition shall ensure that all building materials and waste materials on the premises are:

1) contained or secured to prevent them from being blowen, scattered, or deposited beyond the boundaries of the premises; and

2) removed from the premises or placed in appropriate waste containers within a reasonable time.

3.5 Every owner or occupant shall:

1) maintain all weeds and grass on the premises, and on any boulevard that abuts or adjoins the premises, including up to the centre of any rear or side lanes or alleys, by cutting, mowing, or otherwise controlling such vegetation

2) ensure that trees, shrubs, or other vegetation on the premises do not:

2.1 interfere with or obstruct any sidewalk or street

2.2 interfere with any public utility or public works; or

2.3 pose a safety hazard

3) remove from the premises any dead vegetation, bush, or other yard material;

4) prevent infectious blight or disease from affecting trees or vegetation

3.6 Every owner of a premises shall ensure graffiti is removed, painted over or obscured from public view.

PART IV NUISANCES

4.1 No owner or occupant shall allow or cause:

1) any opaque or dense smoke or dust to be emitted into the atmosphere from the premises;

2) bright lights to shine into neighbouring premises;

3) stagnant water to remain on the premises to avoid it becoming a potential breeding place for mosquitoes or other pests;

4) any condition on a premises that is likely to attract, shelter, or harbour vermin or pests, including but not limited to accumulations of refuse, debris, or unmanaged organic material.

4.2 No person shall make, continue, or cause Noise that unreasonably disturbs the peace and enjoyment of another person.

4.3 Without limiting section 4.2, Noise is deemed unreasonable where it.

1) is clearly audible beyond the property line of the premises from which it originates; and

2) is persistent, continuous, or recurrent to disturb neighbouring premises

4.4 No owner or occupant shall permit their premises to be used in a manner that produces Noise contrary to this Bylaw.

4.5 No person shall make, continue, or cause Noise that is clearly audible beyond the property line, including construction noise during Quiet Hours, being 11:00 p.m. to 6:00 a.m. the following day:

1) unless authorized by a Special Event Permit or other written authorization issued by the Town

2) A person may apply to the Town for a Special Event Permit to allow noise otherwise prohibited by the Bylaw

3) Applications must be submitted in writing at least fifteen (15) days prior to the event and in a form prescribed by the Town;

4) The Chief Administrative Officer or designate may approve the application, with or without conditions, or refuse the application; and

5) Failure to comply with the conditions of a Special Event Permit constitutes a contravention of this Bylaw and may result in revocation of the permit

PART V SNOW REMOVAL FROM SIDEWALKS

5.1 Every owner or occupant of a premises shall remove all snow from any public sidewalk adjacent to the premises, including driveway crossings, within 24 hours after snowfall.

5.2 Snow shall be removed to the full width of the sidewalk and to the sidewalk surface as completely as reasonably possible.

5.3 Snow removed from a sidewalk or driveway shall not be placed onto:

1) any roadway;

2) any lane or alley; or

3) any boulevard

5.4 Owners or occupants who anticipate being absent must make arrangements to ensure sidewalks are maintained

PART VI EXEMPTIONS

6.1 This Bylaw does not apply to:

1) the Town, its employees, agents, or contractors performing municipal duties; or

2) emergency response activities undertaken to protect public health, safety, or property.

6.2 The provisions of this Bylaw respecting Unsightly Premises and accumulation of materials do not apply to premises actively undergoing lawful construction, renovation, or demolition, provided that.

1) section3.4 continues to apply;

2) the site is maintained in a safe condition

3) materials are reasonably organized and intended for use in the ongoing construction activity; and

4) construction activity and the noise resulting from such lawful construction are permitted outside of quiet hours, provided the activity is conducted in a reasonable manner.

PART VII ENFORCEMENT

7.1 An Enforcement Officer may issue a written Notice requiring a person to remedy a contravention of this Bylaw.

7.2 A Notice shall:

1) describe the contravention;

2) specify the action required to remedy it; and

3) specify a reasonable time for compliance.

7.3 Unless otherwise specified due to urgency or public safety concerns, the compliance period shall not be less than seven (7) days from the date of service.

7.4 A person who receives a Notice may apply in writing for an extension of time within seven (7) days of service. The Enforcement Officer may grant or refuse the extension and may impose conditions.

7.5 If a person fails to comply with a Notice, the Town, its employees, agents or contractors may enter the premises at reasonable times and carry out the required work.

7.6 The costs incurred by the Town to remedy a contravention may be recovered from the owner and, if unpaid, may be added to the tax roll of the property in accordance with the Municipal Government Act.

7.7 Where a condition presents an immediate danger to public health or safety, the Town may take action without prior Notice.

PART VIII APPEALS

8.1 A person who is served with a Notice under this Bylaw may, pursuant to section 547 of the Municipal Government Act, request that Council review the Notice by submitting a written request within 14 days of the date the Notice is received.

8.2 The request for review must:

1) state the grounds for the appeal
2) include the appellant's name;
3) their municipal address; and
4) mailing address

PART IX OFFENCES AND PENALTIES

9.1 A person who contravenes this Bylaw is guilty of an offence. Specified penalties are set out in Schedule "A".

9.2 Any subsequent offence of the same violation within 30 days of the first offence shall result in a second offence, and 60 days after the second offence, a third offence.

PART X REPEAL

10.1 Bylaw No. 947-2009, being the *Unsightly Premises and Snow Removal Bylaw*, and all amendments, are hereby repealed.

10.2 Bylaw No. 944-2008, being the *Noise Control and Special Event Bylaw*, and all amendments, are hereby repealed.

EFFECTIVE DATE

This Bylaw shall come into force upon the day of third and final reading.

READ A FIRST TIME this 14th day of April 2026.

READ A SECOND TIME this 14th day of April 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED this ___ day of _____, 2026.

_____
Mayor Danny Povaschuk

_____
Chief Administrative Officer
Matthew Norburn

Section	Offence	Penalty of 1st Offence	Penalty of 2nd Offence	Penalty of 3rd Offence
3.2	Excessive or unreasonable accumulation of materials	$200.00	$400.00	$800.00
3.3	Dilapidated building, structure or fence	$200.00	$400.00	$800.00
3.4	Failure to secure or properly contain construction materials	$200.00	$400.00	$800.00
3.5 (a)	Failure to maintain grass or weeds	$200.00	$400.00	$800.00
3.5 (b)	Failure to maintain trees, shrubs or other vegetation	$200.00	$400.00	$800.00
3.5 (c)	Failure to remove dead vegetation, brush or yard material	$200.00	$400.00	$800.00
3.5 (d)	Failure to prevent infectious blight or diseases	$200.00	$400.00	$800.00
3.6	Failure to remove, cover or obscure graffiti	$200.00	$400.00	$800.00
4.1 (a)	Emitting dense smoke or dust	$200.00	$400.00	$800.00
4.1 (b)	Allow lights to shine into neighbouring premises	$200.00	$400.00	$800.00
4.1 (c)	Allow stagnant water	$200.00	$400.00	$800.00

4.1 (d)	Conditions to harbour pests or vermin	$200.00	$400.00	$800.00
4.2	Unreasonable noise	$200.00	$400.00	$800.00
4.5	Noise during quiet hours including construction noise	$200.00	$400.00	$800.00
4.5 (a) (iv)	Breach of special event permit conditions	$200.00	$400.00	$800.00
5.1	Failure to remove snow within 24 hours after snowfall	$200.00	$400.00	$800.00
5.4	Place snow onto roadway, lane, alley or boulevard	$200.00	$400.00	$800.00

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Bylaw 1047-2026
Municipal Public Utilities Amendment

Meeting Date: April 14, 2026 Agenda Item No: 09.02

Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - Municipal Government Act
Council Bylaw/Policy (cite): Bylaw 1047-2026 Municipal Public Utilities Amendment

RECOMMENDED ACTION

That Council give first reading to Bylaw 1047-2026, the 2026 Municipal Public Utilities Amendment Bylaw.

That Council give second reading to Bylaw 1047-2026, the 2026 Municipal Public Utilities Amendment Bylaw.

That Council provide unanimous consent for third reading of Bylaw 1047-2026, the 2026 Municipal Public Utilities Amendment Bylaw at this meeting.

That Council give third and final reading to Bylaw 1047-2026, the 2026 Municipal Public Utilities Amendment Bylaw.

BACKGROUND INFORMATION

At the January 13, 2026 Council Meeting Bylaw 1043-2026 Municipal Public Utilities Bylaw Amendment was given all three readings that effective January 1, 2026 to increase water rates to $3.18 per cubic meter, increase the Water Charges Fixed Operating Charge to $57.00 a billing period and to increase the Sewer Charges Fixed Operating Charge to $32.00 a billing period.

Big Country Waste Management Commission requisition for 2026 is $396,470.00, an increase of $61,916.00. Administration provided an estimate requisition of $347,000.00 for the 2026 budget. When updating the spring adjustments to the budget with the requisition of $396,470.00 the regional waste revenue will lose $42,700.00. By increasing the regional

waste fee fixed operating charge by $7.00 per billing period from $44.00 to $51.00 will profit $4,200. The last time the regional waste fee increase was in 2019.

Administration would like to implement paper fee to encourage residents to sign up for E-Billing for their utility bills. As of today, there are approximately 200 residents signed up to receive their utility bill electronically. The fixed fee of $5.00 would cover the cost of staff time, paper, envelopes, and postage, which is currently $1.23 per envelope.

Bylaw 1047-2026, the 2026 Municipal Public Utilities Amendment Bylaw, is being presented to Council this evening to increase the rate for regional waste fees and paper charges.

Bylaw 1047-2026 is for the purpose of amending Bylaw 1006-2020, the Municipal Public Utilities Bylaw. Bylaw 1006-2020 was established for the control and management of the municipal public utilities and includes a schedule to establish the rates and charges pertaining to the bylaw. Each time the rates are changed, an amending bylaw is presented to Council to change Schedule A.

The rates and fees charged in Schedule A of this bylaw will be effective March1, 2026. The minimum invoice per billing period will be $156.00 for residential properties, as the Regional Waste Fees fixed operating charges increased and the paper fee. The commercial property will also increase to $145.00 due to the Regional Waste Fee fixed operating charges and paper fee.

ATTACHMENTS:

- Bylaw 1047-2026 – The 2026 Municipal Public Utilities Amendment Bylaw.
- Bylaw 1006-2020 – The Municipal Public Utilities Bylaw.

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED
Alternative #1:

COMMUNICATION
The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1047-2026

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

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

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

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

PART I BYLAW TITLE

1.1 This bylaw shall be known as “the 2026 Municipal Public Utilities Amendment Bylaw”.

PART II GENERAL

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

Rates are effective March 1,2026

Paper Billing Charge per billing period	$ 5.00
Big Country Waste Management Commission Fixed Operating Charge per billing period	$ 51.00

PART VIII REVIEW AND ENACTMENT

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

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

READ A FIRST TIME THIS 14th DAY OF APRIL 2026.

READ A SECOND TIME THIS 14th DAY OF APRIL 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED THIS 14th DAY OF APRIL 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

Schedule A

Rates effective March 1, 2026

Paperless Charges	$5.00
Water Charges	
Fixed Operating Charge per billing period	$ 57.00
Water charges per cubic meter	$ 3.18
Sewer Charges	
Fixed Operating Charge per billing period	$ 32.00
Sewer charges - per cubic meter of water used over 30 cubic meters	$ 0.30

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

Solid Waste

Garbage Pickup – Residential Properties

Fixed Operating Charge per billing period for Residential properties - three (3) bag per week limit	$11.00

Big Country Waste Management Commission Fee - Residential and Commercial Properties

Fixed Operating Charge per billing period	$ 51.00

Disconnection/Reconnection Fee

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

Due to lack of payment of the utility account The fee must be paid in addition to the arrears owing for service to be reconnected.	$ 50.00
Upon request of the owner or contractor to perform maintenance This includes the meter, meter reader or water lines. Except in an emergency, the owner or contractor shall make the request two working days prior to disconnection.	$ 50.00

Manual Meter Read Charge

The Town of Hanna began a program in 2013 to modify or replace water meters for Automated Meter Readings to allow meters to be read remotely. The water meters are fitted with an Encoder Receiver Transmitter (ERT). This eliminates the

need for meter readers to enter customers' property, reduces costs and identifies potential theft or loss of water.

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

Manual Meter Read Charge per billing period	$ 50.00

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW 1006-2020

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

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

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

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

PART I BYLAW TITLE

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

PART II DEFINITIONS

2.1 “Arrears” means account balance which is unpaid after the due date shown on the invoice.

2.2 “Billing Period” is established as two-month cycles. Invoices shall be generated within 15 working days following each cycle. Invoices for portions of a billing period will be pro-rated accordingly.

2.3 “Consumer” means the person who takes delivery of the water at its place of consumption or who utilizes the sewer service and who has authorized the provision of the services to the Town.

2.4 “Chief Administrative Officer” is the person appointed by Council in accordance with the Municipal Government Act, or their delegate, and may be referred to throughout this bylaw as “CAO”.

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

2.6 “Fixed Operating Charge” is the cost to provide the service to the property, regardless of whether the service is utilized or not.

2.7 “Owner” means the Registered Owner of a parcel of land.

2.8 “Reasonable Notice” means 7 days from the date of mailing of the notice.

2.9 "Service Connections" means the part of the Utility that runs from the main line of the Utility to a building or other place on a parcel of land for the purpose of providing the Utility service to the parcel or building and includes pipes or wires which;

(i) run up to the building;
(ii) are located within the exterior walls of the building;
(iii) run from the exterior walls to couplings, stop-cocks, meters and other apparatus placed inside the building by the municipality; and
(iv) those couplings, stop-cocks, meters and other apparatus.

2.10 "System" means the water or sanitary sewer system or works constructed by the Town of Hanna.

2.11 "Tenant" means a person who rents or leases a property from an "Owner".

2.12 "Town" means the Town of Hanna or its duly authorized representatives.

2.13 "Municipal Utility Service" means the service provided by the Town of Hanna from its municipal water or sewer system or both.

PART III SERVICE CONNECTION

3.1 The Owner of a property must make a written request to the Town of Hanna prior to the commencement of any Service Connection installation or replacement.

3.2 The Town is only responsible for coordinating the replacement of the line from the main to the curb stop while the property owner is responsible for coordinating and the cost of the replacement from the curb stop to the building.

3.3 The Owner is responsible for all costs related to the construction and installation of any Service Connection. The Town will provide the Owner with an estimate of the cost to install or replace the services from the main to the property line, including Town manpower, equipment, materials and contracted services required to complete the job satisfactorily.

3.4 The Owner is responsible for all costs associated with the repair and maintenance of the Service Connection. Where excavation is necessary for the repair and maintenance of a Service Connection, no work shall be commenced by an Owner without written approval of the Town. The Town will be responsible for the costs of maintenance and repair to the Service Connection, only if the repair is located between the main line and the curb stop and the repair is required because of faulty workmanship or construction or blockage caused by freezing.

3.5 The Town may construct, maintain or repair a Service Connection and the Town may enter any land or building for that purpose. Any costs incurred by the Town for such construction, maintenance or repair shall be the responsibility of the Owner.

3.6 If the Town discovers a lead service line when doing maintenance on the line the Town will:

3.6.1 Provide the owner or resident with an information sheet regarding the use of water which may contain lead.

3.6.2 Order a water test to determine the level of lead in the water.

3.6.3 The Town will replace the lead service line and be responsible for the costs associated with the portion of the service line between the main and the curb stop.

3.6.4 The Owner will be encouraged to replace the lead service line between the curb stop and the building, however the Owner will be responsible for all associated costs.

PART IV SUPPLY

4.1 An Owner who wishes to receive Municipal Utility Service shall contact the Town Administration and provide the required information.

4.2 Every Owner who wishes to receive the Municipal Utility Service shall pay the service charges and fees as established in Schedule A of this Bylaw. The Owner may request to have the utility bill mailed to the Tenant residing at the property address for payment of utilities, however the Owner will also receive a copy of the utility bill.

4.3 An Owner is responsible for all service charges, fees and other charges as established in Schedule A of this Bylaw for Municipal Utility Service. The Owner will be responsible for the fixed operating charges for the service at all times. The Town will not reduce the fixed costs for vacant properties for sale or extended vacations.

4.4 Where it is necessary for the Town to construct or repair any portion of the Municipal Utility Service the Town may, without notice to the Consumer, interrupt the Municipal Utility Service for as long as is necessary, and the Town shall not be held liable or responsible for any damages or claims arising from service interruption.

4.5 The Town shall have the right to limit the amount of water supplied to any Consumer where Council deems such action to be necessary.

4.6 The Council may at any time, by resolution, limit or restrict the use of water by Consumers for the watering of lawns, garden plots or other areas, or for any other use, for such time as Council deem advisable.

4.7 When an account is in Arrears the Town may, upon giving not less than seven days notice, shut off the supply of water to any Consumer.

PART V DISCHARGE

5.1 The Consumer may be required to construct and maintain such works as the Town considers necessary for the preliminary treatment of any sewage prior to discharge into the Sanitary Sewer System.

5.2 Only water and waste water shall be discharged into the Sanitary Sewer System. The discharge of any flammable, explosive or other such material into the Sanitary Sewer System is prohibited. A Consumer who contravenes this section may be subject to the penalties outlined in part VII of this bylaw.

5.3 Unless authorized in writing by Council no sub surface storm drains, roof drains or catch basins shall be connected to the Sanitary Sewer System.

PART VI INSPECTIONS

6.1 For the purposes of conducting sampling tests or inspecting, repairing, placing or removing meters on any Service Connection inside or outside any house or building the Town shall have a right of entry to any parcel or building;

(i) upon Reasonable Notice given to the Consumer, or

(ii) upon written authority of the Chief Administrative Officer given in respect of a special case or emergency.

PART VII PENALTY

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

PART VIII REVIEW AND ENACTMENT

8.1 Town of Hanna Bylaw 952-2010 and any amendments thereto are hereby repealed.

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

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

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

_____
Deputy Mayor Connie Deadlock

_____
Chief Administrative Officer
Kim Neill

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

_____
Deputy Mayor Connie Deadlock

_____
Chief Administrative Officer
Kim Neill

Schedule A

Rates effective January 1, 2020

Water Charges

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

Sewer Charges

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

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

Solid Waste

Garbage Pickup – Residential Properties

Fixed Operating Charge per billing period for Residential properties - three (3) bag per week limit	$11.00

Big Country Waste Management Commission Fee - Residential and Commercial Properties

Fixed Operating Charge per billing period	$ 37.50

Disconnection/Reconnection Fee

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

Due to lack of payment of the utility account The fee must be paid in addition to the arrears owing for service to be reconnected.	$ 50.00
Upon request of the owner or contractor to perform maintenance This includes the meter, meter reader or water lines. Except in an emergency, the owner or contractor shall make the request two working days prior to disconnection.	$ 50.00

Manual Meter Read Charge

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

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

Manual Meter Read Charge per billing period	$ 50.00

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Repeal of Bylaw No. 964-2012 Anti-Bullying Bylaw

Meeting Date: April 14th, 2026 Agenda Item No: 09.03

Submitted by: Matthew Norburn

RELEVANT LEGISLATION

Provincial (cite): -

- *Municipal Government Act*, RSA 2000, c. M-26, Section 7
- *Criminal Code of Canada*
- *Education Act*, SA 2012, c. E-0.3

Council Bylaw/Policy (cite): Bylaw No. 964-2012 Anti-Bullying Bylaw

RECOMMENDED ACTION

MOTION: That Council give first reading to Bylaw 1048-2026, to repeal Bylaw No 964-2012 Anti Bullying Bylaw.

That Council give second reading to Bylaw 1048-2026, to repeal Bylaw No 964-2012 Anti Bullying Bylaw.

That Council provide unanimous consent for third reading of Bylaw 1048-2026, to repeal Bylaw No 964-2012 Anti Bullying Bylaw at this meeting.

That Council give third and final reading to Bylaw 1048-2026, to repeal Bylaw No 964-2012 Anti Bullying Bylaw.

BACKGROUND INFORMATION

The Town of Hanna adopted Bylaw No. 964-2012 Anti-Bullying Bylaw in 2012 as part of a broader municipal response to bullying concerns at that time.

At the recent Committee of the Whole meeting, Council received input from the RCMP Detachment Commander and the local School Vice-Principal regarding bullying within the community. The discussion highlighted that:

- Bullying that rises to a serious level is addressed through the *Criminal Code* and enforced by the RCMP;
- Schools address bullying involving students through policies and procedures under the *Education Act*; and

- Municipal enforcement of bullying through a standalone bylaw is limited and difficult in practice.

Administration is not aware of any enforcement actions taken under Bylaw No. 964-2012 since its adoption. Similar bylaws adopted by other municipalities have also seen little to no enforcement and are often repealed or replaced with broader, behaviour-based approaches.

Administration is currently working on the development of a Code of Conduct for Municipal Facilities, which will establish clear expectations for behaviour within Town-operated spaces. This approach focuses on enforceable conduct standards such as harassment, intimidation, and disruptive behaviour, and aligns with current municipal best practices. Based on the feedback received and the availability of more appropriate tools to address behaviour in municipal spaces, the Administration is recommending the repeal of Bylaw No. 964-2012.

ATTACHMENTS:

- Bylaw No.1048-2026(Repeal Bylaw)
- Bylaw No. 964-2012 Anti-Bullying Bylaw

CONSEQUENCES:

Benefits of the Recommended Action:

1. Removes a bylaw that is not actively used and is difficult to enforce.
2. Supports transition to a more effective and enforceable Code of Conduct for Municipal Facilities.

Disadvantages of the Recommended Action:

3. Removal of a bylaw that previously signalled the Town's position on bullying behaviour.

Financial Implication:

Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:
The recommended motion will add additional responsibility to the Utility Clerk but will streamline services to reduce the burden into the future.
OR
There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1: Council may choose to retain Bylaw No. 964-2012. However, the administration does not recommend this course of action as the bylaw has not been used, is difficult to enforce, and overlaps with existing provincial and federal legislation.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

Administration will

TOWN OF HANNA

PROVINCE OF ALBERTA

BY-LAW 1048-2026

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO REPEAL BYLAW NO. 964-2012 (ANTI-BULLYING BYLAW).

WHEREAS, pursuant to Section 7 of the *Municipal Government Act*, R.S.A. 2000, Chapter M-26, as amended, Council may pass bylaws respecting the safety, health and welfare of peoples, the protection of people and property;

AND WHEREAS, Council deems it desirable to repeal Bylaw No. 964-2012, being the "Anti-Bullying Bylaw";

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

PART I TITLE

1.1 This bylaw shall be cited as the **"ANTI-BULLYING BYLAW REPEAL BYLAW."**

PART II REPEAL

2.1 Bylaw No. 964-2012, being the "Anti-Bullying Bylaw", and all amendments thereto, is hereby repealed in its entirety.

PART III SEVERABILITY

3.1 If any provision of this Bylaw is held to be invalid by a court of competent jurisdiction, such invalidity shall not affect the validity of the remaining provisions of this Bylaw.

PART IV EFFECTIVE DATE

4.1 This Bylaw shall come into force and take effect upon third and final reading and signing in accordance with the Municipal Government Act.

READ A FIRST TIME this 14th day of April 2026.

READ A SECOND TIME this 14th day of April 2026.

READ A THIRD TIME AND FINALLY PASSED this 14th day of April 2026.

Mayor Danny Povaschuk

Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
PROVINCE OF ALBERTA
BY-LAW NO. 964-2012

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO CONTROL AND REGULATE HARASSMENT AND BULLYING OF MINORS AND/OR PERSONS IN THE TOWN OF HANNA.

WHEREAS, pursuant to Section 7 of the Municipal Government Act, RSA 2000, Chapter M-26, as amended, a Council may pass Bylaws respecting the safety, health and welfare of people and the protection of people and property and respecting people, activities and things in or near public places.

NOW THEREFORE under the authority of the *Municipal Government Act*, The Council of the Town of Hanna, in the Province of Alberta, ENACTS AS FOLLOWS:

PART I BYLAW TITLE

1. This bylaw shall be known as the "Anti-Bullying" bylaw.

PART II DEFIINITIONS

1. "Bullied" means the harassment of others by the real or threatened infliction of physical violence and attacks, racially or ethnically-based verbal abuse and gender-based put-downs, verbal taunts, name calling and put-downs, written or electronically transmitted, or emotional abuse, extortion or stealing of money and possessions and social out-casting.

2. "Minor" means an individual under 18 years of age.

3. "Peace Officer" means a member of the Royal Canadian Mounted Police, or a Special Constable appointed pursuant to the provisions of the Police Act, Revised Statutes of Alberta, 2000, Chapter P-17, and all amendments or successors thereto.

4. "Public Place" means any place, including privately owned or leased property, to which the public reasonably has or is permitted to have access, whether on payment or otherwise, within the corporate limits of the Town of Hanna, including schools, recreational facilities, public parks and sports grounds.

5. "Violation Ticket" means a violation ticket as defined in the Provincial Offences Procedure Act.

PART III ENFORCEMENT

1. No person shall, in any public place:

    a. Communicate either directly or indirectly, with any person in a way that causes the person, reasonably in all the circumstances, to feel bullied.

    b. While not taking part in any action described in Part 3, Section 1 (a) encourage or cheer on, any person described in Part 3, Section 1 (a).

2. Any person who contravenes Part 3, Section 1 (a) of this Bylaw is guilty of an offence punishable on summary conviction and is liable

    a. For a first offence, to a minimum specified penalty of $250.00; and

    b. For second, or subsequent offences, to a fine not exceeding $1,000.00; and in default of payment of the fine and costs, to imprisonment for six months.

3. Any person who contravenes Part 3, Section 1 (b) of this Bylaw is guilty of an offence punishable on summary conviction and is liable

    a. For a first offence, to a minimum specified penalty of $100.00; and

    b. For second, or subsequent offences, to a fine not exceeding $250.00; and in default of payment of the fine and costs, to imprisonment for six months.

4. If a Violation Ticket is issued in respect of an offence, the Violation Ticket may;

    a. Specify the fine amount established by this Bylaw for the offence; or

    b. Require a person to appear in Court without the alternative of making a voluntary payment.

5. A person who commits an offence, may :

    a. If a Violation Ticket is issued in respect of the offence; and

    b. If the Violation Ticket specifies the fine amount established by the Bylaw for the offence

    Make a voluntary payment equal to the specified fine by delivering the Violation Ticket and the specified fine to the Provincial Court Office specified on the Violation Ticket.

PART IV ENACTMENT

1. This Bylaw shall come into effect on the date of final reading.

READ A FIRST TIME THIS 13th DAY OF NOVEMBER 2012.

READ A SECOND TIME THIS 13th DAY OF NOVEMBER 2012.

Mayor Mark Nikota

Chief Administrative Officer
Geraldine Gervais

READ A THIRD TIME AND FINALLY PASSED THIS 13th DAY OF NOVEMBER 2012.

Mayor Mark Nikota

Chief Administrative Officer
Geraldine Gervais

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Elections Bylaw

Meeting Date: April 14th, 2026 Agenda Item No: 09.04

Submitted by: Matthew Norburn

RELEVANT LEGISLATION

Provincial (cite): - *Local Authorities Election Act*, RSA 2000, c. L-21 (Section 21.1 – authority to require criminal record checks)
Council Bylaw/Policy (cite): Policy 2026-03

RECOMMENDED ACTION

MOTION 1:
That Council provide direction to the Administration on whether the Election Bylaw should require a Criminal Record Check or a Police Information Check as part of the candidate nomination process.

MOTION 2:
That Council give First and Second Reading to Bylaw No. 1049-2026, being the Election Bylaw.

BACKGROUND INFORMATION

Administration has prepared a draft Election Bylaw for Council's consideration, which includes a requirement for candidates to submit a background check as part of the nomination process.

Under the *Local Authorities Election Act*, municipalities are permitted to require candidates to submit a criminal record check or police information check, provided this requirement is established through bylaw before the election year.

The Town of Hanna does not currently have an Election Bylaw and administers elections in accordance with provincial legislation.

Council direction is required on the type of background check to be included in the bylaw:
Criminal Record Check (CRC):

- Includes criminal convictions only
- Less intrusive and more commonly used by smaller municipalities

Police Information Check (PIC):

- Broader in scope (may include non-convictions and police interactions)
- Used by larger municipalities such as Calgary

Important Considerations

- The requirement is procedural only; the Town cannot disqualify a candidate based on the contents of the check.
- A nomination may only be rejected if the required check is not submitted.
- Privacy and handling of the checks must comply with the *Access to Information Act* and *Protection of Privacy Act*.

ATTACHMENTS:

- Draft Bylaw No. 1049-2026 Election Bylaw
- Draft Internal Policy Criminal Record Check Handling Procedure

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CONSEQUENCES:

Benefits of the Recommended Action:

1. Establishes clear nomination requirements for candidates.
2. Enhances transparency in the municipal election process.

Disadvantages of the Recommended Action:

3. May create a perceived barrier to candidacy.

Financial Implication:
Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:
Minor administrative oversight will be required during nomination periods.

ALTERNATIVES CONSIDERED

Alternative #1: Council may choose not to proceed with the Election Bylaw. However, the Administration does not recommend this option as it would not provide additional clarity or structure for candidate nominations.

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

The recommended motion will be communicated through

FOLLOW UP ACTIONS:

Administration will

TOWN OF HANNA
Part of the Harvest Sky Region

General Policy

Title:	Background Check Handling Procedure – Municipal Elections	Policy No:	2026-03
		Supersedes:	
Authority:	Council	Approval Date:	April 14, 2026
		Effective Date:	April 14, 2026

SECTION A

1. PURPOSE

The purpose of this policy is to establish procedures for the collection, handling, storage, access, and disposal of Background Checks submitted by candidates in municipal elections, ensuring compliance with:

- *Local Authorities Election Act*
- *Access to Information Act (ATIA)*
- *Protection of Privacy Act (POPA)*

2. SCOPE

This policy applies to:

- The Returning Officer
- Election staff
- Administrative staff involved in candidate nominations
- Any Town employee granted access to election records

3. DEFINITIONS

"Background Check" means a Criminal Record Check or Police Information Check, as required by the Town of Hanna Election Bylaw.
"Personal Information" has the same meaning as defined in the *Protection of Privacy Act*.
"Returning Officer" means the individual appointed under the *Local Authorities Election Act*.

Title:	Background Check Handling Procedure – Municipal Elections	Policy No: Supersedes:	2026-03
Authority:	Council	Approval Date: Effective Date:	April 14, 2026 April 14, 2026

4. PRINCIPLES

All Background Checks shall be handled in accordance with the following principles:

1. **Collection Limitation** – Only collect what is required by the bylaw.
2. **Use Limitation** – Use only for verifying submission compliance.
3. **No Interpretation** – Staff shall not assess or interpret contents.
4. **Restricted Access** – Access is limited to authorized personnel only.
5. **Security** – Information must be protected at all times.
6. **Retention & Disposal** – Retain only as long as necessary, then securely destroy.

5. COLLECTION PROCEDURE

(1) Background Checks shall only be accepted:

- As part of a complete nomination package, and
- By the Returning Officer or designated staff.

(2) Staff must verify:

- The Background Check is present;
- The Background Check is dated within six (6) months;

(3) Staff shall not review or comment on the contents of the Background Check.

(4) Upon receipt, staff shall:

- Mark the nomination as "complete – Background Check received**"**;
- Not record or summarize any personal or criminal information.

6. ACCESS CONTROL

(1) Access to Background Checks is strictly limited to:

- Returning Officer
- Designated election staff

(2) Background Checks shall not be accessed by:

- Members of Council
- General Town staff
- Members of the public (except as permitted under Section 8)

(3) A log shall be maintained of any internal access to Background Checks.

7. STORAGE AND SECURITY
Physical Records:

- Stored in a locked cabinet within a secure area
- Access restricted to authorized personnel

8. PUBLIC ACCESS PROCEDURE
(1) Public inspection of nomination papers may be permitted in person only, under supervision.
(2) Before inspection:

- Background Checks shall be reviewed for redaction
- Sensitive personal information (e.g., date of birth, addresses, identifiers) shall be removed where appropriate

(3) During inspection:

- No copying, scanning, or photographing permitted
- Staff must remain present at all times

(4) Any request for copies shall be processed under the *Access to Information Act*.

9. PROHIBITED ACTIONS
Staff shall not:

- Interpret or evaluate the contents of a Background Check
- Share or discuss contents internally unless required for administration
- Disclose information to Council or third parties
- Retain copies outside approved storage systems

- Photograph, scan, or reproduce documents except as required by law

10. RETENTION AND DISPOSAL

(1) Background Checks shall be retained in accordance with:

- The Town's Records Retention Schedule; and
- Legislative requirements

(2) Once retention requirements are met, documents shall be:

- Securely shredded (physical copies); or
- Permanently deleted (electronic copies)

(3) Disposal shall be documented.

11. BREACH MANAGEMENT

(1) Any unauthorized access, disclosure, or loss of a Background Check shall be immediately reported to:

- The Returning Officer; and
- The Chief Administrative Officer

(2) The Town shall respond in accordance with applicable privacy legislation, including breach notification requirements where applicable.

12. TRAINING AND COMPLIANCE

(1) All election staff shall receive training on this policy prior to nomination day.
(2) Failure to comply with this policy may result in disciplinary action.

13. AUTHORITY

This policy is adopted under the authority of the Town of Hanna Election Bylaw.

14. EFFECTIVE DATE

This policy comes into effect upon approval by Council.

TOWN OF HANNA

PROVINCE OF ALBERTA

BY-LAW 1049-2026

A BYLAW OF THE TOWN OF HANNA, IN THE PROVINCE OF ALBERTA, TO CONDUCT MUNICIPAL ELECTIONS.

WHEREAS, the Council of the Town of Hanna is an elected authority under the *Local Authorities Election Act*, RSA 2000, c. L-21, and has responsibilities to pass bylaws under that Act;

AND WHEREAS, section 21.1 of the *Local Authorities Election Act* authorizes Council to require a person seeking nomination as a candidate to provide a criminal record check;

AND WHEREAS, Council deems it appropriate to establish procedures respecting municipal elections within the Town of Hanna;

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

PART I INTERPRETATION AND DEFINITIONS

1.1 This bylaw shall be cited as the **"Election Bylaw."**

1.2 Definitions in this Bylaw:

(a) **"Act"** means the *Local Authorities Election Act*, RSA 2000, c. L-21;

(b) **"Candidate"** means an individual nominated for election as a member of Council;

(c) **"Council"** means the municipal council of the Town of Hanna;

(d) **"Municipality"** means the Town of Hanna;

(e) **"Returning Officer"** means the person appointed by Council pursuant to the Act;

(f) **"Election"** means an election conducted under the Act;

(g) **"Criminal Record Check"** means a basic criminal record check or police information check obtained from a recognized law enforcement agency;

PART II RETURNING OFFICER

2.1 The Chief Administrative Officer, or designate, is appointed as Returning Officer unless otherwise appointed by Council.

PART III CRIMINAL RECORD CHECK REQUIREMENT

3.1 Criminal Record Check:

(a) Every nomination paper required for a candidate for office as a member of Council must be accompanied by a Criminal Record Check.

(b) A Criminal Record Check/Police Information Check submitted pursuant to subsection (1) must be dated no earlier than six (6) months before the date of the nomination paper is submitted.

(c) Every candidate shall be responsible for the cost of obtaining the Criminal Record Checks/Police Information Check.

(d) Failure to provide a Criminal Record Check/Police Information Check in accordance with this section shall result in the nomination being deemed incomplete.

(e) The Returning Officer shall not interpret, assess, or make determinations based on the contents of a Criminal Record Check/Police Information Check.

PART IV COLLECTION, USE AND DISCOSURE OF INFORMATION

4.1 Authority to Collect Personal Information:

(a) The Town of Hanna is authorized to collect personal information, including Criminal Record Check/Police Information Check, for the purpose of administering municipal elections in accordance with the *Local Authorities Election Act.*

(b) Personal Information collected under this Bylaw shall be collected in accordance with the Access to Information Act (Alberta) and the Protection of Privacy Act (Alberta).

4.2 Purpose of Collection

(a) Criminal Record Check/Police Information Check are collected solely for:

1. Verifying that a candidate has complied with nomination requirements; and

2. Supporting transparency in the municipal election process

(b) The Town shall not use Criminal Record Check/ Police Information Check to determine a candidate's eligibility beyond confirming submission.

4.3 Use and Disclosure Restrictions

(a) Criminal Record Check/Police Information Check shall not be:

1. Publicly distributed;

2. Published online; or

3. Disclosed except as permitted under the *Access to Information Act*.

(b) Access to Criminal Record Check/Police Information Check shall be limited to:

1. The Returning Officer; and

2. Designated election officials as required for administration purposes.

(c) The Town shall not interpret or evaluate the contents of a Criminal Record Check/Police Information Check for any purpose.

4.4 Public Access to Nomination Records

(a) Nomination papers, including Criminal Record Check/Police Information Check, may be made available for in-person inspection only, under the supervision of the Returning Officer.

(b) Prior to any inspection:

1. Personal information not required for public transparency shall be redacted; and

2. Access shall be provided in a manner consistent with the *Access to Information Act.*

(c) No copies, photographs, or reproductions of Criminal Record Checks/Police Information Checks shall be permitted except where required by law.

4.5 Retention and Disposal

(a) Criminal Record Check/Police Information Check shall be retained only for the period necessary to administer the election and to comply with applicable legislation and records retention policies.

(b) Following the retention period, Criminal Record Check/Police Information Check shall be securely destroyed in accordance with the Town's records retention policy and applicable legislation.

4.6 Candidate Acknowledgement

(a) By submitting a Criminal Record Check/Police Information Check, a candidate acknowledges that:

1. The information is being collected under the authority of the *Local Authorities Election Act;*

2. It will be handled in accordance with applicable privacy legislation; and

3. Limited public inspection may be permitted in accordance with the Bylaw and applicable legislation.

PART V NOMINATIONS

5.1 Nomination Requirements

(a) All nomination requirements shall comply with the *Local Authorities Election Act.*

5.2 Nomination Deposit

(a) Every nomination paper must be accompanied by a deposit in the amount of:

- $100 for Councillor;

- $500 for Mayor

(b) Deposits shall be handled in accordance with the Act

PART VI GENERAL ELECTION PROCEDURES

6.1 Voting Stations

(a) The Returning Officer may establish voting stations and their locations.

6.2 Advance Vote

(a) The Returning Officer may establish advance voting opportunities in accordance with the Act.

6.3 Special Ballots

(a) The use of special ballots is authorized, and the Returning Officer may determine application procedures and deadlines.

PART VII GENERAL PROVISIONS

7.1 Conflict with Legislation

(a) Where this Bylaw conflicts with the *Local Authorities Election Act*, the Act shall prevail.

7.2 Severability

(a) If any provisions of this Bylaw is found invalid, the remaining provisions shall remain in force.

PART VIII COMING INTO FORCE

8.1 Effective Date

This Bylaw comes into force on the date it is passed.

READ A FIRST TIME this 14th day of April 2026.

READ A SECOND TIME this 14th day of April 2026.

_____
Mayor Danny Povaschuk

_____
Chief Administrative Officer
Matthew Norburn

READ A THIRD TIME AND FINALLY PASSED this ____ day of ____ 2026.

_____
Mayor Danny Povaschuk

_____
Chief Administrative Officer
Matthew Norburn

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Council Reports & Roundtable

Meeting Date: April 14, 2026 Agenda Item No: 10.01
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts the Council Reports for information.

BACKGROUND INFORMATION

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.

ATTACHMENTS:

- Mayor Povaschuk
- Councillor Crowle
- Councillor Hunter
- Councillor Karg
- Councillor Rorabeck
- Councillor Thuroo
- Councillor Warwick

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councillor Crowle
Council Date:APRIL 10TH 2026

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

Meeting:BCWMC HR MEETING
Location:HANNA TRANSFER SITE
Date & Time:MARCH 2ND/26 @9:00am
Report Information from meeting here:
Meeting to file a harassment concern with the Director of Operations
Meeting:BCWMC HR MEETING
Location:HANNA SPECIAL AREAS BOARD ROOM
Date & Time:MARCH 9th/2026
Report Information from meeting here:
DISCUSSED POLICY/PROCEDURES
Meeting:BCHA
Location:LYNKS BOARD ROOM
Date & Time: MARCH 10th 2026
Report Information from meeting here:
DISCUSS MANAGEMENT FINANCIAL LIMITES/APPOVE INCREASE LIMITES
Meeting: ACADIA FOUNDATION MEETING
Location:OYEN LODGE BOARD ROOM
Date & Time:MARCH 17th 2026@ 10:00AM
Report Information from meeting here:I WAS IN THE DRUMHELLER HEALTH CENTRE MINUTES HAVE BEEN POSTED

Upcoming Meeting to Attend:

Meeting:
Location:
Date & Time:

Meeting:
Location:
Date & Time:

Meeting:
Location:
Date & Time:

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councillor Crowle
Council Date:APRIL 10TH 2026

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

Meeting:COMMITTEE OF THE WHOLE MEETING
Location:TOWN OF HANNA COUNCIL CHAMBERS
Date & Time:MARCH 25TH 2026 @ 8;30AM
Report Information from meeting
MINUTES HAVE BEEN POSTED
Meeting:BCWMC HR MEETING
Location;HANNA SAB BOARD ROOM
Date & Time: MARCH 30TH 2026 @7;00 PM
Report Information from meeting here: CONTINUED WITH POLICIES/PROCEDURE MANUALS

Meeting:
Location:
Date & Time:
Report Information from meeting here:

Meeting:
Location:
Date & Time:

Upcoming Meeting to Attend:

Meeting: VMHA
Location:PAINT EARTH COUNTY BOARD ROOM
Date & Time:APRIL 10TH/2026 @10;00AM

Meeting: SPECIAL AREAS JOB INTRODUCTION
Location:YOUNGSTOWN SAB SHOP
Date & Time:APRIL 13TH 2026 @ 9;00AM
Meeting: TOWN COUNCIL MEETING
Location:TOWN OF HANNA COUNCIL CHAMBERS Date & Time:APRIL 14TH 2026 @ 6;00PM

Meeting:LYNKS 50TH ANNIVERSARY GALA
Location: HANNA COMMUNITY CENTER
Date & Time:APRIL 18TH 2026 @ 5:00PM

Meeting: ACADIA FOUNDATION MEETING
Location: HANNA LODGE BOARD ROOM
Date & Time: APRIL 21ST 2026 @ 10:00AM

Meeting: COMMITTEE OF THE WHOLE MEETING
Location: TOWN OF HANNA COUNCIL CHAMBERS
Date & Time: APRIL 29TH 2026 @ 8:30 AM

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councillor Hunter
Council Date: April 14, 2026

Committee or Boards to report on:
Fred & Freda Geuder Bursary
Hanna / Wake Student Exchange
Henry Kroeger Regional Water Services (alternate)
Marigold Library Systems Board (alternate)
Red Deer River Municipal Users Group (alternate)

Meeting: AEOP Strategic Planning Course
Location: EdmontonConference Center

Date & Time: March 25/26
Councillor Warwick and myself attended this training course while missing our first COW meeting. The course was very insightful and I learned a great deal about Strategic Planning. Why they are important and tips and tactics to develop a Strategic Plan for our Council. I look forward to meeting with Tyler in the future as we develop our Council's Strategic Plan April 29-May1

Meeting: AB Munis Spring Caucus
Location: Edmonton Conference Center
Date & Time: March 26-27, 2026
The conference was great, the meetings were very informative. The discussions of: Legal Advice into C.O.I. and Pecuniary Issues, Community Policing Forum, Gov't Caucus discussion and Q&A, and our Premier's speech.

Upcoming Meeting to Attend:

Meeting: Strategic Planning Sessions
Location: Hanna Firehall
Date & Time: evening dinner April 29, Main sessions 9am-4 April 30/May 1

Meeting: Fred & Freda Geuder Bursary
Location: Hanna AB
Date & Time: Will be in discussion with Connie Deadlock via email/phone

Meeting: AJTMA Conference
Location: Lacombe AB
Date & Time: May 22/23

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Karg**
Council Date: **April 14, 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
Location: LYNKS Boardroom
Date & Time: March 17, 2026 12:00 p.m.
Meeting involved ongoing planning for the Gala Celebration to be held April 18, 2026 to celebrate 50 years of service to Hanna and surrounding area.

Meeting: Lynks
Location: Lynks Boardroom
Date & Time: March 18 4:45 p.m.
The Personnel and Policy Committee met to review and recommend changes to the personnel and policy manual to bring forward to the Board of Directors.

Meeting: Palliser Regional Services Board of Directors
Location: Hanna, AB
Date & Time: March 25, 2026 12:00 p.m.
Emergency Meeting called to address internal issue involving external provider of services.

Meeting: Palliser Regional Services Board of Directors
Location: Hanna, AB
Date & Time: April 7, 2026 12:00 p.m.
Board of Directors received the audit report from Ascend Accounting which reported sound financial and accounting system.
PRS terminated their contract with Park Enterprises and transitioned all safety code applications to the Inspector group. The transfer appears to be seamless with no problems reported from member municipalities.
The Board of Directors approved the Intermunicipal Subdivision and Development Appeal Board Members and Clerks.

Upcoming Meeting to Attend:

Meeting: Lynks
Location: Hanna AB
Date & Time: April 9 12:00 p.m.

Meeting: Strategic Planning Meeting with Tyler Granam
Location: Zoom
Date & Time: April 13, 2026 5:00 p.m.

Meeting: Lynks
Location: Hanna
Date & Time: April 9, 2026 12:00 p.m.

Meeting: Lynks
Location: Hanna
Date and Time: April 23, 2026 5:00 p.m.

Meeting: Town Council Strategic Planning Sessions
Location: Hanna
Date and Time: April 29 to May 1

COUNCIL REPORTS & ROUNDTABLE

Prepared by: **Councillor Rorabeck**
Council Date: **April 14, 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: **Harvest Sky Economic Development Corporation**
Location: Lynks Office (Attended online)
Date & Time: March 10, 2026 at 10:00am (AGM)

Harvest Sky reported a productive and successful year of community engagement.

Events and initiatives were well supported, demonstrating strong participation and continued interest from both residents and visitors. The Visitor Information Centre (VIC) maintained consistent usage throughout the season, reflecting effective service delivery and sustained visitor engagement within the community. Overall, the organization continues to demonstrate stability and relevance through its programming, events, and community presence.

Election of officers was held. Debbie Laughlin is the President, Brenda Karg is the Vice President, and Doray Veno is the Secretary/Treasurer.

Meeting: **Hanna and District Chamber of Commerce**
Location: Canalta Hotel
Date & Time: March 16, 2026 at 6:30pm (AGM)

Overall, Chamber events and initiatives in 2025 demonstrated strong participation, community engagement, and continued business support.

The Golf Tournament had a turnout of 34 golfers, and the Light Up Parade featured 15 parade entrants and participation from 6 fire trucks, contributing to two well-attended community events.

Membership growth and retention remained strong, with a total of 96 members across various tiers. Additionally, 46 members actively utilized Chamber Plan benefits. The Welcome Sign program experienced strong uptake, with 21 advertising spaces sold. Highway Sign advertising also showed full participation, with all 12 available spaces secured.

The election of officers was postponed until we have more board members. The Chamber is actively seeking new members to join the board, so please contact the Chamber Manager Terita if you're interested in joining or learning more.

Upcoming Meetings to Attend:

Meeting: **Hanna and District Chamber of Commerce**
Location: Town Office (Council Chambers)
Date & Time: April 21, 2026 at 12:00pm (Planning Meeting)

Meeting: **Harvest Sky Economic Development Corporation**
Location: Youngstown Office
Date & Time: June 9, 2026 at 2:00pm

Meeting: **Hanna and District Medical Corporation**
Location: Board Room at Medical Clinic
Date & Time: TBD

COUNCIL REPORTS & ROUNDTABLE

Prepared by: Councilor Warwick
Council Date: April 14, 2026

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

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

Meeting: **CF Meridian** 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

Meeting: **PEP** Executive Meeting
Location: Hanna-Zoom
Date & Time: March 6, 2026/10:00 AM

Meeting: **PEP** Executive Meeting
Location: Hanna-Zoom
Date & Time: March 10, 2026/7:30-9:00 AM

Meeting: **CF Meridian** Cyber Security
Location: Hanna-Zoom
Date & Time: March 19, 2026/3:30 PM

Meeting: **CF Meridian** Board of Directors Annual Evaluation
Location: Hanna-Zoom
Date & Time: March 20, 2026/10:00 AM

Meeting: **CF Merdian** Meeting
Location: Hanna-Zoom
Date & Time: April 1, 2026/1:30 PM

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Correspondence

Meeting Date: April 14, 2026 Agenda Item No: 11.00
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

That Council accepts Correspondence item 12.01 – 12.03

BACKGROUND INFORMATION

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.

ATTACHMENTS:

- Minister Letter 2026 – Hanna Fire Department Grant
- Canada Heritage July 1st Grant
- ATCO Franchise 2025 Year End Report

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:

Budget Available: $

Unbudgeted Costs: $

Source of Funds $

Staffing Implications:

ALTERNATIVES CONSIDERED

Alternative #1:

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

ALBERTA
MUNICIPAL AFFAIRS
Office of the Minister
MLA, Peace River

AR121544

March 24, 2026

Mayor Danny Povaschuk
Hanna Fire Department
PO Box 430
Hanna, AB T0J 1P0

Dear Mayor Povaschuk:

Thank you for submitting your municipality's grant application under the 2026 Fire Services Training Program. I am pleased to inform you that the Hanna Fire Department has been approved for a grant of $5,456 to carry out training as outlined in the forthcoming conditional grant agreement. Through the Fire Services Training Program (FSTP), the Government of Alberta provides $500,000 amongst eligible fire departments to offset the cost of training their members.

The conditional grant agreement will be sent separately to your Chief Administrative Officer to obtain the appropriate signatures. Once the conditional grant agreement has been signed by Municipal Affairs, the grant funds will be distributed, and a final signed copy of the conditional grant agreement will be emailed to your municipality for your records.

Municipal Affairs will be working with the FSTP Working Group to review the grant evaluation criteria and approval process for potential enhancements in future years. If you have any questions regarding the grant process or the conditional grant agreement, please contact the Grants Coordinator at 1-866-421-6929, or firecomm@gov.ab.ca.

Thank you for your important work and dedication to the safety of individuals in your community.

Sincerely,

Dan Williams, ECA
Minister of Municipal Affairs

cc: Honourable Nate Horner, MLA Drumheller-Stettler
Matthew Norburn, Chief Administrative Officer
David Mohl, Fire Chief

Canadian Heritage | Patrimoine canadien

Michele Toews
Community Services Coordinator
TOWN OF HANNA
Postal Office Box 430
Hanna, Alberta
T0J 1P0

March 6, 2026

Title: Celebrate Canada Funding Application

Dear Michele Toews:

On behalf of the Minister of Canadian Identity and Culture and Minister responsible for Official Languages, it is my pleasure to inform you that your application for funding has been approved.

A grant in the amount of $5,000 will be awarded to help your organization carry out its activities, under the Celebration and Commemoration Program, Celebrate Canada Component. This funding will be allocated over one government fiscal year 2026-2027 and will be subject to certain terms and conditions, the appropriation of funds by Parliament, and the budget levels of the Program.

One of our program representatives may contact you in the near future to review the terms and conditions and answer any questions you may have related to this funding.

In closing, I would like to take this opportunity to wish you and the members of your organization the greatest success in your endeavours.

Sincerely,

Colin Boyd
Regional Director General
Canadian Heritage

Canada

March 25, 2026

Town of Hanna
302-2nd Ave West
PO Box 430
Hanna, AB T0J 1P0

RE: Electrical Distribution System – 2025 Franchise Report

Dear Matthew Norburn,

ATCO Electric is pleased to present this annual franchise report for the Town of Hanna.

We've been serving the Town of Hanna since 1927 and are committed to a strong working relationship with the communities in which we live, work, and volunteer.

The information in this report will bring you up to date on our financial commitment to the Town of Hanna, reliability statistics, system development, customer satisfaction, and the contributions we, as a company, have had the privilege to make to the community.

As always, ATCO Electric is happy to answer any questions you may have about this report or any of the details within it. Please feel free to contact me at (403) 741-4792.

Sincerely,

Tracy Volker
Customer Support Representative
ATCO Electric
Tracy.volker@atco.com
(403) 741-4792

The Town of Hanna

Serving 1,900 Customer Sites in the Town of Hanna

ATCO Electric strives to improve the lives of our customers by providing reliable, sustainable, innovative and comprehensive electricity solutions to our franchise communities.

Customer Breakdown

Rate Class	2024 Number of Sites	2025 Number of Sites
Company Farm	1	1
General Service	218	216
Industrial	16	17
Oilfield	1	1
Residential	1,272	1,273
Sentinel Lights	30	26
Street Lights	347	366
Total Number of Sites	**1,885**	**1,900**

Franchise Fee and Taxes

	2025 Actual	2026 Forecast
Wires Distribution Revenue	$3,094,969	$3,090,017
Franchise Fee %	@ 7.5%	@ 7.5%
Franchise Fee on Revenue	$232,140	$231,751
Distribution Linear Taxes	$48,242	$50,536
Total Estimated Fee + Tax	**$280,382**	**$282,287**

Based on 2025 actual revenue, a franchise fee increase of 1% would increase fee payments by $30,949 per year.

System Reliability

Reliability data is derived from the number of outages (frequency) and length of outage (duration). Most unplanned outages are due to weather or third-party contact with lines. ATCO requires planned outages to conduct maintenance and repair work or to build a new electrical line. (*SAIDI/SAIFI definitions under Supporting Information)

Outages	2024	2025
***SAIFI (Feeder Average)**	0.3	2.2
***SAIDI (Feeder Average)**	0.6	6.8
ATCO Electric (System Average) SAIFI (Major Events Included)	1.7	1.4
ATCO Electric (System Average) SAIDI (Major Events Included)	5.6	5.4

Distribution Asset Maintenance Programs

Completed in 2024	Completed in 2025	Proposed for 2026
• Forestry Maintenance • Distribution System Inspections	• Distribution System Inspections • Streetlight Davit Painting	• Distribution System Inspections

Street Lights

Inventory Summary

Lamp Type	Investment Rate	Non-Investment Rate
High Pressure Sodium	14	231
LED	101	2
Total	**115**	**233**

Community Engagement

Our ATCO EPIC program is a grassroots initiative involving employee-led committees that plan, implement and administer workplace fundraising campaigns within the company. The program combines fundraising events, auctions, friendly team competitions and employee pledges that support more than 800 charitable and non-profit organizations. **In 2025, our people raised $2.5 million.**

Regulatory Information

- The ATCO Electric Annual Rule 002 Service Quality and Reliability Performance Report for 2025 can be found at: https://www.auc.ab.ca/regulatory_documents/service-quality-and-reliability-plans
- No customer complaints were received by the Alberta Utilities Commission for the Town of Hanna
- ATCO Electricity rates: https://www.atco.com/en-ca/for-home/electricity/rates-billing.html

Supporting Information

*SAIFI (System Average Interruption Frequency Index): The average number of interruptions per customer.

*SAIDI (System Average Interruption Duration Index): The total average number of hours each customer's power is interrupted.

Active outage information can be found at: https://electric.atco.com/en-ca/power-outages/outage-map.html.

More detailed information available upon request.

Contact Us

If you have questions about ATCO's electricity distribution operations, customer service or community involvement in your area, please contact us.

Tracy Volker
Customer Support Representative
ATCO Electric
(403) 741-4792
Tracy.volker@atco.com

Nick Peelar
Senior Manager
ATCO Electric
(403) 823-1446
Nick.peelar@atco.com

TOWN OF HANNA
Part of the Harvest Sky Region

Council Meeting
Request for Decision

Closed Session

Meeting Date: April 14, 2026 Agenda Item No: 12.00
Submitted by: CAO

RELEVANT LEGISLATION

Provincial (cite): - N/A
Council Bylaw/Policy (cite): N/A

RECOMMENDED ACTION

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

12.1 Disclosure harmful to economic interest of a public body as per ATIA Section 30
12.2 Disclosure harmful to economic interest of a public body as per ATIA Section 30

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

BACKGROUND INFORMATION

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.

ATTACHMENTS:

-

CONSEQUENCES:

Benefits of the Recommended Action:

1.

Disadvantages of the Recommended Action:

2.

Financial Implication:

Budget Capital or Operating:
Budget Available: $
Unbudgeted Costs: $
Source of Funds $

Staffing Implications:

There are no staffing implications to the recommended motion.

ALTERNATIVES CONSIDERED

Alternative #1

COMMUNICATION

The Town uses a broad mix of traditional and digital tools to keep the public informed and engaged. These include public engagement activities, electronic newsletters, website news releases and content updates, weekly flyers, a community event calendar, event kiosks, and social media. Other channels such as radio, separate handouts or posters are used where appropriate, in alignment with the Town's Advertising Bylaw.

FOLLOW UP ACTIONS:

Administration will