



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, August 11, 2022 starting at 8:15 p.m.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. DELEGATION

- (a) 8: 15 PM Joint Quality Management Plan – Cindy Ramsay
- (b) 8: 30 PM Tim & Jackie Muir Subdivision complaint letter discussion

4. ADOPTION OF THE PREVIOUS MINUTES

- (a) July 21, 2022 Regular Council Meeting

5. POLICY & BYLAW REVIEW

- (a) Bylaw Review
 - 506-16 CAO Bylaw
- (b) Policy Review
 - 4.7 Statutory Holiday
 - 4.9 Overtime
 - 4.10 Performance Review Policy

6. BUSINESS

- (a) EPCOR – Request to salvage service line cost
- (b) Barbers Complaint letter
- (c) Camp Kitchen
- (d) CAO Training – ESS & ECC
- (e) Dust Control
- (f) Community Group Procedure
- (g) Alberta Day 2022 Expression of interest
- (h) CIMA estimates – Mono vs regular sidewalk & gravel vs pavement
- (i) Alberta Municipalities Convention
- (j) 10-year capital plan extension

7. FINANCIAL REPORTS

- (a) July 2022 Bank Reconciliation and Cheque Listing
- (b) Q2 Budget Variance Report

8. COMMITTEE REPORTS

9. CAO, PW & JG WATER SERVICES REPORTS

10. CORRESPONDENCE

- (a) New Website on the Future of Provincial Policing
- (b) CF Wild Rose -Community Business Investment Partnership (CBIP)
- (c) FORTIS – Alberta Municipalities customer reception invite
- (d) RCMP Jan to May stats 2022 vs 2021
- (e) GoA Mobile Wireless Services Contract and Procurement
- (f) Ukrainian Independence & Heritage Municipality Memo

11. ADJOURNMENT

Next Meeting: Thursday September 1, 2022 (Council Chambers and via. Conference call)

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	DELEGATIONS

Agenda Item Number:	3. DELEGATION
---------------------	---------------

BACKGROUND

Joint Quality Management Plan – Cindy Ramsay

See attached Joint Quality management Plan.

Council invited Cindy to attend to answer any questions. The question that was discussed before was the impact to the Village if the accreditation gets suspended.

Motion to sign the Joint Quality Management Plan with Wheatland County, Village of Standard, Village of Rockyford, and Village of Hussar

Jackie Muir -Subdivision Complaint letter discussion

Jackie Cutter (Muir) sent the attached letter to Council, CAO and Municipal Affairs on July 13, 2022.

See attached CAO responses to each portion of the letter.

As per the complainants request I have included the “full public disclosure of the decision making process, all costs associated with the division and the rezoning of the property concerning Lot 6 PUL Block 9 Plan 031 0282.”

The lot has not been subdivided or rezoned at this time and has been put on hold due to this complaint being sent to Municipal Affairs. I have not heard anything from the 2 MA people at this time.

Wheatland County
Joint Quality Management Plan

Wheatland County
Village of Standard
Village of Rockyford
Village of Hussar

Wheatland County

Joint Quality Management Plan - Wheatland County, Village of Standard, Village of Hussar, Village of Rockyford

This Joint Quality Management Plan has been accepted
by the Administrator of Accreditation.

Peter Burrows
Administrator of Accreditation

Date



Table of Contents

Schedule A - Scope and Administration	4
1.0 Scope of Accreditation	5
1.1 Fire	5
2.0 Joint Quality Management Plan Administration	6
2.1 Overall Administration	6
2.1.1 Delivery of Safety Codes Services	6
2.1.2 Contracted Accredited Agency	6
2.1.3 Monitoring and Oversight	6
2.2 Personnel	7
2.2.1 Appointment of a QMP Manager	7
2.2.2 SCO Authority	7
2.2.3 Declaration of Status	7
2.2.4 Registry of SCO and Permit Issuers	7
2.2.5 Training and Professional Development	8
2.3 QMP Access	8
2.4 Training on the Contents of this QMP	9
2.5 Freedom of Information and Confidentiality	9
2.6 Records	9
2.7 Council Levy	10
2.8 Permit Information and Permissions	10
2.9 QMP Amendments and Revisions	10
2.10 Annual Internal Review	10
2.11 Cancellation of Accreditation	10
2.12 Organizational Chart	12
2.13 Municipal Agreement – Municipal Agreement – New Accreditation	13
2.14 QMP Manager Information	15
2.15 Notices	15
Schedule B - Operational Requirements	16
3.0 Operational Requirements	17
3.1 Definitions	17
3.1.1 Deficiency	17
3.1.2 Unsafe Condition	17
3.1.3 Final Inspection	17
3.1.4 Imminent Serious Danger	17
3.2 Scope of Services	17
3.3 Interdisciplinary Technical Coordination	18
3.4 Orders	18
3.5 Emergency Situations	19
3.6 Alternative Solution Proposals and Variances	19
3.7 Permit Administration	20
3.7.1 Permit Applications	20

3.7.2	Terms and Conditions of Permit.....	20
3.7.3	Annual Permits.....	21
3.7.4	Permit Expiry.....	21
3.7.5	Permit Extension	21
3.7.6	Permit Services Report.....	21
3.7.7	Permit Refusal, Suspension, or Cancellation.....	22
3.7.8	Permit Information.....	22
3.8	Site Inspections	22
3.9	Site Inspection Reports	23
3.10	No-Entry Policy.....	23
3.11	Verification of Compliance (VOC).....	24
3.12	Investigation and Reporting of an Unsafe Condition, Accident, or Fire.....	24
Schedule C -Technical Discipline Service Delivery Standards.....		26
4.0 Technical Discipline Service Delivery Standards.....		27
4.1	Fire	27
4.1.1	Fire Permits and Permissions	27
4.1.2	Fire Inspections.....	27
4.1.3	Inspection Frequency Definitions:.....	29
4.1.4	Storage Tank Systems for Flammable and Combustible Liquids	29
4.1.5	Construction Fire Safety Plans (including demolition) upon request:	30
4.1.6	Fire Investigations	30
4.1.7	Fire Prevention Programs	31

Schedule A - Scope and Administration

1.0 Scope of Accreditation

Wheatland County/Village of Standard/Village of Rockyford/Village of Hussar, herein referred to as “The Municipality” will administer the Safety Codes Act (Act) including the pursuant regulations, codes and standards that are in force as amended from time-to-time and applicable in the following technical discipline(s) within their jurisdiction.

1.1 Fire

- ☒ All parts of the:
 - National Fire Code – 2019 Alberta Edition; and
 - Fire Investigation (cause and circumstance).
- Or**
- ☐ All parts of the:
 - National Fire Code – 2019 Alberta Edition **except** the requirements pertaining to the installation, alteration, and removal of the storage tank systems for flammable liquids and combustible liquids, and
 - Fire Investigations (cause and circumstance).
- ☒ Fire Prevention Programs (optional).
- ☒ Public education.

2.0 Joint Quality Management Plan Administration

2.1 Overall Administration

The Municipality is responsible for the administration of this accreditation and the delivery of safety codes services in compliance with this Joint Quality Management Plan (QMP).

The Municipality will ensure that its employees, contractors, and contracted accredited agencies follow this QMP.

The Municipality recognizes that failure to follow this QMP could result in the Administrator of Accreditation taking action to bring the Municipality back into compliance. This could include suspension of the Municipality's accreditation. In the event that any actions taken do not achieve the intended outcome of compliance with this QMP, the Administrator of Accreditation may consider the cancellation the Municipality's accreditation.

2.1.1 Delivery of Safety Codes Services

The Municipality will provide the safety code services prescribed in this QMP through its own staff, and accredited agencies. In doing so, it will ensure that sufficient personnel, technical and administrative, will be available to meet the expectations, obligations and responsibilities inherent to its accreditation. This includes being able to competently deliver the safety codes services required by this QMP in order to effectively and administer the Act, its regulations, codes, and standards in force in Alberta. All safety codes services will be performed in compliance with this QMP, in a timely and professional manner, with impartiality and integrity, while working co-operatively with the citizens of the Municipality to ensure compliance with the Act.

The Municipality will maintain an atmosphere that supports objective and unbiased decisions. All Safety Codes Officers (SCOs) working for the Municipality will have the ability and opportunity to make independent decisions relative to compliance monitoring, without undue influence of management, elected officials, or any other party.

2.1.2 Contracted Accredited Agency

The Municipality acknowledges that, should the required safety codes services be provided by an accredited agency, the Municipality will ensure that a formal contract for services is in place. The Municipality understands that it is responsible to effectively manage the contract with the accredited agency to ensure that the accredited agency is adhering to the service delivery standards of this approved QMP. Contracts with accredited agencies will include a statement that ensures that all SCOs will have the right to work in atmosphere free of undue influence, and hold the discretionary authority to perform their duties as outlined in the Act.

2.1.3 Monitoring and Oversight

The Safety Codes Council (Council) has the responsibility for monitoring and oversight of an accredited municipality's compliance with the terms and conditions of its accreditation as outlined in its QMP, the Act, and the Act's regulations. In becoming accredited, the Municipality recognizes that the Council, or its representative, will complete a review and audit of the Municipality's performance as an accredited organization according to Council policy and procedures. The Municipality will fully cooperate with the Council on matters that relate to the administration of the QMP and the monitoring and oversight of its

accreditation. The Municipality accepts that the Council has full and unfettered access to all records of the Municipality relating to the provision of services under this QMP, which includes the right to enter the Municipality premises at any reasonable time in order to inspect, review, audit, or retrieve such records. The Municipality will implement the recommendations made from the audit process, and the Administrator of Accreditation.

2.2 Personnel

The Municipality will employ, retain, or otherwise engage:

- SCOs who are appropriately certified and designated to carry out the provisions of the QMP; and
- persons knowledgeable with the Act, regulations, codes, standards, Council policies, and other applicable legislation relative to the services to be provided.

2.2.1 Appointment of a QMP Manager

The Municipality will identify a QMP Manager who is responsible for the administration of the QMP. The QMP Manager will be an employee of the Municipality. If the individual fulfilling the role of QMP Manager changes, the Municipality is responsible for informing the Council of this change and providing the name of the person who will assume the role of QMP Manager.

2.2.2 SCO Authority

The Municipality acknowledges the authority and discretion of SCOs as prescribed under the Act, and their freedom to exercise that authority to:

- provide safety codes consultation;
- review plans issue permits;
- carry out an inspection for anything, process, or activity to which this Act applies for the purpose of ensuring compliance with the Act;
- issue reports and correspondence;
- accept a Verification of Compliance;
- review alternative solution proposals;
- issue variances;
- issue orders;
- engage in enforcement action;
- conduct investigations;
- require professional engagement; and
- re-inspect.

2.2.3 Declaration of Status

The Municipality will ensure that any or all SCOs, staff, or officers, whether employed, retained or otherwise engaged by an accredited agency, will be an unbiased third party in any services provided under this QMP. This includes participation in any design, construction, installation, or investigation activities for projects where they also provide compliance monitoring.

2.2.4 Registry of SCO and Permit Issuers

The Municipality is responsible for maintaining in Council Connect the list of the SCOs and permit issuers designated under its accreditation to provide safety codes services pursuant to this QMP. This list will be reviewed every six (6) months to ensure it remains current. Upon request by the Council, the Municipality

will confirm the validity of its list of designated employees in Council Connect. If there are any employees not listed in Council Connect, the Municipality will submit a request to the Council that they be designated.

2.2.5 Training and Professional Development

a. SCOs

The Municipality acknowledges the responsibilities of SCOs to obtain training to maintain SCO certification. It will ensure that SCOs attend update training and development as required by the Council to maintain current SCO certification and competency including but not limited to changes in:

- the Act;
- regulations under the Act;
- codes and standards mandated by the Act;
- procedures under the Act;
- Council policies and directives;
- directives from an Administrator;
- assigned duties; and
- professional development.

b. Permit Issuers

The Municipality acknowledges the responsibilities of permit issuers to remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities as a permit issuer; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support permit issuers in obtaining training related to their responsibilities.

c. Other Personnel

The Municipality acknowledges its responsibilities to ensure that its employees involved in the administration of its accreditation remain current and up-to-date on:

- the Act;
- regulations under the Act;
- their responsibilities in administering the Municipality's accreditation; and
- the contents of this QMP.

As required and deemed necessary by the Municipality, the Municipality will support those employees involved in the administration of its accreditation in obtaining training related to their responsibilities.

2.3 QMP Access

The Municipality will ensure that all staff, SCOs, permit issuers, and contract personnel performing duties under the Act are aware of the content of this QMP and any revisions. It will also provide access to a copy of this QMP, the Act, its regulations, and Council policies.

The Municipality will:

- maintain a list of the individuals that have been provided with a copy of its QMP;
- annually review and update this list to ensure it remains current; and
- distribute copies of any approved amendments to this QMP to all individuals on this list in a timely manner.

2.4 Training on the Contents of this QMP

The Municipality will train personnel involved in the delivery of safety codes services, and the administration of its accreditation, on the contents and requirements of this QMP. A record of the personnel who have received this training will be reviewed and updated annually.

2.5 Freedom of Information and Confidentiality

The Municipality will ensure that all staff, SCOs, permit issuers, and contracted personnel preserve confidentiality with respect to all information and documents that come to their knowledge from their involvement with the administration of this QMP. The *Freedom of Information and Protection of Privacy Act R.S.A. 2000, c F-25* and its regulations apply to all information and records relating to, created, or collected under this QMP.

2.6 Records

The Joint Municipality will maintain a file system for all records associated to administration of the Act and services provisions within the QMP including:

- permit applications and permits;
- plans, specifications, and other related documents;
- requests for inspections and services;
- inspection reports;
- investigation reports including supporting documentation;
- Verifications of Compliance (VOC);
- related correspondence;
- a list of contracts that relate to the administration of the QMP including any contracts with accredited agencies; and
- any other information that may be related to the administration of the Act, or identified and requested by the Administrator of Accreditation, and the Council.

The Municipality will retain the files and records:

- for a period no less than three (3) years;
- for a period prescribed by Council policy; or
- in accordance with Municipality's records retention policy, whatever period is greater.

All such files and records, electronic or hardcopy, will be available at the Council's request.

All records and other material related to the services provided under the administration of this QMP are the property of the Municipality. Any records where accredited agency(s) were involved will be returned to the Municipality within a reasonable time of completion of the service, or upon request of the Municipality.

2.7 Council Levy

The Municipality will collect the Council levy for each permit or service provided under the Act, and remits the levy to the Council in the manner and form prescribed by the Council. If the Municipality has contracted with an accredited agency, the accredited agency can remit the levy on the Municipality's behalf. However, the Municipality remains solely responsible for remittance of the levy. It must also have a process in place to monitor and validate the accredited agency's remittance.

2.8 Permit Information and Permissions

The Municipality will collect all information required by the *Permit Regulation (AR 204/2007)*, and as outlined in this QMP.

For administering the Act, permission is deemed the same as a permit.

2.9 QMP Amendments and Revisions

All revisions or changes to this QMP require the approval of the Administrator of Accreditation, and must be submitted to the Administrator of Accreditation before they can be implemented.

Revisions and changes to this QMP must be submitted with the acceptance of the Municipality's QMP Manager, or a "duly authorized" employee of the Municipality. A duly authorized municipal employee is an individual who has been given, or delegated, the authority by the Municipality to sign the QMP on its behalf.

2.10 Annual Internal Review

An Annual Internal Review (AIR) to evaluate the effectiveness of the administration of Municipality's accreditation and its compliance to its QMP will be completed. The AIR reports on the Municipality's activities from the previous calendar year.

This AIR will be submitted in accordance with the format and requirements established by the Council and the Administrator of Accreditation. Specifically, it will include a summary of all the findings of the review, identified successes, and areas for improvement.

The deadline for the Municipality to provide the AIR to the Council is March 31st.

2.11 Cancellation of Accreditation

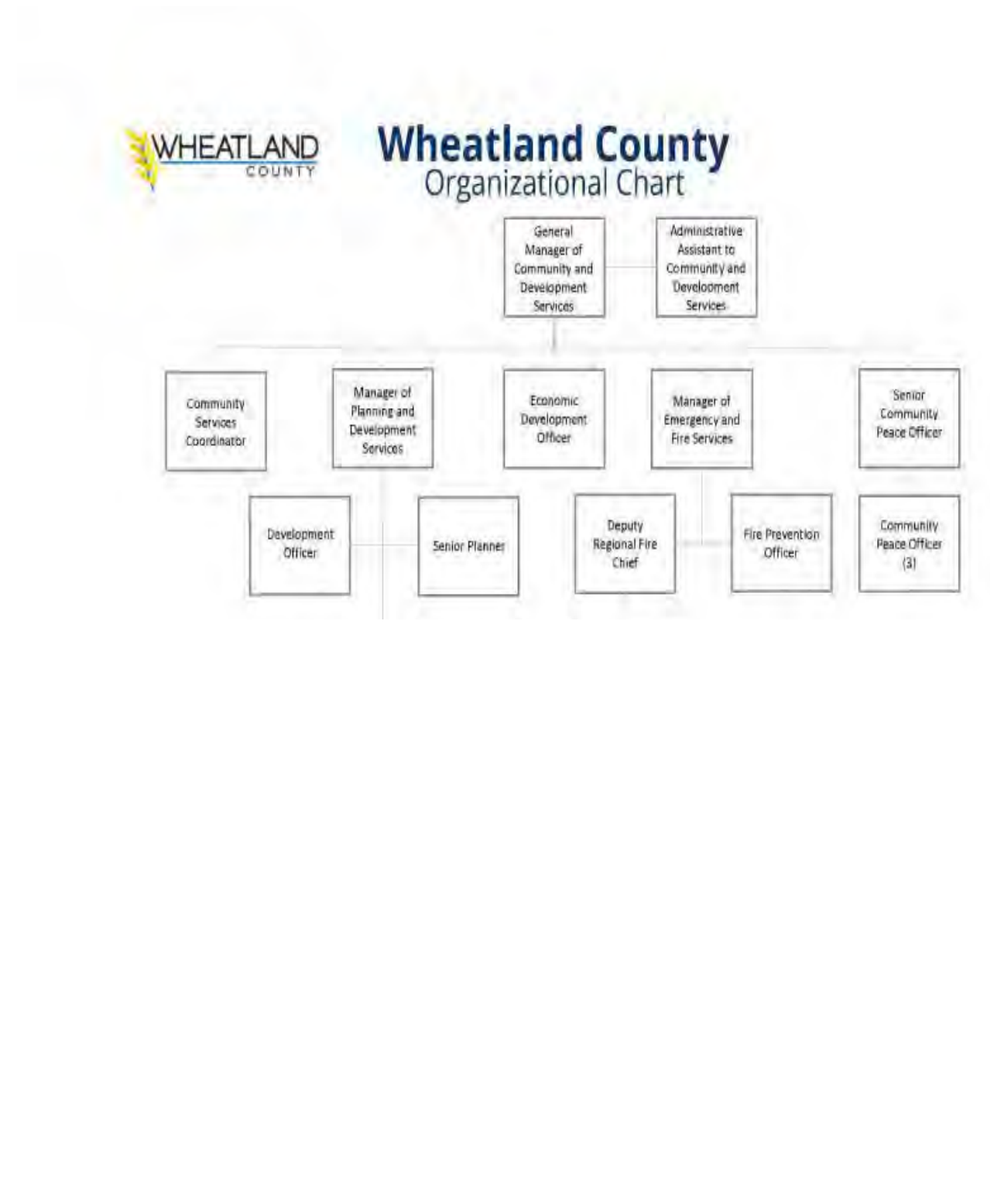
The Municipality, in the event that it ceases to administer the Act for any new thing, process, or activity to which the Act applies, retains responsibility for the safety codes services provided under the Act while accredited. The Municipality agrees and acknowledges that it is accountable to manage the cancellation of its accreditation in a responsible, orderly, transparent, and co-operative manner.

The Municipality accepts that it is obligated to work proactively with the Safety Codes Council, the Administrator of Accreditation, and the Authority Assuming Jurisdiction (the accredited organization that takes over responsibility for administering the Act) to ensure a smooth transition of jurisdictional authority. The cancellation of the Municipality's accreditation will not become effective until a transition plan approved by the Administrator of Accreditation is in place.

The Municipality will ensure the Council and the Administrator of Accreditation is provided with written notice of its intent to cancel.

The Municipality will resolve and manage the closure any outstanding orders or permits issued under the municipality's accreditation prior to the effective date of the cancellation. In the event that there are any orders or permits that remain unresolved, the effective date of the cancellation may be delayed by the Administrator of Accreditation. The Administrator of Accreditation may also direct the Municipality to work with the Authority Assuming Jurisdiction to determine the appropriate management of the open orders and permits after the effective date.

2.12 Organizational Chart



2.13 Municipal Agreement – Municipal Agreement – New Accreditation

In accordance with Municipal Council Resolution # _____ of the (*Wheatland County*) hereby provides agreement and signature to this QMP.

The Municipality hereby acknowledges agreement, commitment, and adherence to this QMP.

Signature – Chief Administrative Officer

Signature Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

In accordance with Municipal Council Resolution # _____ of the (*Village of Standard*) hereby provides agreement and signature to this QMP.

Signature – Chief Administrative Officer

Signature – Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

In accordance with Municipal Council Resolution #
provides agreement and signature to this QMP.

of the (**Village of Rockyford**) hereby

Signature – Chief Administrative Officer

Signature – Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

In accordance with Municipal Council Resolution #
provides agreement and signature to this QMP.

of the (**Village of Hussar**) hereby

Signature – Chief Administrative Officer

Signature – Chief Elected Official

Name

Name

Date

Date

Email Address

Phone Number

2.14 QMP Manager Information

<hr/>	<hr/>
QMP Manager Name	Title
<hr/>	<hr/>
Mailing Address	Phone Number
<hr/>	
Email Address	

2.15 Notices

Correspondence regarding this QMP will be sent to the QMP Manager of the Municipality. It may also be forwarded to the Senior Administrative Officer, or other secondary QMP contacts as required.

Schedule B - Operational Requirements

3.0 Operational Requirements

3.1 Definitions

The following definitions apply.

3.1.1 Deficiency

A deficiency means any condition where the work is incomplete, or does not comply with the Act, regulation, or an associated code or standard. A deficiency can include an unsafe condition.

3.1.2 Unsafe Condition

An unsafe condition is any condition that, in the opinion of the SCO, could result in injury, death, or property damage or loss, and may include a deficiency or a situation of imminent serious danger.

3.1.3 Final Inspection

A final inspection means an inspection conducted when the project or designated portion of the project is, in the opinion of the SCO, sufficiently complete, safe, and compliant such that the owner can safely occupy or utilize the work for its intended use.

3.1.4 Imminent Serious Danger

Imminent serious danger is a condition that, in the opinion of the SCO, will result in injury, death, or property damage or loss if the condition is not corrected in a timely manner.

3.2 Scope of Services

The operational requirements establishes responsibilities and processes in order to provide safety codes services under the Act, applicable regulations, and Council policy including, as applicable but not limited to:

- code advice:
 - construction;
 - building upgrade programs;
 - development and implementation of fire safety plans; and
 - storage of dangerous goods.
- plans examinations:
 - new construction;
 - building upgrade programs;
 - residential secondary suites; and
 - fire safety plans with emphasis to addressing all new construction, alterations, renovations, demolition, and removal of structures.
- permit/permission issuance:
 - construction;
 - renovations, alterations, reconstruction, demolition, additions, or other changes;
 - occupancy permit;
 - occupancy load certificates;
 - storage, purchase, or discharge of fireworks
- compliance inspections of work and occupancy:

- construction;
 - renovations, alterations, reconstruction, additions;
 - occupancy loads and changes in occupancy;
 - fire safety plan practices with emphasis on addressing the risk to occupied residential buildings; follow-up inspections of deficiencies and unsafe conditions;
 - post-occupancy of facilities identified; and
 - special or other activities addressed in the codes or at the discretion of the SCO.
- alternative solution proposals, and variances;
 - collection and remittance of Council levies;
 - issuance of Permit Services Reports;
 - investigations; and
 - maintenance of files and records.

3.3 Interdisciplinary Technical Coordination

An effective safety codes system requires cooperation between technical disciplines.

Where possible or appropriate, SCOs from all technical disciplines will discuss and interact in relation to:

- inspections;
- subdivision applications;
- development permits;
- plans reviews;
- occupancy permits;
- occupancy load certificates;
- investigations;
- enforcement;
- closure of files; and
- areas of mutual interest.

3.4 Orders

An SCO will issue in a format and serve an order in accordance with the Act, the *Administrative Items Regulation (A.R.16/2004)*, Council policy, and this QMP.

Upon compliance with an Order, a notice will be provided to the person(s) to whom the Order was served as well as to the Council.

An SCO will:

- Prior to issuing an Order, first make every reasonable effort, including consultation with the QMP Manager or designate, to facilitate conformance with the Act.
- Issue an Order if they are of the opinion that all other reasonable efforts to obtain compliance with have failed.
- Issue an Order in accordance with the Act, and the *Administrative Items Regulation (A.R.16/2004)*.
- On issuance of an Order, provide a copy to the Municipal QMP Manager, or designate.
- Provide a copy of the Order to the Administrator of Accreditation at the Council no later than 10 days after issuance.

- Monitor the Order for compliance.
- Issue written acknowledgement of Order being satisfied to all parties to whom the originating Order was served and to the Council.

Orders may be appealed in accordance with the Part 5 of the Act and Council bylaw, policy, and procedure.

The enforcement of an Order is the responsibility of the SCO and the Municipality. It is the purview of the Municipality to escalate enforcement measures as it deems necessary.

3.5 Emergency Situations

An SCO, on reasonable and probable grounds, may take any immediate action they consider necessary if they are of the opinion that a situation of **imminent serious danger** to persons or property exists due to:

- any thing, process or activity to which the Act applies; or
- a fire hazard, or
- risk of explosion.

3.6 Alternative Solution Proposals and Variances

An SCO may review an alternative solution proposal and issue a variance for any thing, process, or activity to which the Act applies if they are of the opinion that it provides approximately equivalent or greater safety performance in regard to persons and property as provided for by the Act.

A variance can be site-specific or for multiple locations within a municipality for a thing, process, or activity with the same conditions. However, a

SCO **cannot** issue a variance that:

- removes or relaxes an existing code, standard, or rule; and
- is outside the scope of their designation of powers.

A variance will be issued in writing and in a format consistent with the template published by the Council.

A request for a variance made by an owner, or an owner's representative, must:

- be made in writing;
- be signed by the owner or the owner's representative; and
- include support documentation that demonstrates that the variance requested provides equivalent or greater level of safety that is identified by the code, standard, or regulation.

In making a decision on an alternative solution proposal or variance request, an SCO will ensure that they thoroughly research the subject matter to which it relates.

A copy of an approved variance will be provided, within ten (10) days of issuance, to the:

- owner;
- contractor, if applicable;
- the Council; and
- the Municipality

3.7 Permit Administration

3.7.1 Permit Applications

An application for a permit and any information required to be included with the application must be submitted in a form and manner satisfactory to the SCO or permit issuer. The application must include the following information:

- State the use or proposed use of the premises.
- Clearly set forth the address or location at or in which the undertaking will take place.
- The owner's name and contact information.
- Any further information as required to enable the permit issuer to determine the permit fee.
- Describe the undertaking, including information satisfactory to the permit issuer, regarding the technical nature and extent of the undertaking.
- The name, complete address, telephone number, and evidence of credentials required of the permit applicant, together with the written or electronic signature of the permit applicant.
- For a permit for the building discipline:
 - state the type of occupancy;
 - set out the prevailing market value of the undertaking; and
 - if a structure is to be installed on a temporary basis, as determined by the permit issuer, state the period for which the structure will be installed.
- Include a method of payment of fees acceptable to the permit issuer.
- Include any further information that the permit issuer considers necessary, including the provision of:
 - a site plan that shows the actual dimensions of the parcel of land and the location of the proposed undertaking in relation to the boundaries of the parcel of land and other buildings on the same parcel of land;
 - copies of plans and specifications for the proposed undertaking; and

3.7.2 Terms and Conditions of Permit

A permit may contain terms and conditions that include, but are not limited to:

- Requiring:
 - permission be obtained from the SCO before occupancy or use of the construction, process, or activity under the permit;
 - an identification number or label to be affixed to the undertaking; and
 - SCO approval be obtained before any part of the work or system is occupied, covered, or concealed;
- Setting:
 - the date on which the permit expires;
 - a condition that causes the permit to expire;
 - the period of time that the undertaking may be occupied, used or operated;
 - the scope of the undertaking being permitted;
 - the location or locations of the undertaking being permitted;

- the qualifications of the person responsible for the undertaking and/or doing the work;

3.7.3 Annual Permits

An annual permit may be issued in the electrical, gas, or plumbing discipline allowing the owner, or operator, of the premise to effect minor repairs, alterations. or additions on the premises under the following conditions:

- a person who holds a trade certificate in the appropriate trade under the Apprenticeship and Industry Training Act carries out the undertaking;
- the owner or operator does not affect major alternations or additions to the premise; and
- the owner or operator maintains on the premise an accurate record of all repairs for the previous two (2) years and makes the records available to an SCO upon request.

The inspection time frame for an Annual Permit may not be extended.

3.7.4 Permit Expiry

A permit will expire according to the expiry date, and terms and conditions set in the permit. In the absence of an expiry date, a permit will expire in conformance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon permit expiry:

- notify the owner, and the permit applicant, as indicated on the permit application by issuing a Permit Services Report; and
- close the permit by recording the reason and date for the expiration within the permit file; and
- maintain the permit file according to its records management system.

3.7.5 Permit Extension

On the written request of a permit holder, a permit issuer may extend a permit for a fixed period of time that they consider appropriate. An application for a permit extension must be received prior to the permit expiring.

3.7.6 Permit Services Report

A Permit Services Report (PSR) will be:

- Used to complete and close a permit file.
- Issued within 30 days of completing the compliance monitoring services required in this QMP.
 - Completion of compliance monitoring services means:
 - after completion of the final required inspection;
 - acceptance of a Verification of Compliance in lieu of an inspection where allowed; or
 - compliance with the no-entry policy regarding the final required inspection.
- Issued to the owner.
 - Owner, in order of preference, means the owner of the project at the time the:
 - permit was purchased,
 - compliance monitoring services were provided, or
 - PSR was issued.

The Municipality or an SCO may:

- reactivate a permit file at any time, and
- inspect the undertaking authorized by the permit after closure and attach report to the permit.

Where an identified unsafe condition remains uncorrected, the Municipality will **not issue a PSR or close a permit file**.

3.7.7 Permit Refusal, Suspension, or Cancellation

An SCO may refuse, suspend, or cancel a permit in accordance with the Act and the *Permit Regulation (AR 2004/2007)*.

The Municipality will upon refusal, suspension or cancellation of a permit:

- serve written notice to the owner and the permit applicant of the reason for the refusal, suspension or cancellation;
- advise the owner of their right to appeal to the Council within 30 days from the date they are served the written notice; and
- place the written notice on the permit file.

A PSR will be issued when a permit is refused, suspended, or cancelled.

- clarify information provided by the applicant.
- A collection, use, and disclosure of information statement (FOIPP) that meets the requirements of the Freedom of Information and Protection of Privacy, which are:
 - the purpose for which the information is collected;
 - the specific legal authority for the collection; and
 - the title, business address, and business telephone number of an officer or employee of the public body who can answer the individual's questions about the collection.

3.7.8 Permit Information

Permits will include the following information:

- a permit number or other unique identifier that has been assigned by the permit issuer to the undertaking;
- the date on which the permit is issued;
- the name of the owner, and/or the person to whom the permit has been issued;
- where the undertaking is to take place;
- a description of the undertaking or portion of the undertaking governed by the permit; and
- any other information that the SCO and/or permit issuer considers necessary.

3.8 Site Inspections

Inspections, conducted in accordance with the technical service delivery standards detailed in Schedule C of this QMP, will determine and advise the owner of compliance to applicable codes and standards.

An SCO can conduct as many inspections as required, over and above the mandatory minimum inspections stipulated in Schedule C—Technical Service Delivery Standards (Schedule C) to ensure compliance with the Act.

All safety codes inspections covered under the municipality's accreditation will:

- be conducted:
 - by a certified and designated SCO;
 - at the stages, and within the time frames, noted in in Schedule C of this QMP; and
 - within 5 working days of the requested inspection date;
- determine if the thing, process, or activity authorized by a permit complies with the Act, regulations, and codes and standards;
- address the status of the work at the stage of inspection, any previously identified deficiencies, and any related work or condition observed.

3.9 Site Inspection Reports

An inspection report will be completed following an inspection. The inspection report will include:

- name, signature, and designation number of the SCO conducting the inspection;
- permit number, and the Municipality file number if applicable;
- construction discipline associated with the work being inspected;
- name of the Municipality;
- owner name, address, phone number, and email if applicable;
- contractor name, address, phone number and email if applicable;
- address of the site inspected;
- date of the inspection;
- the stage(s) of work being inspected;
- a description of the applicable work in place at the time of inspection;
- all observed deficiencies including any condition where the work is incomplete, or does not comply with the Act, its regulations, or associated code;
- all outstanding deficiencies from all previous inspection reports, and plan reviews;
- all observed unsafe conditions including any condition that, in the opinion of the SCO, could result in property loss, injury, or death, and is **not** a situation of imminent serious danger;
- documentation of the corrective action taken to resolve unsafe conditions through re-inspection(s), or VOC; and
- all observed situations of imminent serious danger, and the action taken by the SCO to address, mitigate and remove the danger.

Completed inspection reports will be provided either electronically, or by hard copy, to the permit applicant and the contractor. If requested, the inspection report can be provided to the owner, project consultant, architect, or consulting engineer.

A copy of a completed inspection report will be placed on the permit file.

3.10 No-Entry Policy

If an SCO is unable to gain entry to a site for a required inspection, a notification will be left on-site. Alternatively, this notification can be provided as appropriate to the owner, or permit applicant, by documented phone call, electronically or by mail. The notification will advise of the inspection attempt, and request that the Municipality be contacted to arrange for a date and time for the site inspection to be completed.

If the Municipality does not receive a response within 30 days of the notification, the Municipality will send the owner, or permit applicant, a second notification requesting that the Municipality be contacted within 30 days to arrange for a date and time for the site inspection to be completed.

If no response is received to the second notification, the inspection stage may be considered a “no-entry,” and counted as the required inspection.

In the case of a final inspection, a “no-entry” will be noted on the PSR to identify that the final inspection was not conducted, and the file will be closed.

3.11 Verification of Compliance (VOC)

An SCO, at their discretion, can accept a Verification of Compliance in place of an inspection for an identified deficiency or non-compliance. An SCO is **not required** to accept a VOC.

A VOC may be used:

- as follow-up on noted deficiencies or unsafe conditions on a site inspection report; or
- in lieu of a site inspection when permitted in this QMP.

A valid VOC must include:

- identification of the document as a VOC;
- address of the location where the VOC is being applied;
- permit number and discipline;
- name and title of the person who provided the VOC;
- detail on how the VOC was provided;
 - i.e.,
written assurance, verbal assurance with written documentation, site visit by designate, photographs, and etc.
- date the VOC was accepted by the SCO; and
- signature and designation number of the SCO.

3.12 Investigation and Reporting of an Unsafe Condition, Accident, or Fire

As required by the Act, and the *Administrative Items Regulation (A.R.16/2004)*, an SCO may investigate an unsafe condition, accident, or fire to determine its cause, circumstance, and make recommendations related to safety.

Specific to the fire discipline, an SCO will investigate the cause, origin, and circumstance of every fire in which a person dies, or suffers injury that requires professional medical attention, or where property is damaged or destroyed.

When investigating an unsafe condition, accident, or fire, an SCO will exercise their authority and power as prescribed under the Act. While conducting an investigation to prevent injury, or death, or to preserve property or evidence, an SCO can close all or part of the affected premise for a period of 48 hours, or any extended period of time as authorized by a justice.

No person will remove or interfere with anything in, on, or about the place where the unsafe condition, accident, or fire occurred until permission has been granted by an SCO, unless it is necessary in order to:

Wheatland County/Villages of Standard, Rockyford and Hussar

- prevent death or injury;
- protect property or evidence;
- restore service.

An SCO who conducts an investigation will submit a copy of the report to the appropriate technical Administrator and provide a summary of the investigation to the Council.

Schedule C -Technical Discipline Service Delivery Standards

4.0 Technical Discipline Service Delivery Standards

4.1 Fire

4.1.1 Fire Permits and Permissions

The Municipality will issue permits/permissions and occupant load certificates.

4.1.2 Fire Inspections

A fire SCO will conduct on-site inspections in accordance with the following inspection frequency.

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
New construction	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> one (1) site inspection of all work or acceptance of Verification of Compliance AND one (1) final inspection within 365 days of permit issuance
Alteration, addition, renovation, reconstruction, or removal	Storage Tank Systems for Flammable and Combustible Liquids	<ul style="list-style-type: none"> one (1) site inspection or acceptance of Verification of Compliance within 365 days of permit issuance
County INET supported Fire Safety Plan implementation and practices	All new construction, alteration, addition, renovation, reconstruction demolition, or removal	<ul style="list-style-type: none"> one (1) site inspection where a risk to occupied residential building(s) has been identified within 90 days of permit issuance. one (1) post demolition inspection to be conducted
Compliance Inspections	Special Events or Sites	<ul style="list-style-type: none"> Once per event
	Group A, Division 1 Assembly	<ul style="list-style-type: none"> Once every 12 months
	Group A, Division 2 Assembly	<ul style="list-style-type: none"> Once every 12 months
	Group A, Division 3 Assembly	<ul style="list-style-type: none"> Once every 12 months
	Group A, Division 4 Assembly	<ul style="list-style-type: none"> On request or complaint

Wheatland County/Villages of Standard, Rockyford and Hussar

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group B, Division 1 Detention	○ Once every 12 months
	Group B, Division 2 Treatment	○ Once every 12 months
	Group B, Division 3 Care	○ Once every 12 months
	Group C Residential – 1 to 5 family	○ On request or complaint
	Group C Residential – 5 to 12 family	○ Once every 24 months
	Group C Residential – 12 to 25 family	○ Once every 24 months
	Group D	○ On request or complaint
	Group E	○ Once every 12 months
	Group F, Division 1	○ On request or complaint ○ Once every 12 months
	Group F, Division 2	○ On request or complaint ○ Once every 12 months

Activity / Project	Type of use, occupancy, sites, or work	Inspection Frequency Range*
	Group F, Division 3	○ Once every 24 months
Storage Tank Systems		○ Once every 12 months

***Note:** May be by occupancy or individual unit. Where indicated one (1) inspection frequency must be chosen.

4.1.3 Inspection Frequency Definitions:

1. **On request or complaint** - the process as defined by municipal operational policy.
2. **Once every month** - a specific day is set that shall apply in each month for each occupancy or site to be inspected. An inspection conducted within 7 days of this set date is deemed to have met with the quantitative intent of this QMP.
3. **Once every 6 months** - a specific day is set that shall apply in each 6th month for each occupancy or site to be inspected. An inspection conducted within 30 days of this set date is deemed to have met with the quantitative intent of this QMP.
4. **Once every 12 months** - a specific day is set that will apply in each 12th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.
5. **Once every 24 months** - a specific day is set that shall apply in each 24th month for each occupancy or site to be inspected. An inspection conducted within 60 days of this set date is deemed to have met with the quantitative intent of this QMP.

4.1.4 Storage Tank Systems for Flammable and Combustible Liquids

The Municipality will:

- obtain two complete sets of construction documents signed and sealed by a professional engineer as outlined in the *National Fire Code – 2019 Alberta Edition*.

A fire SCO will:

- complete a review of the construction documents to assess compliance with the requirements of the *National Fire Code – 2019 Alberta Edition*;
- initial all pages of the construction documents;
- date stamp and sign the documents;
- complete a Plans Review Report;
- provide the Plans Review Report to the owner, contractor, and municipality's file, and if requested, to the project consultant or consulting engineer;

- provide one set of construction documents to the permit applicant for retention and review at the project site, and retain one set for the municipalities file; and
- Complete a PSR and submit to the permit holder.

4.1.5 Construction Fire Safety Plans (including demolition) upon request:

An accepted Fire Safety Plan may be requested for each permitted construction or demolition undertaking.

The Municipality may review:

- construction and demolition plans for fire safety; and
- risk to occupied residential buildings.

A Fire Safety Plan may include:

- the responsibility of workers;
- emergency procedures;
- control of hazards;
- maintenance of firefighting measures; and
- the acceptance of the Fire SCO having jurisdiction.

The accepted Fire Safety Plan will be posted in a visible location on the work site.

4.1.6 Fire Investigations

Investigations will be conducted by a Fire SCO to determine the cause, circumstance, and origin of every fire in which:

- a person dies or suffers injury that requires professional medical attention; or
- property is damaged or destroyed.

The results of each investigation will be reported to the Fire Commissioner in accordance with the *Administrative Items Regulation (A.R.16/2004)*. In the event of a fire resulting in a death or where arson is suspected, the investigation will include immediate notification to the Fire Commissioner's Office.

A fire SCO may arrange for any additional municipal, law enforcement, agency, or other resources as required to assist in an investigation, including representatives from the Fire Commissioner's Office.

Fire Investigation report files require completeness and may be retained indefinitely.

A records management system will be maintained containing the following information:

- dispatch or run sheets;
- fire incident field notes;
- casualty field notes (if applicable);
- wildfire notes (if applicable);
- evidence form;
- vehicle fire field notes (if applicable);
- photographs and a photograph log;
- structure fire notes;
- firefighter statements;
- witness statements; and
- consent to search (if applicable)

Fire Investigations will include the following information:

- file number;
- location of fire;
- date of fire;
- date of investigation;
- building/property use;
- cause of fire;
- origin of fire;
- value of loss;
- name and designation number of SCO conducting the investigation;
- comments; and
- date of completion/sign off.

4.1.7 Fire Prevention Programs

Fire Prevention Programs will include, but are not limited to. public awareness and consultative services orientated to assisting one or more of individuals, business, and industry in understanding and providing effective County INET supported

Fire Safety Plans.

The Municipality will support and provide one or more of the following educational programs annually:

- school curriculum;
- seniors programs;
- community education; and
- other programs such as, but not limited to:
 - Risk Watch (an injury prevention program);
 - Getting to Know Fire (fire educator lesson plans);
 - Seniors Fire Safety Programs;
 - Juvenile Fire setter Intervention Program;
 - Fire Smart; and
 - Shelter-in-Place.

Mayor and Council of the Village of Hussar
109 – 1 Avenue East,
Box 100 Hussar, AB T0J 1S0
Letter sent by Email: Councillors@villageofhussar.ca

Jackie Cutter
PO Box 326
Hussar, AB
T0J 1S0

July 13, 2022

Dear Council of the Village of Hussar

In discussions with the CAO, it was brought to my attention that there are two lots owned by the village that are being subdivided and rezoned. I was told that this action is being completed in order to sell the land to the adjacent land owners. The CAO indicated that there were two motions that Council made with regard to this action.

- The motion 2021-06-10-453 indicates that Mayor Fisher moved to have the CAO look into the process to sell the lot 6 PUL 9 0310282 and subdivide it.
- The Motion 2021-12-02-638 indicates that Councilor Schultz moved to proceed with the subdivision and rezoning of the land located at Lot 5/6 PUL Block 9 Plan 031 0282.

These motions only pertain to the Lot 6 PUL Block 9 Plan 031 0282 and I am not aware of motions that cover any other land owned by the Village. In the minutes, there is no documentation of the discussions or details concerning this action or motions. In addition, there does not appear to be a motion to allow for the sale of this parcel of land. The first motion indicates the current description of the lot (6) as a single lot and in the second motion the description indicates that the lot will be subdivided into two parcels of land (5 & 6). It is my understanding that once the land is subdivided it will then be rezoned.

Currently, the Lot 6 PUL Block 9 Plan 031 0282 is zoned as Urban Reserve. According to the MGA, Division 8-70(1b) the proposal to transfer title, grant an estate or interest in property designated as park or recreation, the proposal must be advertised. I realize that having the land rezone prior to being sold may be a method of circumventing this detail but at this time it is zoned as Urban Reserve and will need to be posted. In an email from the CAO it was noted that if the land is sold for fair market value, there is no need to disclose or advertise the sale. In this case the fair market value should be assessed by an independent person.

The action of subdividing the properties has no benefit to the Village and is being completed at the request of a potential purchaser of the land. It has come to light that the adjacent land owner is the parent of the CAO. The act of selling the village owned urban property by the CAO to the CAO's parent creates a perceived conflict of interest situation. The council discussions surrounding their decision were all completed in-camera and there are no notes in the minutes indicating the discussion and direction Council agreed to. Due to the perception of the Conflict of Interest, I am requesting full public disclosure of the

decision making process, all costs associated with the division and the rezoning of the property concerning Lot 6 PUL Block 9 Plan 031 0282. The cost summary should include any and all labour costs associated with the CAO's actions to promote this proposal.

As noted, the action of subdividing the properties has no benefit to the Village and is being completed at the request of a potential purchaser of the land. The costs associated with this action should not be borne by the tax payer or come out of the Village coffers. The appraised fair market value must be done by an independent person with full knowledge of the village.

This action must be completed with full public disclosure to ensure that it is done in the best interest of the Village.

Best regards

Jackie Cutter

Copied to: CAO - office@villageofhussar.ca,
Municipal Affairs - hillary.cleminson@gov.ab.ca, greg.smith@gov.ab.ca

CAO information on complainant's letter.

- 1) 2 lots owned by the village that are being subdivided and rezoned. Action is being completed in order to sell the land to the adjacent land owners.
 - Two lots are being subdivided, only one requires a portion to be rezoned. Action is being completed with the intent to sell to the adjacent landowners as they are the only ones able to use the land and they had submitted requests for purchasing the land.
- 2) Motions pertain to Lot 6 PUL Block 9 Plan 031 0282 and I am not aware of motions that cover any other land owned by the Village.
 - The second subdivision request came to the June 30, 2022 Regular Council Meeting. RFD could be found in the agenda package
- 3) In the minutes, there is no documentation of the discussions or details concerning this action or motions.
 - RFD could be found in the agenda package however the minutes were not approved until the July 20, 2022 Regular Council meeting.
 - Minutes are not posted online until they are approved at the next regular Council meeting.
 - No minutes show councils discussion or details. Minutes show motions that were made by Council.
- 4) In addition, there does not appear to be a motion to allow for the sale of this parcel of land.
 - In email correspondence with the complainant on June 21, 2022. I explained the motions and process so far and that it should be completed July 20. Once completed then we could proceed with the sale. Informed her that I am still looking into this process to make sure it was done correctly.
 - June 24, 2022 she emails back that she can't find a motion to sell the property. June 27, 2022 I respond that once the subdivision is completed the sale portion will be looked at. There is no motion around the sale right now because the lot is not subdivided yet and it can't be sold the way it is. It won't be subdivided until July 20th and then likely August we can make the motion around the sale.
- 5) It is my understanding that once the land is subdivided it will then be rezoned.
 - That is correct for the PUL lot the new portion will need to be rezoned from Urban Reserve to Residential.
- 6) I realize that having the land rezoned prior to being sold may be a method of circumventing this detail but at this time it is zoned and Urban Reserve and will need to be posted. Quotes section Division 8 of the MGA 70(1b).
 - *Division 8 of the MGA Disposal of Land*
70(1) If a municipality proposes to transfer or grant an estate or interest in
a) Land for less than its market value, or
b) A public park or recreation or exhibition grounds,
The proposal must be advertised.
 - Urban reserve is not the same as park or recreation. This lot is not a park or recreation.
 - Rezoning was part of the public hearing for the Land Use Bylaw as the map is the only place that changed. The new Land Use Bylaw was advertised with accordance to the MGA requirements.

- 7) Fair market value should be assessed by an independent person.
 - That can be discussed by Council once we get to the stage of being able to sell the property.
- 8) The action of subdividing the properties has no benefit to the Village and is being completed at the request of a potential purchaser of the land.
 - The action is being completed at the request of the potential purchaser as they are the ones that currently maintain those sections of land for free.
 - The benefit to the Village is once sold we can collect property taxes on those sections.
- 9) It has come to light that the adjacent land owner is the parents of the CAO. The act of selling the village owned urban property by the CAO to the CAO's parents creates a perceived conflict of interest situation.
 - It was never a secret who my parents were or where they were going to be living. There are many people in the Village that know who my mom and stepdad are and where they live. Council was fully aware of who they were when they came to the first council meeting to make the request.
 - The CAO does not make any decisions for the Village. Council makes decisions and the CAO implements Council's decisions. The only involvement by the CAO was - creating meeting packages, gathering information on the process, arranging the survey, and submitting the application on behalf of the Village for the Subdivision.
 - Council approved the process for a second subdivision for a similar situation on June 30, 2022 for someone else who is new to the Village and interested in purchasing the portion beside them.
- 10) The council discussions surrounding their decision were all completed in-camera and there are no notes in the minutes indicating the discussion and direction Council agreed to.
 - Council's discussions surrounding the decision to subdivide were not held in closed session! There was one in closed session after quotes/ costs were received for the process, to ensure the interested party was still interested with proceeding. There was no decision needed by Council so the previous motion to proceed with the subdivision and rezoning was still the valid motion for the CAO to begin the process of the subdivision.
 - No minutes show councils discussion or details. Minutes show motions that were made by Council.
- 11) Due to the perception of the Conflict of Interest, I am requesting full public disclosure of the decision making process, all costs associated with the division and the rezoning of the property concerning Lot 6 PUL Block 9 Plan 031 0282.
 - Full public disclosure of the decision-making process is made public through tonight's meeting and a copy of the FOIP request has been provided to the complainant
 - There will not be any costs for rezoning unless the subdivision is approved after the new LUB is completed. Then we would have a cost to amend our new Land Use Bylaw.
- 12) The cost summary should include any and all labour costs associated with the CAO's actions to promote this proposal
 - There are no costs involved with the "CAO's actions to promote this proposal"
 - Only actions by the CAO were creating agenda RFD's, request information on the process from Palliser, arrange for the surveyors, submit the subdivision application.

13) The costs associated with this action should not be borne by the tax payer or come out of the Village coffers.

- The costs are currently paid by the Village. And if the process does not continue then the Village will be out all these costs. The costs were going to be incorporated in the sale of the property.

14) This action must be completed with full public disclosure to ensure that it is done in the best interest of the Village.

- It has been public this entire process. Everything is available on our website and has been since the beginning.

The complainant has stated in their email on June 21, 2022 that they are looking for potential land to build a greenhouse. I informed them that these lots once subdivided will not be in compliance with the Land Use Bylaw to be used as a residential lot as they are not wide enough and if sold to the adjacent owners, they would be required to join them into their existing lots before any development could occur. I also told the complainant that a greenhouse “accessory building” would not be allowed on the lot without a principal building.

SUMMARY for Subdivision

Aug 10, 2022

- 1) After moving to the Village the property owners at 212 3 Avenue E inquired with the CAO to purchase the portion of land beside them. Advised they come to a Council meeting to discuss with Council
- 2) June 10, 2021 – Delegation Kim & Earl Willison – Land purchase discussion (Old Council -Frank, Schultz, Fisher)
 - a) attached Request for Decision that was presented at the Regular Council Meeting June 10, 2021
 - b) attached approved 20210610 Regular Meeting Minutes
 - c) meeting minutes recording 20210610 Regular Council Meeting Part 1 Time: 1:05-12:45

Discussion around selling whole lot with an easement for the swale. Want to inquire about subdividing instead of easement. Survey would need to be involved, Councillor Fisher asked who would pay the survey. Subdivide lot and 15 ft would remain the Villages. Find out cost of survey and subdivision cost.

2021-06-10-454 MOVED by Councillor Fisher to have our CAO look into the process to sell lot 6PUL 9 0310282 and subdivide it

- 3) Added to the CAO Report – To do list (on hold/not urgent):
 - a) 20210708 CAO To do List Report
 - b) 20210812 CAO To do List Report
 - c) 20210916 CAO To do List Report
 - d) 20211014 CAO To do List Report
 - e) 20211110 CAO To do List Report
- 4) December 2, 2021 – Business 6a. Subdivision of Land and Rezoning (New Council -Frank, Schultz, Schindel)
 - a) attached Request for Decision that was presented at the Regular Council Meeting December 2, 2021.
 - b) attached approved 20211202 Regular Meeting Minutes
 - c) meeting minutes recording 20211202 Regular Council Meeting Time: 2:18:10 – 2:29:55

Discussion about subdividing and rezoning the lot to be sold at a later date. Discussed that costs of subdivision and survey would be included in the cost for the sale and that they would have to add the property into their existing property.

2021-12-02-638 MOVED by Councillor Schultz to proceed with the subdivision and rezoning of the land located at Lot 5/6 PUL Block 9 Plan 031 0282

- 5) Interest party was brought in as a Delegation on Tuesday December 21, 2022 to discuss the financial side since receiving the quotes to ensure its something the Village should still proceed with.

2021-12-21-651 MOVED by Councillor Schultz that the meeting go into closed session at 7:02 pm to discuss the following:

- a) Subdivision and purchase of land (as per s. 17(1) of the FOIP Act)

2021-12-21-652 MOVED by Councillor Schultz that the meeting come out of closed session at 7:25 pm

No new decisions were made. Motion #2021-12-02-638 is still the decision to proceed with the subdivision and rezoning of the land.

- a) attached approved 20211221 Regular Meeting Minutes.

- 6) Survey was completed February 9, 2022 and emailed March 16, 2022.
- 7) Subdivision Application was submitted to Palliser along with a cheque for \$1,300 (Chq #008654) Paid February 16, 2022. Application was not considered complete until May 26, 2022 when the Survey was received by Palliser. File # 58/007 was created for the Subdivision application
- 8) Correspondence with Jackie June 21-27, 2022 where she was provided with information about the motions made and was told there was no motion around the sale of the property because it cannot be sold in the condition it is in.
- 9) July 11, 2022 I received the documents for the Subdivision from Palliser. Subdivision approval was scheduled for July 20, 2022. (Documents will be public when its brought forward for approval again)
- 10) July 13, 2022 Jackie was in the office in the morning asking about the Subdivisions and sale again. Told her the one subdivision would be coming forward for approval on July 20, 2022. The rezoning is part of the Land Use Bylaw Public Hearing, also on July 20, 2022. Told her that there was no motion around the sale of the property yet because the subdivision would not be approved until July 20th. Told her the second subdivision discussion was in the June 30, 2022 meeting and those minutes were not approved until the July 20th meeting so she wouldn't be able to find them online until after they were approved. The June 30, 2022 meeting package was posted on the website and she could see the information presented to Council on there.
 - a) Attached Request for Decision that was presented at the Regular Council Meeting June 30, 2022
 - b) Attached approved 20220630 Regular Meeting Minutes
- 11) July 13, 2022 at 12:22 PM Jackie Cutter emailed CAO, COUNCIL and 2 people from MUNICIPAL AFFAIRS. See attached email that was sent
- 12) July 20 2022 subdivision was put on hold and July 21, 2021 agreement signed between Palliser and the Village as per s. 653.1(3) of the *Municipal Government Act*. See attached agreement
- 13) July 20, 2022 Regular Council Meeting. The subdivision application was not brought forward for approval and there was a Subdivision update provided.
 - a) attached Request for Decision that was presented at the Regular Council Meeting July 20, 2022

Village of Hussar
Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	June 10, 2021
Title:	Kim & Earl Willison – Land purchase discussion
Agenda Item Number:	3a. DELEGATION

BACKGROUND

The new owners of 212 3 Avenue East are wondering if its possible to purchase the land beside their house. See attached ariel views

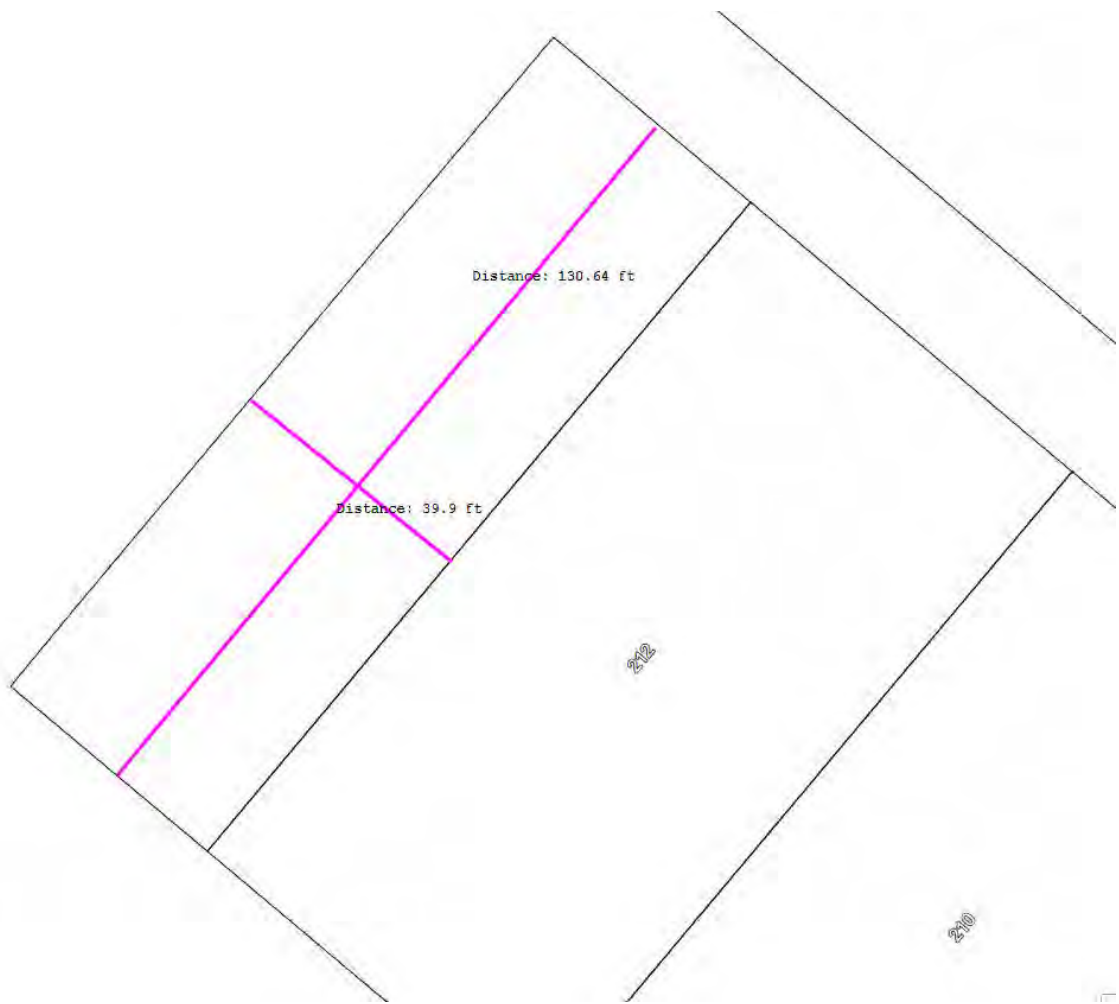
5200 sq ft lot (40x130)
Lot 6PUL
Block 9
Plan 0310282

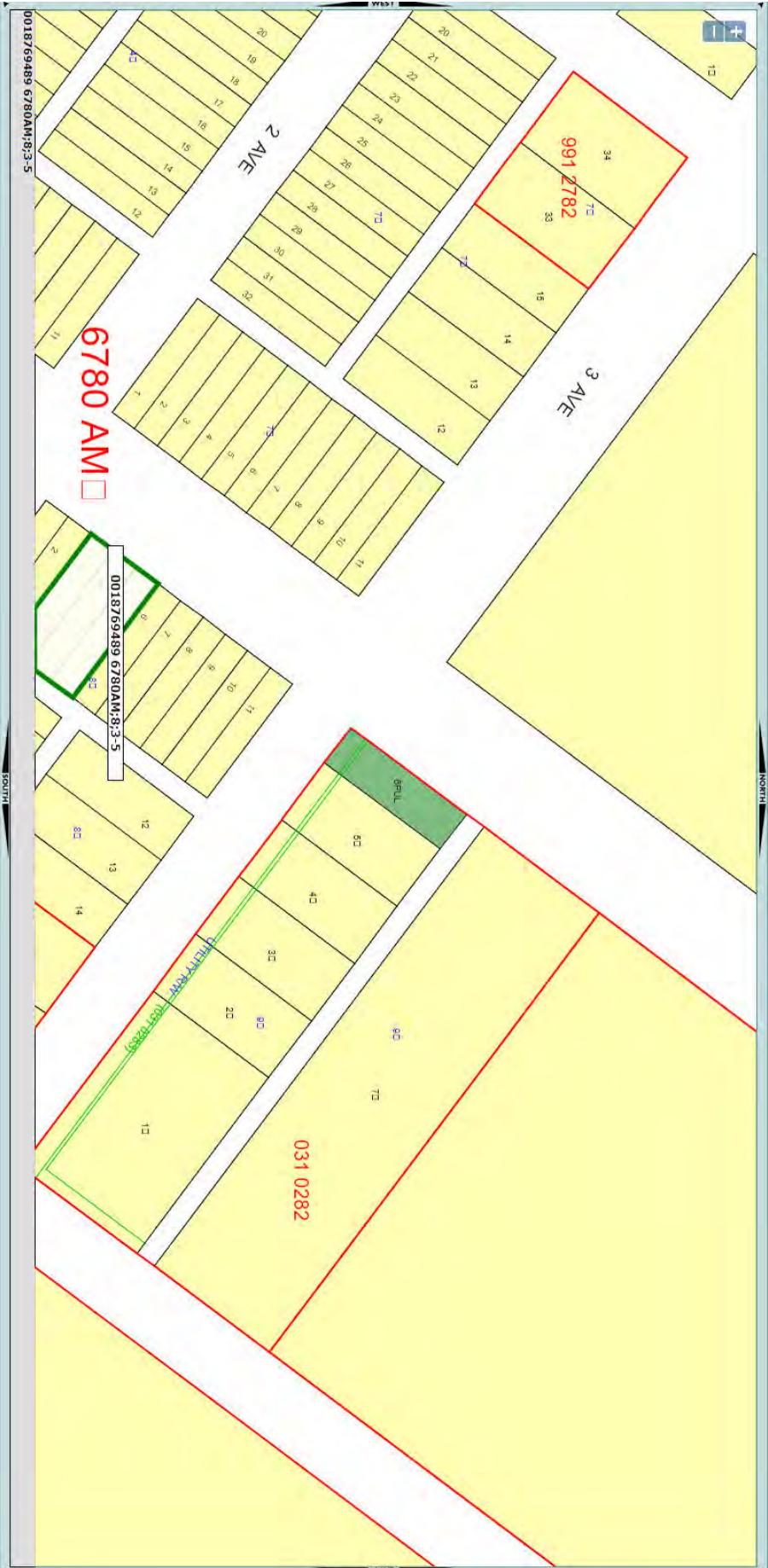
If Council will consider a sale of the land I can inquire with Palliser what the process is for it, as it may require an easement for utility.

In the past the land owners of lot 212 are the ones who mow and maintain the grass on the east side of the swale/ tree line.

RECOMMENDATION:

1. Motion to have our CAO look into the process to selling lot 6PUL 9 0310282
2. Motion to accept as information at this time





0018769489 6780AM;8:3-5

6780 AM

0018769489 6780AM;8:3-5

0018769489 6780AM;8:3-5

031 0282

991 2782



**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 10, 2021**

The regular meeting of the council of the Village of Hussar was held at the Sundowners' Senior Centre on Thursday June 10, 2021, commencing at 8:00 pm

<u>IN ATTENDANCE</u>	Councillors: Corey Fisher, Les Schultz, Tim Frank Kate Brandt, CAO 2 in person and 1 via. conference call
<u>CALL TO ORDER</u>	The meeting was called to order at 8:00 pm
<u>ACCEPTANCE OF AGENDA</u>	
2021-06-10-453	MOVED by Councillor Frank that the agenda be accepted as presented CARRIED
<u>DELEGATION</u>	<u>Land purchase discussion</u>
2021-06-10-454	MOVED by Councillor Fisher to have our CAO look into the process to sell lot 6PUL 9 0310282 and subdivide it CARRIED
<u>RCMP</u>	<u>Monthly Mayors Report</u>
2021-06-10-455	MOVED by Councillor Schultz to accept the Monthly Mayors Report as information CARRIED
<u>APPROVAL OF MINUTES</u>	<u>May 13, 2021 Regular Council Meeting</u>
2021-06-10-456	MOVED by Councillor Schultz that the minutes of May 13, 2021 be accepted as presented CARRIED
<u>BYLAW REVIEW</u>	<u>Bylaw Review</u>
2021-06-10-457	MOVED by Councillor Frank to give bylaw 534-21 being the Joint Assessment Review Boards Bylaw first reading CARRIED
<u>POLICY REVIEW</u>	<u>Policy Review</u>
	The following policies were reviewed without changes: <ul style="list-style-type: none">• 4.5 Employee training• 4.6 Vacation Entitlement
<u>BUSINESS</u>	<u>120 2 Avenue East Driveway</u>
2021-06-10-458 Driveway Quotes	MOVED by Councillor Frank to get quotes to fix the driveway and build stairs for 120 2 Avenue East CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 10, 2021**

- 2021-06-10-459 STARS pledge
STARS pledge MOVED by Councillor Frank to commit to another 4 years to STARS annual donation with the dollar amount to be determined by next Council during budget discussions
CARRIED
- 2021-06-10-460 Village Signs "Slow down" locations
Slow down signs MOVED by Councillor Schultz to place the signs in the following locations:
Entrance into the Village on 1st Avenue East
Entrance into the Village on 2nd Avenue East
Signpost on Centre Street and 2nd Avenue West and;
Playground signpost on 1st Avenue West and 2nd Street West
CARRIED
- 2021-06-10-461 CAO Vacation
CAO Vacation MOVED by Councillor Fisher to approve the CAO vacation day for Monday June 21, 2021
CARRIED
- DEVELOPMENT
2021-06-10-462 DP 2021-003 125 1st Avenue W – Storage Shed
MOVED by Councillor Frank to approve Development Permit 2021-003 for the construction of a shed at 125 1st Avenue West as per the development permit application with the following conditions:
 - Approval is subject to the appropriate appeal period under the Land Use Bylaw
 - The applicant is required to obtain all appropriate safety codes permitsCARRIED
- 2021-06-10-463 DP 2021-004 113 1st Avenue W – Storage Shed
MOVED by Councillor Schultz to approve Development Permit 2021-004 for the construction of a shed at 113 1st Avenue West as per the development permit application with the following conditions:
 - Approval is subject to the appropriate appeal period under the Land Use Bylaw
 - The applicant is required to obtain all appropriate safety codes permitsCARRIED
- 2021-06-10-464 DP 2021-005 Demolition Permit
MOVED by Councillor Fisher to approve Permit 2021-005 for the demolition of the house located at 235 2nd Avenue East as per the demolition permit application with the following conditions:
 - Applicant is required to obtain all appropriate safety code permits
 - Must disconnect water and sewer at the property line as per Utility Bylaw #499-15 or utilities will continue to be billed for the vacant propertyCARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 10, 2021**

FINANCIAL

2021-06-10-465

May 2021 Financial Reports

MOVED by Councillor Schultz to accept the May 2021 Bank Reconciliation and Cheque Listing

CARRIED

2021-06-10-466

3 Year Operating Budget

MOVED by Councillor Schultz to adopt the 3-year operating budget as presented

CARRIED

Councillor Fisher called a 5-minute recess at 8:53 pm

Councillor Fisher called the meeting back to order at 9:01 pm

**COMMITTEE
MEETINGS**

Councillor Schultz

Wheatland Family and Community Support Services met on May 26, 2021. The 2020 Audit was passed and signed and sent to Edmonton for review (Review Engagement). There was a \$37,330 surplus for the year and a letter has been sent to request we carry those funds over to this year because as things open up, some programs may start again. The Good Food Box has been well received and some of the small profits from sales has been put towards donating 6 good food boxes to the Wheatland Food Bank. The new "Keep In Touch" program, which is like a phone a friend, is in need of volunteers and there is training provided for this and then you are matched up with someone who has subscribed to this. It is rolling out on seniors week (now) but was noted that there may not be as much interest in the summer months since people can be outside and may be more effective in the Fall. Information will be sent out to the Villages soon to advertise for volunteers and participants in the program. WFCSS has partnered up with Wheatland Employment Services for a new opportunity called Tempemployment Program. Matching people and businesses for temporary employment ONLY. There will be an employee side and employer side. It will be run through the Employment Services Office.

Councillor Frank

Drumheller & District Solid Waste Board has a meeting coming up to discuss transtor procurement. Also, hazardous waste collection and shipment, in view of Government stepback.

Wheatland Regional Corporation. Hussar is in the process of talking with our lawyer about exiting the WRC Board and relinquishing our shares back to the Corporation. WRC would like Hussar to be present at all meetings until we officially hand in our shares. WRC is hiring a facilitator to find out the partners expectations and concerns.

Hussar Library Board will meet on Saturday to confirm audit and finalize new board members

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 10, 2021**

Cemetery Board is looking at options for some kind of underground watering system. The problem is the well only puts out a gallon and a half per minute and the water is not clean and could clog pop up sprinkler heads. The tank out there takes about 60 hours to fill. Clarke runs the system on a timer for about 1.5 hours and then stops to recharge. Clarke is open to any system that will work as he is anticipating retiring shortly. The Board and CAO are still looking into options. Clarke's proposal is still very much a solution, but we want to be sure we come up with something that will work for us in the future.

Councillor Fisher

Wild Rose met on June 3, 2021. Audited Financial Statements were presented and approved. Annual Performance Report was presented and approved and will be sent to Western Diversification. Vendor Contracts for the Mastering Recovery Project were approved- 2 streams, Marketing and Wellness (Mental Health). Can help 30 businesses in each stream, possibly more. There are 5 loans in arrears for a total of \$260,000. They are in different stages of trying to collect. Biggest loan is \$140,000 and smallest is \$5,500. RRRF will have a Round 4. Were told to self-fund until Federal budget had passed on June 9th. Approved 5 loans (\$140,000) but are waiting until budget passes. This round is for new \$40,000 loans as well as \$20,000 expansion loans. Community Investment Business Program is a collaborative initiative between CF Wild Rose and its shareholder communities to provide an opportunity for municipalities to invest within their business community. Municipalities provide their businesses with an interest free grant on loans up to \$10,000 over a three-year term. Funds can be used to improve interior and exterior of businesses, purchase equipment, technology upgrades and office space improvements. AGM of the Directors – Financial Statements presented and accepted, Review Appointment of Auditor & Confirmation of Signing Authority. AGM of the Shareholders.

Three Village meeting held on May 27 had discussions around the Handi-Bus. In the last few years there have not been many trips out of the Hussar area. The Handi-Bus is looking for a board member.

Wheatland Regional Partnership meeting on June 7th had discussion around the Handi-Bus. Some municipalities believe that helping the Handi-bus financially is a good idea. One municipality suggested subsidizing it's own residents.

CAO REPORT

2021-06-10-467

MOVED by Councillor Frank to accept the CAO report and Public Works report as presented

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 10, 2021**

CORRESPONDENCE

2021-06-10-468

MOVED by Councillor Schultz to accept the following correspondence as information:

- a) RCMP support letters from Alberta municipalities
- b) Bill C-21
- c) Hussar Library Board & Marigold Library Annual Report

CARRIED

CONFIDENTIAL

2021-06-10-469

MOVED by Councillor Fisher that we go into closed session at 9:52 pm as per section 17(1) to discuss a third party legal matter

CARRIED

2021-06-10-470

MOVED by Councillor Fisher that the meeting come out of closed session at 10:04 pm

CARRIED

2021-06-10-471

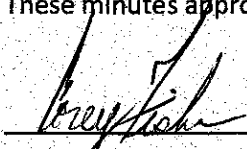
MOVED by Councillor Fisher that the Village of Hussar shall pay the sum of \$25,000 to Blaine Krabsen as per the mediation agreement entered into between the Village of Hussar and Blaine Krabsen dated June 1, 2021 following resolution of her Human Rights complaint against the Village of Hussar. The funds to be expensed from this years budget under legal fees.

CARRIED

ADJOURNMENT

The meeting was adjourned at 10:05 pm

These minutes approved this 8 day of July, 2021.


Corey Fisher
Mayor


Kate Brandt
Chief Administrative Officer

20210708 CAO To do List Report

Meeting Date	Resolution #	Resolution	Assigned to	Action/Comment	Date Completed
		Find out about 1st Ave West road closure	CAO	received response from AB Transport	in progress - not started
		Create a records management and retention policy and Asset disposal policy	CAO	Started but not completed yet	in progress (August meeting)
		Viability Review	CAO	The Village's response satisfies the requirements for the Action plan and 10 year capital plan. Happy with the water and sewer project completed and that MSP funding was used to pave the intersection. Pleased that the Village has incorporated many of the recommendations from the viability review in its annual operational cycle.	June
April 8 2021	2021-04-08-408	rewrite a new Noise Control Bylaw as discussed	CAO	Started but not completed yet	in progress (August meeting)
		Annexation - Old school grounds	CAO	Got documents from Palliser that will help me start the process.	in progress - beginning stages
Dec 10 2020	2020-12-10-313	to have our CAO begin research on Seniors Housing	CAO	Possible Grant for this	in progress - not started
Dec 10 2020		5 Year Equipment Reserve Plan	CAO/ Council	create a 5 year equipment plan based off of needs and new equipment purchased	in progress (bring back after new purchases are complete)
Dec 10 2020	2020-12-10-311	to advise administration to look into the process and amount to purchase the northern section of CP land between the track line and the Village	CAO	Discussions on Wednesday	Ongoing - She is going to find out a few things on her end and get me some answers and maybe a solution.
Dec 10 2020	2020-12-10-314	1st Avenue Barbed Wire Fence	CAO	Follow up letter has been sent	
Dec 10 2020		Posts at the campground & install new solar lights for sites	CAO/PW	working on this. Posts at each site. Should be ready in time for the 3 event reservations this year. The posts surrounding the campground will wait till lumber costs come down	summer
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	will keep an eye out for good deals	ongoing
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting	ongoing
April 8 2021	2021-04-08-414	Wheatland County Bylaw Officers	CAO	sent follow up email about this	inquiry sent, waiting for response
April 8 2021	2021-04-08-415	Weed spraying twice a year, first being before May 15th	CAO		completed first spray
May 13 2021	2021-05-13-429	Approach to Dundas field for equipment access	CAO/ Dundas family	Look into building an approach into the field on 2nd Avenue E. Inquiry to AB Transport to see if we can move it closer to the highway so the turns are not that difficult as it is not a 90 degree angle from the road	Response from AB Transport can take up to 30 days
May 13 2021	2021-05-13-450	Contact our lawyer to finalize the process of Hussar stepping off the Wheatland Regional Corporation Board	CAO	Contact lawyer to inquire about the process	inquiry sent, waiting for response
10-Jun-21	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO	started to talk to Palliser about this	

20210812 CAO To do List Report

Meeting Date	Resolution #	Resolution	Assigned to Action/Comment		Date Completed
		Find out about 1st Ave West road closure	CAO	received response from AB Transport	in progress - got document for process
		Create an Asset disposal policy	CAO	in progress (September meeting)	
		Annexation - Old school grounds	CAO	in progress - beginning stages	
Dec 10 2020	2020-12-10-313	to have our CAO begin research on Seniors Housing	CAO	Possible Grant for this. In progress - not started	
Dec 10 2020	2020-12-10-311	purchase the northern section of CP land between the track line and the Village	CAO	Discussed in Business 6H	ongoing
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	will keep an eye out for good deals	ongoing
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting	ongoing
May 13 2021	2021-05-13-429	Approach to Dundas field for equipment access	CAO/PW/ Dundas family	our preference would be as far from the driving surface of the highway as practical. If the construction is contained within the 2nd Avenue right of way, then a permit would not be required	
10-Jun-21	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO	started to talk to Palliser about this, need to follow up - Not urgent	Not urgent
July 8 2021	2021-07-08-483	Large Item Pick up	CAO/PW	August 23 will be the large item pick up date. Must be out on the curb and registered. List of pick ups is in the office	23-Aug
July 8 2021	2021-07-08-490	Clarke's Excavating to install water line at cemetery	CAO/Tim	Flag route for the waterline at the cemetery so hoses can be connected. Route is selected	
July 8 2021	2021-07-08-497	sent letter to residents - Development	CAO	Letter was sent reiterating our position	Building permit applied for? Palliser is satisfied?
		Mayor's memorial wall inscription	CAO	Contacted Sunset Memorial about the Mayor's Memorial Wall inscriptions. They do the inscriptions and date only is \$535. Name and date is \$595. So for Tim's Date, Corey Name and date and new Mayor, after organizational meeting will be around \$1750 - There is enough in the fund to cover the cost	End of October
		Columbarium #4	CAO	Need to pour foundation for the base of columbarium #4 and a sidewalk to connect 3 & 4. The cost of the Columbarium has increased by \$2000 again. They would require 4 months notice so if we are ready in the spring we can put in an order	

20210916 CAO To do List Report

Meeting Date	Resolution #	Resolution	Assigned to Action/Comment	Date Completed
		Find out about 1st Ave West road closure	CAO	received response from AB Transport found map of the road. May be a utility access road to our well
		Create an Asset disposal policy	CAO	in progress
		Annexation - Old school grounds	CAO	in progress - beginning stages
Dec 10 2020	2020-12-10-313	to have our CAO begin research on Seniors Housing	CAO	See if WHMB can help?
Dec 10 2020	2021-08-12-509	offer to purchase north portion of CP Land	CAO	Bid was submitted. Will take time to get a response
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	will keep an eye out for good deals
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting
May 13 2021	2021-05-13-429	Approach to Dundas field for equipment access	PW	Now that harvest is over PW can focus on building the approach. Telus has location flags in the project area. Delayed until Telus can move them, possibly the 22nd.
10-Jun-21	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO	Not urgent - will follow up with Palliser on process and fees
July 8 2021	2021-07-08-483	Large Item Pick up	CAO/PW	Items were picked up on August 23rd.
July 8 2021	2021-07-08-490	Clarke's Excavating to install water line at cemetery	CAO/Tim	Waiting for supply list from Clarke
July 8 2021	2021-07-08-497	sent letter to residents - Development	CAO	application fee was submitted to Palliser for Building permit
		Mayor's memorial wall inscription	CAO	Get inscription once new council is in place
		Columbarium #4	CAO	Need to pour foundation for the base of columbarium #4 and a sidewalk to connect 3 & 4. Haven't been able to get ahold of contractor
Aug 12 2021	2021-08-12-503	approve quote E508 to fix the driveway at 120 2 Avenue E	CAO	Can't get ahold of contractor. Left him several messages.
Aug 12 2021	2021-08-12-504	Campground / school tree trimming	PW	Trimming has been completed. PW still cleaning up
Aug 12 2021	2021-08-12-505	AUMA Convention	CAO	2 registered to attend in person. 1 registered to attend virtually
Aug 12 2021	2021-08-12-510	Bylaw Services from Wheatland County	CAO	meet with the County and we are looking at changing the agreement to include more than just the animal control bylaw. They will provide services for us. They cannot provide services around cats. They have provided me resources to look at for cat options
Aug 12 2021	2021-08-12-511	contact our Auditor regarding discussion we had about lots on 1st Ave	CAO	received response from auditors
Aug 12 2021	2021-08-12-519	make the changes as discussed to the 5 year equipment plan	CAO	need to make changes still - Will be brought back in October's meeting
		Tour 564 video	CAO/Council	needs to be rescheduled

20211014 CAO To do List Report

Meeting Date	Resolution #	Resolution	Assigned to	Action/Comment	Date Completed
		Find out about 1st Ave West road closure	CAO	received response from AB Transport. found map of the road. May be a utility access road to our well	Next Council will decided if we want to proceed
		Annexation - Old school grounds	CAO	Have begun compiling all our data and inserting it into an application package. Have a contact at MGB that will also help me through the process.	in progress
Dec 10 2020	2020-12-10-313	to have our CAO begin research on Seniors Housing	CAO	Talk to Wheatland Housing Management Body when I they attend our meeting	
Dec 10 2020	2021-08-12-509	offer to purchase north portion of CP Land	CAO	Bid was submitted. Will take time to get a response	ongoing
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	will keep an eye out for good deals	ongoing
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting	ongoing
May 13 2021	2021-05-13-429	Approach to Dundas field for equipment access	PW	waiting for K. Frank to return to help us move material (Should be next week?)	on hold
10-Jun-21	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO	Not urgent - have followed up with Palliser on process and fees	Not urgent
July 8 2021	2021-07-08-490	Clarke's Excavating to install water line at cemetery	CAO/Tim	Waiting for supply list from Clarke	on hold
		Mayor's memorial wall inscription	CAO	Get inscription once new council is in place	End of October
		Columbarium #4	CAO	Need to pour foundation for the base of columbarium #4 and a sidewalk to connect 3 &4. Haven't been able to get ahold of contractor	on hold
Aug 12 2021	2021-08-12-503	approve quote E508 to fix the driveway at 120 2 Avenue E	CAO	Can't get ahold of contractor. Left him several messages. Looking at new quotes. KNIBB is unable to complete the project until the spring. Another contractor can do the wall & stairs but not the equipment work.	on hold
Aug 12 2021	2021-08-12-505	AUMA Convention	CAO	Still working on the current restrictions and how they will impact the convention. Will give plenty of notice before the event	Completed
Aug 12 2021	2021-08-12-510	Bylaw Services from Wheatland County	CAO	meet with the County and we are looking at changing the agreement to include more than just the animal control bylaw. They will provide services for us. They cannot provide services around cats. They have provided me resources to look at for cat options. Will follow up with them to see if they have revised the proposed agreement to provide other services	in progress
		Tour 564 video	CAO/Council	They turned around the day the were scheduled because our Mayor was unable to attend, instead of just shooting the Village footage without the interview section. Hayley is looking to see if there are any options for us now	in progress
Sep 16 2021	2021-09-16-537	purchase the Cemetery Administration program through MuniSoft	CAO	Have the program and completed the training. Very happy with the purchase. Plots will be set up as their own cemetery and Niche's will be set up as a separate cemetery to keep records of both separate. Need to enter all the current data into the program	in progress
Sep 16 2021	2021-09-16-538	to purchase and plant the lilac trees at the campground	CAO/PW	Lilacs have been planted at the campground	Completed
Sep 16 2021	2021-09-16-544	install parking curbs along the north side of the alley behind the property owners house so the water does not run into neighbouring yards	CAO/PW	Property owner built a retaining wall which prevents us from placing curbs in the area. Letter was sent to notify residents that curbs will not be placed there and to notify them that they are not allowed to direct the water into adjoining properties	Completed
Sep 16 2021	2021-09-16-554	spread asphalt on 2 nd Street East at the same time that we work on the approach	CAO/PW	waiting for K. Frank to return to help us move material (Should be next week?)	on hold
Sep 16 2021	2021-09-16-556	contact Service Line Warranties to get more information	CAO	waiting for more information	in progress

20211110 CAO To do List Report

Meeting Date	Resolution #	Resolution	Assigned to	Action/Comment	Date Completed
		Find out about 1st Ave West road closure	CAO	received response from AB Transport. found map of the road. May be a utility access road to our well	Next Council will decided if we want to proceed
		Annexation - Old school grounds	CAO	Have begun compiling all our data and inserting it into an application package. Have a contact at MGB that will also help me through the process. Have a contact at the County who has sent me some good information	in progress
Dec 10 2020	2020-12-10-313	to have our CAO begin research on Seniors Housing	CAO	Talk to Wheatland Housing Management Body when I they attend our meeting	December meeting? Or new year?
Dec 10 2020	2021-08-12-509	offer to purchase north portion of CP Land	CAO	Bid was submitted. Will take time to get a response	ongoing
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	will keep an eye out for good deals	ongoing
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting	ongoing
May 13 2021	2021-05-13-429	Approach to Dundas field for equipment access	PW	may need a bit more material in the spring but it is completed for the year. Property owner is happy	completed
10-Jun-21	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO	Palliser has sent information on the process and fees	next meeting
July 8 2021	2021-07-08-490	Clarke's Excavating to install water line at cemetery	CAO/Tim	Waiting for supply list from Clarke	on hold till the Spring
		Mayor's memorial wall inscription	CAO	Now that new Council is sworn in I can get the inscriptions done	November
		Columbarium #4	CAO	Need to pour foundation for the base of columbarium #4 and a sidewalk to connect 3 & 4. Haven't been able to get ahold of contractor	on hold
Aug 12 2021	2021-08-12-503	approve quote E508 to fix the driveway at 120 2 Avenue E	CAO	Can't get ahold of contractor. Left him several messages. Looking at new quotes. KNIBB is unable to complete the project until the spring. Another contractor can do the wall & stairs but not the equipment work.	on hold
		Tour 564 video	CAO/Council	they rescheduled	completed
Sep 16 2021	2021-09-16-554	spread asphalt on 2 nd Street East at the same time that we work on the approach	CAO/PW	Dale is working on this. Will need to have more material added in the spring. Lots of large items mixed in with the fines, takes a long time to sort through it.	in progress
Oct 14 2021	2021-10-14-560	contribute \$230 to assist in funding in Digital Economy Program and provide a letter of Support	CAO	Letter of support has been sent. They said to wait for contributions until they hear if they are approved for the grant funding	completed/on hold
Oct 14 2021	2021-10-14-570	Armstrong Auto Bay quote to correct the concrete on the North bay that does not require the sidewalk to be removed	CAO	looking for quotes. In communication with Patrick at CIMA	in progress
Oct 14 2021	2021-10-14-572	Bike rack at school bus stop quote	CAO	asked YS Welding to supply a quote	in progress
Oct 14 2021	2021-10-14-573	DP 2021-005 Demolition, provide an update from Palliser at our November meeting	CAO	no update as of yet. Safety wasn't concerned that there was material on the property. I informed them the only reason it was on the property is because people move it back everytime it blows off.	in progress

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	December 2, 2021
Title:	Subdivision of Land and Rezoning

Agenda Item Number:	6.c
---------------------	-----

BACKGROUND/DISCUSSION:

The process for Subdivision of the Land between 212 3 Avenue East and the campground road is as follows:

Required to complete a subdivision application, provide a current land title of each of the affected parcels and have a surveyor provide a tentative plan to our office to initiate the subdivision process.

For this application the fee would be \$1,000.00 to start the process and when it has gone through the process and received approval, there would be an endorsement fee of \$300.00. So in total the subdivision application to PRMS would be \$1,300.00. There would also be the survey cost to be paid to your surveyor and the registration fees to the land title office. The Survey Quote is attached

Looking at the proposal more closely I understand what you mean by possibly the savings in making the changes as part of the new Bylaw adoption as the parcel you are subdividing is currently zoned as UR - Urban Reserve, while Lot 5, to which it will be consolidated with, is zoned as "R"-Residential. The same lot that you are subdividing is also a Public Utility Lot (6PUL). Land Titles Office surveys will accept a letter from the registered owner of the lands indicating that the land is not being used as a Public Utility lot.

I'd like to get this going prior to the Land Use bylaw being complete so we can include the rezoning in the new bylaw

\$2,930 plus \$1,300 = \$ 4,230.00

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to proceed with the subdivision of the land located at Lot 5/6PUL Block 9 Plan 031 0282



Andrew Cammaert ALS
119 Strathmore Lakes Common
Strathmore, AB, T1P 1Y7
Ph/Fax: 403-934-2330
Acesurveys2011@gmail.com

November 16, 2021

Village of Hussar
Kate Brandt CAO
Lot 5 / 6PUL Block 9 Plan 031 0282
SE ¼ 14-24-20-W4

Quote for Boundary Adjustment by Plan of Survey from Lot 5 Block 9 Plan 031 0282

• 2 Man Survey Crew (10 Hr's @ \$135 / Hr)	\$1350.00
• Office Time (Calculations, Plan Checking, Ect.) (10 Hr's @ \$75 / Hr)	\$750.00
• Truck Reimbursement Fees (1 Trip @ \$75)	\$75.00
• Drafting of Legal Plan of Survey	\$625.00
• Statutory Survey Posts (3 Pins @ \$15)	\$45.00
• Plans and Titles	\$75.00
Total	\$2920.00

This quote does not include GST, Planning Commission fees, or Land Title fees. If there are any questions or concerns with this quote call the office or send us an e-mail. If you would like us to proceed with the survey please call the office or send an e-mail and we can book a field crew to complete the work. Thank you for considering Ace Surveys for this project.

Andrew Cammaert ALS
Ace Surveys Ltd.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 2, 2021**

The regular meeting of the council of the Village of Hussar was held at the Sundowners' Senior Centre on Thursday December 2, 2021, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel (virtual), Tim Frank Kate Brandt, CAO
	1 in person and 5 via. conference call
<u>CALL TO ORDER</u>	The meeting was called to order at 7:02 pm
<u>ACCEPTANCE OF AGENDA</u>	
2021-12-02-630	MOVED by Councillor Frank that the agenda be accepted with the following changes: Add to 6 (d) CAO training 2022 <u>and Emergency Management Training</u> Move 6 (d) Training for 2022 to 11 (f) Confidential Add 6 (f) Drumheller Mail article for Wheatland Regional Corporation
	CARRIED
<u>DELEGATION</u>	<u>Service Line Warranties – Jeff Olson</u> Jeff presented how the service line warranties program works and their monthly rates to customers. Council would like to have more time to think about the program before making a decision.
2021-12-02-631	MOVED by Councillor Frank to accept as information at this time
	CARRIED
	Palliser presented the draft of the Land Use Bylaw and discussed changes that we would still like to make. The Land Use Bylaw final draft will be brought back to our next meeting.
<u>APPROVAL OF MINUTES</u>	<u>November 10, 2021 Regular Council Meeting</u> MOVED by Councillor Frank that the minutes of November 10, 2021 be accepted as presented
2021-12-02-632	
	CARRIED
<u>BYLAW REVIEW</u>	<u>Bylaw Review</u> MOVED by Councillor Schultz to give bylaw 538-21 being the Procedural Bylaw second reading
2021-12-02-633	
	CARRIED
	The following bylaws were reviewed new bylaws with changes will be brought back to our next regular meeting:
	<ul style="list-style-type: none">• 499-15 Utility Bylaw• 526-20 Utility Bylaw Amendment• 496-15 Garbage Collection Fees• 527-20 Garbage Collection Fee Bylaw Amendment• 509-16 Garbage Collection

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 2, 2021**

POLICY REVIEW
2021-12-02-634

Policy Review

MOVED by Councillor Frank to approve policy 2.1 Campground Rental & Reservations Policy with the changes as presented

CARRIED

2021-12-02-635

MOVED by Councillor Schindel to approve policy 6.1 Snow Removal Policy with the changes as presented

CARRIED

The following policies were reviewed without changes:

- 2.3 Metal Detecting on Village Property
- 7.5 Utility Rate Policy

BUSINESS
2021-12-02-636
December payroll

December Payroll

MOVED by Councillor Frank to pay the Public Works, CAO and Councillor payroll on December 22, 2021

CARRIED

2021-12-02-637
Village Cell phone

Village Cell phone

MOVED by Councillor Schultz to pay \$25.00 per month for the Public Works phone to cover their personal cell phone usage beginning January 1, 2022 and to pay \$35.00 per month for the CAO to cover their personal cell phone usage and to cancel the public works cell phone plan and to create a Cell Phone policy

CARRIED

Councillor Schultz called a 5-minute recess at 9:20 pm

Councillor Schultz called the meeting back to order at 9:27 pm

2021-12-02-638
Subdivision and Rezoning

Subdivision of Land and Rezoning

MOVED by Councillor Schultz to proceed with the subdivision and rezoning of the land located at Lot 5/6 PUL Block 9 Plan 031 0282

CARRIED

2021-12-02-639
Utility Rate options

Utility Rate options for 2022

MOVED by Councillor Schindel that the Utility Rates be set as follows:

Water service rate - \$2.00 increase per month

Garbage service rate - \$1.00 increase per month

For a total rate increase of \$3.00 per month. Total amount of utility service \$123.00 per month and that these changes take effect on January 1, 2022, and that administration make the necessary changes to the Utility Bylaw to reflect these amounts which will be brought forward for first reading on December 21, 2021

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 2, 2021**

2021-12-02-640
Article for WRC

Drumheller Mail Article for Wheatland Regional Corporation

MOVED by Councillor Schultz that Councillor Schultz send the quote on behalf of Council to the Drumheller Mail on the Wheatland Regional Corporation

CARRIED

FINANCIAL

The 2022 Budget was reviewed and changes will be brought to our next meeting

COMMITTEE
MEETINGS

Councillor Frank

Drumheller & District Solid Waste board will meet on December 7th to discuss budget. A regular board meeting will be held on December 16th. At the executive meeting on November 29th it was agreed to use Kneehill County's HR services to begin the search for a new Executive Director.

Cemetery board will have a meeting early in the new year to discuss the proposed waterline through the Cemetery and how to transition with Clarke's retirement

Fire Association had a meeting on November 22. There are 2 new members to the department, plus possibly 2 new First Response medical responders. The department has responded to 4 fire calls since September 1, 1 medical call, 1 aid stand down, and 1 false alarm. The new mobile app for all departments is now coming on stream. The County is currently reaching out to gather phone/truck information for the system. The new dispatch system was used in the latest fire call, Hussar, Dalum and Standard responded. The intent is to match resources to the situation. Chief Hager reports good results. 88 smoke detectors were given out in a walk around the community by department members. Rural residents in our fire district can call the department to request a smoke detector. More detectors will be handed out at Light Up the Night event. Request for a new Bush Buggy will be brought to the Capital Committee this coming year. Configuration and layout of the vehicle will be decided closer to the request. Department will be acquiring 4 or 5 SCBA bottles, for the department, the County wants every department to have the same kind of bottles so they may purchase them in bulk. Hussar Fire Department will be celebrating their 50th anniversary this coming year, so planning will begin for a party, possibly in conjunction with Summer Daze this coming year.

Southern Alberta Waste to Energy Association will meet at Wheatland County on December 10, 2021.

Councillor Schindel

Library Board met and discussed having another bike rally next year due to the success of the one held this summer. Looking to have a book sale in the spring. Looking at getting some digital help courses for the Village. Next meeting on January 4, 2022.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 2, 2021**

Councillor Schultz

Wheatland & Adjacent Districts Emergency Medical Association met on November 15th for an Organizational meeting followed by a Regular meeting. In the Organizational meeting the Chair is Glen Koester, Vice Chair is Darcy Burke, Executive committee consists of the Chair, Vice Chair, CAO-Rob Witty, and secretary/treasurer Donna Hendricks. Regular meetings were kept as the 3rd Monday of every month and the AGM will be on January 17, 2022. In the regular meeting Kevin Link and Bill McGregor gave a presentation to the board with an overview of the operational framework and strategic plan process. Also, all the safety and incident statistics and answered any questions that arose. There were also documents presented to the board to take and review and sign off on at a later date. Staff are preparing a survey about ambulance service, to be sent to all residents and they look forward to the feedback. The contract with AHS expires in August of 2022 and have begun negotiations. There was a lot of discussion on the dispatching situation. Call ins on landlines go directly to local centers but cell phones may ping a tower in another area and get response from there instead of local first. Local dispatch right now is dispatching EMS and fire at the same time where as AHS doesn't always send Fire until 20 minutes later and the fire first responders can do a lot. The 911 cell phone levi starts in February or March of 2022 so the associations should start seeing some revenue from that soon. The CAO report by Rob Witty shows a 30% increase in call volumes over last year with 4484 calls YTD. AHS mandated staff be vaccinated by November 30th. Long Service awards, 3 at 20 years, 1 at 15 years and 1 at 30 years (Rob Witty).

Councillor Schultz attended the Wheatland Family Community Support Services meeting on behalf of Councillor Schindel. The Organizational meeting was held on December 1, 2021 with the regular board meeting following it. In the Organizational meeting - the Chair is Darcy Burke, Vice Chair is Glen Koester. The Finance Committee is the Chair, Vice Chair and Richard Bryan. Personnel / Evaluation Committee is Donna Biggar and Coralee Schindel. Policy Committee is Chair, Vice Chair and Donna Biggar. The auditors will be Avail. Meetings will be held the 4th Wednesday of each month. Signing authority is the Chair, Vice Chair and the CAO. In the regular meeting - the budget was discussed and there is 21% of budget left for the year, with nothing arising from the income statement or reconciliation report. CAO report- County coats kickoff was disappointing with only 3 people, reaching out to schools and Siksika and other groups to see if there is a need. Working with the County Fire Chief to make sure all reception sites are updated as per emergency management. Wellness bags are being prepared and coming along nicely with donations for them. 5 for Life book sale has lots of books coming in for the community sale being held at the Hope Covenant Church on January 28th and 29th. Womens Conference is April 9 2022. There are 10 less clients from this time last year. Christmas party and staff recognition is being planned for January, voted to give staff \$150 gift cards. Still waiting to hear back from Edmonton about being able to keep the surplus from the previous year. As of Friday December 3rd all old files will be disposed of. Next meeting is January 26, 2022.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 2, 2021**

CAO REPORT

2021-12-02-641 MOVED by Councillor Frank to accept the CAO and Public Works reports as presented
CARRIED

CORRESPONDENCE
2021-12-02-642

MOVED by Councillor Schultz to accept the following correspondence as information

- a) Rockyford Organizational
- b) Wheatland County Organizational
- c) Marigold Library System letter, report and brochure
- d) Rockyford Handi-Bus Letter
- e) City of Cold Lake: College of physicians and Surgeons of Alberta

CARRIED

2021-12-02-643

MOVED by Councillor Schultz to extend our meeting to 11:45 pm

CARRIED

CONFIDENTIAL

2021-12-02-644

MOVED by Councillor Schultz that the meeting go into closed session at 10:57 pm to discuss the following:

- a) Draft Strategic Plan (as per s. 29(1) of the *FOIP Act*)
- b) JG Water Services Agreement 2022 (as per s. 16(1) of the *FOIP Act*)
- c) Xerox proposal for printing services (as per s. 16(1) of the *FOIP Act*)
- d) Personnel Matter – Administrative Assistant Position (as per s. 17(1) of the *FOIP Act*)
- e) Assessment Audit Report (as per s. 29(1) of the *FOIP Act*)

CARRIED

2021-12-02-645

MOVED by Councillor Schultz that the meeting come out of closed session at 11:53 pm

CARRIED

2021-12-02-646

MOVED by Councillor Schultz to sign the JG Water Services Agreement for 2022

CARRIED

2021-12-02-647

MOVED by Councillor Schultz to remove the Administrative Assistant position from the 2022 budget

CARRIED

2021-12-02-648

MOVED by Councillor Schultz to bring the Xerox Proposal for printing services back to our next meeting for discussion

CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 2, 2021

2021-12-02-649

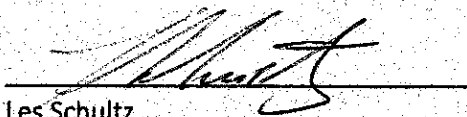
MOVED by Councillor Schultz to add two courses to the budget in both 2022 and 2023 for our CAO to complete the NACLA Level 2 certificate

CARRIED

ADJOURNMENT

The meeting was adjourned at 11:55 pm

These minutes approved this 21 day of December, 2021


Les Schultz
Mayor


Kate Brandt
Chief Administrative Officer

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Tuesday, December 21, 2021**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday December 21, 2021, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel, Tim Frank Kate Brandt, CAO 2 in person and 0 via. conference call
<u>CALL TO ORDER</u>	The meeting was called to order at 7:01 pm
<u>ACCEPTANCE OF AGENDA</u>	
2021-12-21-650	MOVED by Councillor Frank that the agenda be accepted with the following changes: Add 6 (g) Council remuneration for training Add 11 (d) JG Water Services Agreement CARRIED
<u>DELEGATION</u>	<u>Subdivision and purchase of land - Confidential</u>
2021-12-21-651	MOVED by Councillor Schultz that the meeting go into closed session at 7:02 pm to discuss the following: a) Subdivision and purchase of land (as per s. 17(1) of the FOIP Act) CARRIED
2021-12-21-652	MOVED by Councillor Schultz that the meeting come out of closed session at 7:25 pm CARRIED
<u>APPROVAL OF MINUTES</u>	<u>December 2, 2021 Regular Council Meeting</u>
2021-12-21-653	MOVED by Councillor Frank that the minutes of December 2, 2021 be accepted with the spelling error change CARRIED
<u>BYLAW REVIEW</u>	<u>Bylaw Review</u>
2021-12-21-654	MOVED by Councillor Schultz to give bylaw 538-21 being the Procedural Bylaw third and final reading CARRIED
2021-12-21-655	MOVED by Councillor Schultz to give bylaw 539-21 being the Utility Bylaw first reading CARRIED
2021-12-21-656	MOVED by Councillor Frank to give bylaw 539-21 being the Utility Bylaw second reading CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Tuesday, December 21, 2021**

2021-12-21-657	MOVED by Councillor Frank bring bylaw 539-21 being the Utility Bylaw forward for third and final reading	CARRIED UNANIMOUSLY
2021-12-21-658	MOVED by Councillor Schultz to give bylaw 539-21 being the Utility Bylaw third and final reading	CARRIED
2021-12-21-659	MOVED by Councillor Frank to give bylaw 540-21 being the Garbage Collection Fee Bylaw first reading	CARRIED
2021-12-21-660	MOVED by Councillor Schindel to give bylaw 540-21 being the Garbage Collection Fee Bylaw second reading	CARRIED
2021-12-21-661	MOVED by Councillor Frank to bring bylaw 540-21 being the Garbage Collection Fee Bylaw forward for third and final reading	CARRIED UNANIMOUSLY
2021-12-21-662	MOVED by Councillor Schultz to give bylaw 540-21 being the Garbage Collection Fee Bylaw third and final reading	CARRIED
2021-12-21-663	MOVED by Councillor Frank to give bylaw 541-21 being the Garbage Collection bylaw first reading	CARRIED
<u>POLICY REVIEW</u> 2021-12-21-664	<u>Policy Review</u> MOVED by Councillor Schindel to approve Personnel policy 4.4 Employee Benefits & Pension with the changes as presented	CARRIED
2021-12-21-665	MOVED by Councillor Schultz to revise Administrative policy 5.3 Rates and Fees as per Councils discussion and bring back for approval at a future meeting	CARRIED
2021-12-21-666	MOVED by Councillor Schindel to adopt Administrative policy 5.12 Cell Phone Policy as presented	CARRIED
2021-12-21-667	MOVED by Councillor Schultz to adopt Utility policy 7.5 Utility Rate Policy	CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Tuesday, December 21, 2021**

BUSINESS

2021-12-21-668
CAO vacation

Ratify CAO Vacation Day

MOVED by Councillor Frank to ratify the CAO attend the training day on Thursday December 16, 2021 in Rockyford and a negative COVID test will be paid by the Village. The CAO vacation day that was previously approved will be transferred to 2022

CARRIED

2021-12-21-669
Outdoor rink

Ratify outdoor skating rink

MOVED by Councillor Schultz to ratify that Council gives Fire Chief Mike Hager permission to build a skating rink on the old school property using volunteers in the community

CARRIED

2021-12-21-670
Year in Review

Drumheller Mail – Year in Review article

MOVED by Councillor Frank to have our CAO send the Drumheller mail our Year in Review as discussed

CARRIED

2021-12-21-671
FCM Membership

FCM Membership

MOVED by Councillor Schindel to become a member of Federation of Canadian Municipalities and add \$135.22 to our budget for the membership

CARRIED

2021-12-21-672
Land Use Bylaw

Land Use Bylaw changes

MOVED by Councillor Schultz to provide Palliser with our final changes to the Land Use Bylaw so the final draft can be presented in January 2022

CARRIED

Councillor Schultz called a 5-minute recess at 9:34 pm
Councillor Schultz called the meeting back to order at 9:44 pm

2021-12-21-673
Emergence
Funding

Emergence from COVID-19 Funding

MOVED by Councillor Schultz to apply for funding for the gazebo and benches project at the campground

CARRIED

2021-12-21-674
Council
remuneration

Council Remuneration for Training

MOVED by Councillor Schindel to pay each of the Councillors for the Councillor Orientation at the County and the Emergency Management training upon completion

CARRIED

FINANCIAL

2021-12-21-675

November 2021 Financial Reports

MOVED by Councillor Schultz to accept the November 2021 Bank Reconciliation and Cheque Listing

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Tuesday, December 21, 2021**

2021-12-21-676 Interim Budget 2022
MOVED by Councillor Schindel to pass the 2022 Interim Budget as discussed.
CARRIED

2021-12-21-677 MOVED by Councillor Schultz to extend our meeting to 11:30 pm
CARRIED

**COMMITTEE
MEETINGS**

Councillor Frank
Drumheller & District Solid Waste board met on December 16, 2021.
Organizational meeting was held first with the Chair as Wheatland County,
Deputy Chair – Drumheller, Secretary Treasurer – Drumheller, 2 At large Board
Executives – Kneehill County and Starland County. Job offerings for Executive
Director of Operations have been sent out, with the hope of having a new EDO
in place for February 2022. Budget was approved.

Cemetery board has nothing to report at this time.

Fire Department and Association participated in Light Up the Night. Nothing
else to report at this time.

Southern Alberta Waste to Energy Association met on December 10, 2021.
Meeting centered around the new board orientation. Bylaws, Policies and
Communications plan. Vision and Mission statement. SAWEA is a non-profit
coalition of 62 municipal entities and waste management associations in
Southern Alberta. SAWEA's stated interest is in implementing technology to
recover energy from residual waste and reduce long-term reliance on landfill
disposal.

Councillor Schultz
Had an Asset Management Committee meeting.

CAO REPORT

2021-12-21-678 MOVED by Councillor Frank to accept the CAO, Public Works and JG Water
Services reports as presented
CARRIED

CORRESPONDENCE

2021-12-21-679 MOVED by Councillor Schultz to accept the following correspondence as
information
a) Utility Safety Partners
b) Alberta Recreation and Parks Association
c) Marigold Report and Letter
CARRIED

CONFIDENTIAL

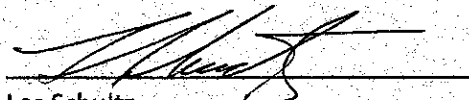
**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES**


Tuesday, December 21, 2021

- 2021-12-21-680 MOVED by Councillor Schultz that the meeting go into closed session at 11:08 pm to discuss the following:
- a) Draft Strategic Plan (as per s. 29(1) of the *FOIP* Act)
 - b) Xerox proposal for printing services (as per s. 16(1) of the *FOIP* Act)
 - c) Agreement to provide Bylaw Enforcement (as per s. 29(1) of the *FOIP* Act)
 - d) JG Water Services Agreement 2022 (as per s. 16(1) of the *FOIP* Act)
- CARRIED
- 2021-12-21-681 MOVED by Councillor Schultz that the meeting come out of closed session at 11:34 pm
- CARRIED
- 2021-12-21-682 MOVED by Councillor Schultz to bring back the Draft Strategic Plan to our January meeting
- CARRIED
- 2021-12-21-683 MOVED by Councillor Schultz to accept the Xerox proposal for printing services as information at this time
- CARRIED
- 2021-12-21-684 MOVED by Councillor Schultz to bring back the Agreement to provide Bylaw Enforcement to our January meeting
- CARRIED
- 2021-12-21-685 MOVED by Councillor Schultz to bring back the JG Water Services Agreement to our January meeting with more information
- CARRIED

ADJOURNMENT The meeting was adjourned at 11:36 pm

These minutes approved this 13 day of January, 2022.


Les Schultz
Mayor


Kate Brandt
Chief Administrative Officer

REGISTRAR, SOUTH ALBERTA LAND REGISTRATION DISTRICT

PLAN No. _____

ENTERED AND REGISTERED

ON _____

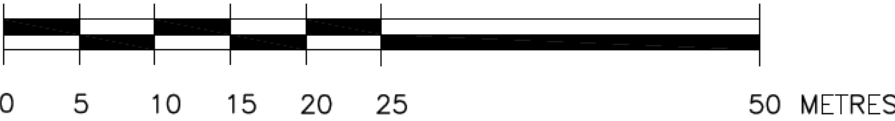
INSTRUMENT No.: _____

A.D. REGISTRAR

VILLAGE OF HUSSAR
PLAN OF SURVEY
SHOWING SUBDIVISION AND CONSOLIDATION
AFFECTING ALL OF
LOTS 5 AND 6PUL BLOCK 9 PLAN 031 0282
WITHIN
SW 1/4 SEC.13 TWP.24 RGE.20 W4M.
SE 1/4 SEC.14 TWP.24 RGE.20 W4M.

By: ANDREW CAMMAERT, ALS
2022

SCALE: 1:500



LEGEND

BEARINGS ARE SHOWN TO THE NEAREST 01" OF ARC.
AREA AFFECTED BY THIS PLAN OUTLINED THUS AND CONSISTS OF 2 LOTS CONTAINING 0.128 HECTARES (0.32 ACRES).
STATUTORY IRON POSTS SHOWN THUS: ● FOUND, ○ PLACED (MARKED P262)
CONCRETE NAILS SHOWN THUS: △ PLACED
DISTANCES ARE IN METRES AND DECIMALS THEREOF.
MEASUREMENTS ARE FROM I. TO I. UNLESS SHOWN OTHERWISE.
THE GEO-REFERENCED POINT IS FOUND I. AND IS SHOWN THUS RP

I. IRON POST
Fd. FOUND
Pl. PLACED
Sec. SECTION
Twp. TOWNSHIP
Rge. RANGE
M. MERIDIAN
PUL. PUBLIC UTILITY LOT
ha. HECTARES
ac. ACRES
cs COUNTER SUNK
RP GEO-REFERENCE POINT
R/W RIGHT OF WAY
Est.Pos. ESTABLISHED POSITION
N NORTH
S SOUTH
E EAST
W WEST
ALS ALBERTA LAND SURVEYOR

BEARINGS ARE ASSUMED FROM PLAN 031 0282
BASED ON NORTH AMERICAN DATUM, 1983, UNIVERSAL TRANSVERSE MERCATOR PROJECTION
REFERENCE MERIDIAN IS 111° WEST LONGITUDE
UNIVERSAL TRANSVERSE MERCATOR COORDINATES FOR GEO-REFERENCE POINT:
NORTHING: 5655871.167, EASTING: 382284.955
COMBINED SCALE FACTOR 0.999707

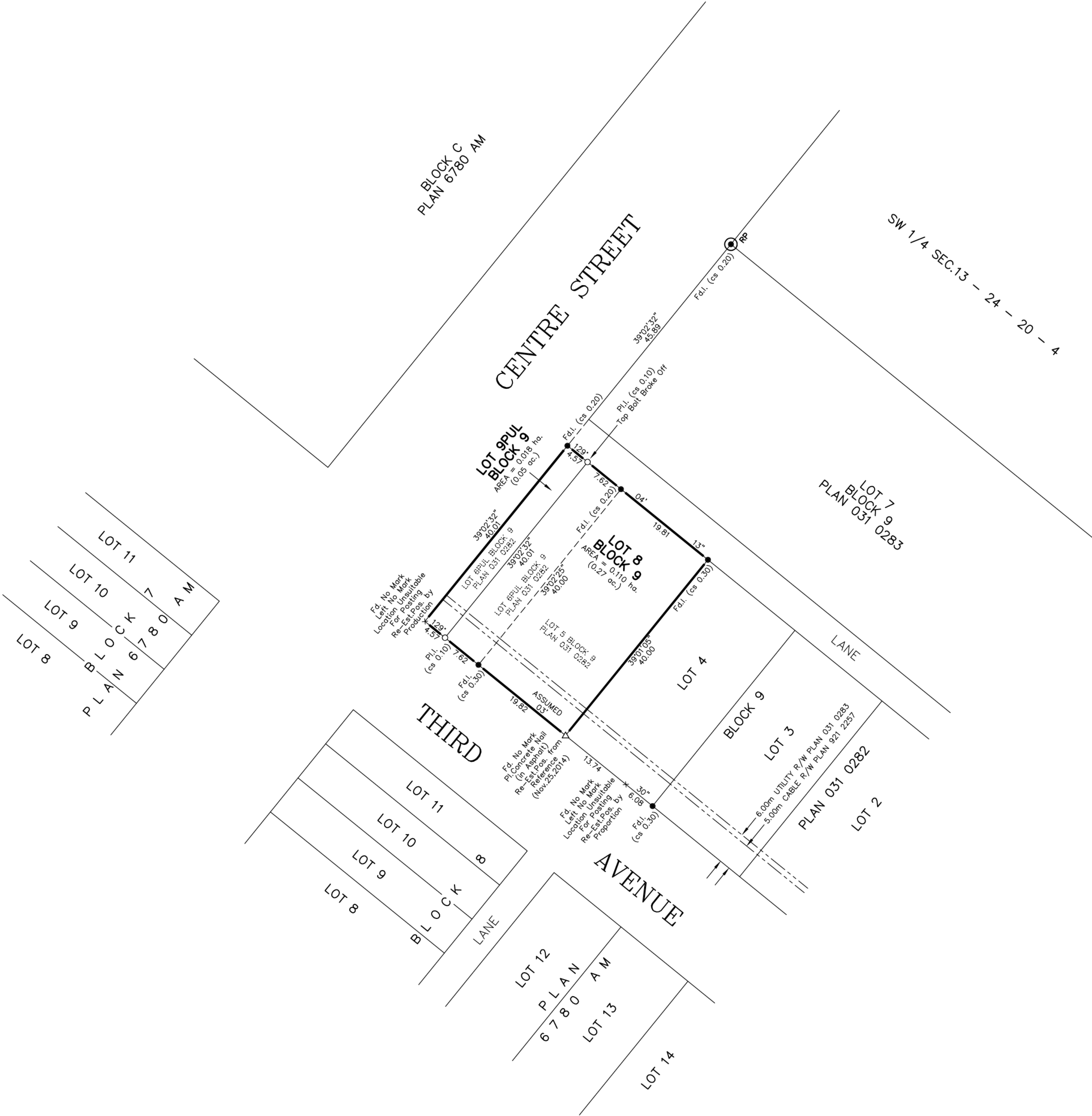
SURVEYOR:
NAME: ANDREW CAMMAERT, ALS
SURVEYED ON THE DATE OF FEBRUARY 9, 2022
IN ACCORDANCE WITH THE PROVISIONS OF THE SURVEYS ACT

REGISTERED OWNERS:
LOT 5 BLOCK 9 PLAN 031 0282:
NAME: EARL WILLISON
NAME: KIMBERLY WILLISON
LOT 6PUL BLOCK 9 PLAN 031 0282:
NAME: THE VILLAGE OF HUSSAR.

SUBDIVISION AUTHORITY:
PALLISER REGIONAL MUNICIPAL SERVICES
FILE NO:
PRMS NO:

ALBERTA LAND SURVEYORS ASSOCIATION
PERMIT NUMBER
P262
Ace Surveys Ltd.

ACE SURVEYS LTD.
119 STRATHMORE LAKES COMMON
STRATHMORE, ALBERTA T1P 1Y7
PHONE: 403-934-2330
EMAIL: ACESURVEYS2011@GMAIL.COM
FILE No. 22012



Palliser Regional

Date: 2022-02-16

Invoice #	Date	Total	Description
Subdivision2022	2022-02-16	1,300.00	Subdivision 3 Ave & Centre

1,300.00

Subdivision Application Form

THE FOLLOWING MUST ACCOMPANY THE APPLICATION FORM IN ORDER TO BE CONSIDERED COMPLETE

1. A photocopy of a current title for the property (**no older than 3 months**) or a title search will be required in accordance with the fee schedule.

NOTE: If you are applying under the name of a numbered company that owns the land, proof must be provided in the form of a company registration document that indicates that you are an owner/part owner of the numbered company.

2. A non-refundable **application fee** made **payable to Palliser Regional Municipal Services** (E-transfer accepted – phone 403-854-3371 to make arrangements with PRMS financial department).

SUBDIVISION FEES

Single Lot Subdivision/Consolidation (<i>reserve lots and public utility lots exempt</i>)	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Multi-Lot Subdivision	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Fee per each <i>additional new lot beyond the initial lot proposed</i> :	PLUS \$300.00/lot
Boundary Adjustment (<i>where no additional parcels are created. Minor modifications for setbacks are accommodated.</i>)	
Application Fee: \$300.00 per boundary to be adjusted (Endorsement Fee: \$300.00 per boundary to be adjusted)	
Separation of Title	
Application (includes the Endorsement fee): \$700.00	
Land Title Endorsement Fee (due at time of PRMS' endorsement for registration at Land Titles)	
For each new lot created: \$300.00	
Conditional Approval Time Extension Application (1 year maximum)	
A \$300.00 fee at the time of your first request. NOTE: Fees will increase in \$100.00 increments for each subsequent request.	
Recirculation Fee	
\$300.00	
Land Title Search (if a current land title is not provided with application)	
\$15.00	

Mail or deliver the completed application form, tentative plan and required fee to:

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0

tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371 www.palliserservices.ca January 2021

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP).

Collection of the personal information on this form is authorized under the Municipal Government Act,

and is required for the purpose of PRMS' Planning processes.

Subdivision Application Form

FOR OFFICE USE ONLY			
DATE Application Received:		File Number:	
Fee Submitted:		DATE of Completed Form:	

OWNER AND APPLICANT INFORMATION

Name of Registered Owners		Village of Hussar		Phone #	403.787.3766
				Email Address:	office@villageofhussar.ca
Address	109 1st Avenue East, Po Box 100	Town / City	Hussar	Postal Code	T0J 1S0
Name of Agent (person authorized to act on behalf of registered owner), if any		Kate Brandt		Phone #	403.787.3766
				Email Address:	office@villageofhussar.ca
Address	109 1st Avenue East	Town / City	Hussar	Postal Code	T0J 1S0

LEGAL LAND DESCRIPTION

Qtr / LSD	Sec.	Twp.	Rge.	Meridian	Lot:	6PUL
				W 4 th M	Block:	9
					Plan:	031 0282
MUNICIPALITY and CIVIC ADDRESS:						

PHYSICAL CHARACTERISTICS OF THE LAND

Topography	<input checked="" type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> steep <input type="checkbox"/> mixed Other:	Vegetation	<input checked="" type="checkbox"/> brush <input type="checkbox"/> shelterbelts <input type="checkbox"/> crop <input type="checkbox"/> native grass Other:
Soil	<input type="checkbox"/> sand <input checked="" type="checkbox"/> loam <input type="checkbox"/> clay Other:	Water	<input type="checkbox"/> slough <input type="checkbox"/> creek <input type="checkbox"/> lake <input type="checkbox"/> river Other: swale

LAND USE

Existing Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other: PUL
Proposed Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other: PUL & Residential
Land Use Designation (from the Land Use Bylaw)	Urban Reserve Number of Proposed Lots: 2

Mail or deliver the completed application form, tentative plan and required fee to:

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0

tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371 www.palliserservices.ca January 2021

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FIPPA)

Collection of the personal information on this form is authorized under the Municipal Government Act.

and is required for the purpose of PRMS' Planning processes

APPROVED SKETCH



Village of Hussar

Proposed Subdivision of
Lots 6PUL and 5, Block 9, Plan 031 0282
all within SW1/4 13-24-20 W4M & SE 1/4 14-24-20 W4M



All dimensions and Areas are approximate and based on information submitted by the applicant. Dimensions must be verified in the field by a P.A.S. All Dimensions in Meters.
X:\Palliser Main Files (X:\Driv)\METS\Subdivisions\Subdivisions\031 Subdivisions\031-0282-Village of Hussar Mapping\Original_APRROVEDSketch_1w.dwg
Date: 10/11/2021



Subdivision Application Form

FOR OFFICE USE ONLY			
DATE Application Received:		File Number:	FILE No 58/007 PRMS # 2022-016
Fee Submitted:		DATE of Completed Form:	

OWNER AND APPLICANT INFORMATION

Name of Registered Owners	Village of Hussar		Phone #	403.787.3766
			Email Address:	office@villageofhussar.ca
Address	109 1st Avenue East, Po Box 100	Town / City	Hussar	Postal Code T0J 1S0
Name of Agent (person authorized to act on behalf of registered owner), if any	Kate Brandt		Phone #	403.787.3766
			Email Address:	office@villageofhussar.ca
Address	109 1st Avenue East	Town / City	Hussar	Postal Code T0J 1S0

LEGAL LAND DESCRIPTION Registered Plan No. _____ Cert. of Title No. _____

Qtr / LSD	Sec.	Twp.	Rge.	Meridian	Lot:	6PUL
				W 4 th M	Block:	9
					Plan:	031 0282
MUNICIPALITY and CIVIC ADDRESS:						

PHYSICAL CHARACTERISTICS OF THE LAND

Topography	<input checked="" type="checkbox"/> flat <input type="checkbox"/> rolling <input type="checkbox"/> steep <input type="checkbox"/> mixed Other:	Vegetation	<input checked="" type="checkbox"/> brush <input type="checkbox"/> shelterbelts <input type="checkbox"/> crop <input type="checkbox"/> native grass Other:
Soil	<input type="checkbox"/> sand <input checked="" type="checkbox"/> loam <input type="checkbox"/> clay Other:	Water	<input type="checkbox"/> slough <input type="checkbox"/> creek <input type="checkbox"/> lake <input type="checkbox"/> river Other: swale

LAND USE

Existing Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other: PUL		
Proposed Use of Land	<input type="checkbox"/> Agriculture <input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial <input type="checkbox"/> Recreational Other: PUL & Residential		
Land Use Designation (from the Land Use Bylaw)	Urban Reserve <table border="1"> <tr> <td>Number of Proposed Lots</td> <td>2</td> </tr> </table>	Number of Proposed Lots	2
Number of Proposed Lots	2		

Mail or deliver the completed application form, tentative plan and required fee to:

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0

tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371 www.palliserservices.ca January 2021

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP).

Collection of the personal information on this form is authorized under the Municipal Government Act.

and is required for the purpose of PRMS' Planning processes.

Subdivision Application Form

LOCATION OF LAND TO BE SUBDIVIDED

Is the land located adjacent to the municipal boundary?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Municipality	
Is the land located within 800 m (1/2 mile) of a river, stream, watercourse, lake or other permanent body of water, a canal or drainage ditch?	<input type="checkbox"/> no <input checked="" type="checkbox"/> yes	Name of water body	drainage ditch
Is the land located within 1.6 km (1 mile) of the centre line of a highway right of way?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Highway Number	
Is the land located within 800 m (1/2 mile) of a Confined Feeding Operation?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 450 m (1476 ft) of a landfill for the disposal of garbage?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 300m (984 ft) of a sewage treatment facility or sewage lagoon?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is the land located within 1.5 km (.93 mile) of a sour gas facility?	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Location	
Is there an abandoned oil well and/or gas well on the subject property? ***	<input checked="" type="checkbox"/> no <input type="checkbox"/> yes	Location	***Refer to Abandoned Well Process

EXISTING BUILDINGS

Describe all buildings and any structures on the land and whether they are to be demolished or removed	<input type="checkbox"/> residence <input type="checkbox"/> garage <input type="checkbox"/> shop <input type="checkbox"/> quonset <input type="checkbox"/> grain bins <input type="checkbox"/> shelterbelt
	<input type="checkbox"/> other – please describe

drainage ditch will remain on the Village owned portion

WATER AND SEWER SERVICES

Type of Water Supply currently used	<input type="checkbox"/> dugout <input type="checkbox"/> well <input type="checkbox"/> municipal service <input type="checkbox"/> cistern and hauling <input type="checkbox"/> other – please describe
Type of Water Supply proposed	<input type="checkbox"/> dugout <input type="checkbox"/> well <input type="checkbox"/> municipal service <input type="checkbox"/> cistern and hauling <input type="checkbox"/> other – please describe
Type of Sewage Disposal currently used	<input type="checkbox"/> open discharge <input type="checkbox"/> tile field <input type="checkbox"/> municipal service <input type="checkbox"/> sewage lagoon <input type="checkbox"/> holding tank <input type="checkbox"/> other – please describe
Type of Sewage Disposal proposed	<input type="checkbox"/> open discharge <input type="checkbox"/> tile field <input type="checkbox"/> municipal service <input type="checkbox"/> sewage lagoon <input type="checkbox"/> holding tank <input type="checkbox"/> other – please describe

ABANDONED WELL PROCESS FOR SUBDIVISION

Effective November 1, 2012, the Subdivision and Development Regulation requires that applicants for new subdivisions or development permits provide information about abandoned oil and gas wells on the subject property. Before an application for subdivision or a development can be considered, applicants MUST provide this information.

CHECK THE AER ABANDONED WELL VIEWER TO DETERMINE IF ABANDONED WELLS ARE LOCATED ON THE SUBJECT PROPERTY. THE AER ABANDONED WELL VIEWER CAN BE FOUND ONLINE AT:

<https://extmapviewer.aer.ca/AERAbandonedWells/Index.html>

NO Abandoned wells **ARE NOT** found. The applicant **MUST PROVIDE** the following as part of their application:

- ☐ A statement that no abandoned wells are located on the property and
- ☐ The map from the AER viewer of the property

Mail or deliver the completed application form, tentative plan and required fee to:

115 Palliser Trail, P.O. Drawer 1900, Hanna, Alberta T0J 1P0

tel 403-854-3371 fax 403-854-4684 toll free 1-877-854-3371 www.palliserservices.ca January 2021

The personal information requested in these forms is protected under the Freedom of Information and Protection of Privacy Act (FOIP)

Collection of the personal information on this form is authorized under the Municipal Government Act.

and is required for the purpose of PRMS' Planning processes.

Garry Wilson <gwilson@palliserservices.ca>
To:

Thu 5/26/2022 4:31 PM

- Village Office

22012_TentativePlan.pdf
128 KB

Good afternoon Kate

I can use the plan 22012 that was from your email to use to circulate the subdivision. I will assign your application the File No. 58/007 and get the process underway.

If you have any questions please contact me.

Garry Wilson
Municipal Subdivision Planner
Palliser Regional Municipal Services
1-877-854-3371



www.palliserwebmap.ca
www.palliserservices.ca

Re: Motion Information request

Village Office <office@villageofhussar.ca>

Mon 6/27/2022 4:54 PM

To: Jackie C <jlcutt3r@gmail.com>

Hi Jackie,

Once the subdivision is completed the sale portion will be looked at. There is no motion around the sale right now because the lot is not subdivided yet and it can't be sold the way it is. It won't be subdivided until July 20th and then likely August we can make the motion about the sale

And there is not motion around the contract position for the temp office person except for council approving the change of how it is shown in the budget. It was back in 2020 when we hired an Admin assistant. Two applied and I used both. One was unavailable much of the time so going forward I decided to proceed with one That person is not an employee of the Village and remains as a contracted person so I wanted to reflect that in our 2022 budget. The Salaries line was just broken into two, that was the only change.

Thank you,



Kate Brandt
Chief Administrative Officer

109 – 1st Avenue East
PO Box 100
Hussar AB T0J 1S0
403 787 3766
Monday - Thursday 8:30 - 4:30

From: Jackie C <jlcutt3r@gmail.com>
Sent: Friday, June 24, 2022 7:16 AM
To: Village Office <office@villageofhussar.ca>
Subject: Re: Motion Information request

Hi Kate

Thank you for that information. I will go and find the motions to read. Based on minutes it is my understand that Cory moved to explore the options for dividing the property in June and Les moved to subdivide and rezone in December. At this time, I do not see the motion to sell the property. This is an interesting and costly process.

I've been reading past minutes for several days, when I have the time. I am hoping that you can point me in the direction of the motion that was passed that pertains to the contact position for the temporary office person that covers your vacation time.

I really appreciate your time.

Thanks

Jackie Cutter

On Tue., Jun. 21, 2022, 4:01 p.m. Village Office, <office@villageofhussar.ca> wrote:

The one began back in June 2021. It was brought forward by request of the adjacent property owner that wished to purchase the land as they maintain it anyways June 10, 2021 M#2021 06 10 454 December 2, 2021 the motion was made to proceed with the subdivision and rezoning. M# 2021-12-02-638. This process has taken a long time and won't be completed until the end of July and will likely be incorporated into the new LUB (as it changes the zone in the Map) Once this is all completed then we could proceed with the sale *Under the MGA 70(1) If a municipality proposes to transfer or grant an estate or interest in (a) land for less than its market value, the proposal must be advertised.* I will have to see if the sale would be for less than market value or not to determine if it will be advertised. The intent is that the requesting party will purchase the lot. I am still looking into this process to make sure it will be handled correctly

The lots that will be subdivided and sold would not be allowed greenhouses under our land use bylaw. They would require a principal building before a greenhouse/accessory building could be put on the lot. They are too small for any development and would require the interested purchasers (adjacent property owner) to consolidate the lot with their existing lot before any development could occur

The second request that is similar to the one above will be coming to council at the June 30th meeting for consideration of subdividing and eventually purchase.

My suggestion for a greenhouse would be the commercial lot beside Doug's earth moving It is a 25ft x 125 ft lot that the Village owns and is zoned for Commercial use. Or another private sale of a commercial property

I hope this helps and if you have any more questions please let me know

Thank you,



Kate Brandt
Chief Administrative Officer

109 1st Avenue East
PO Box 100
Hussar AB T0J 1S0
403-787-3766
Monday Thursday 8 30 4 30

From: Jackie C jlcutt3r@gmail.com
Sent: Tuesday, June 21, 2022 3 19 PM
To: Village Office office@villageofhussar.ca
Subject: Motion Information request

Hi Kate

I was great talking with you yesterday. I am very excited to look at the options for my potential greenhouse. You indicated that there are two lots that are being surveyed and will be subdivided with the potential for a sale. I have look through the minutes from several meetings to find the motion for the subdivision. I am hoping that you can let me know where to find this information.

Thanks again.

Regards

Jackie Cutter

Village of Hussar
Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	June 30, 2022
Title:	Request for purchase of land / subdivision

Agenda Item Number:	6c.
---------------------	-----

BACKGROUND

The process for Subdivision of the Land between 223 3 Avenue West is as follows:

The Village owns that parcel as we have a swale on it to help with water flooding. We would be required to complete a subdivision application, provide a current land title of each of the affected parcels and have a surveyor provide a tentative plan to Palliser to initiate the subdivision process.

For this application the fee would be \$1,000.00 to start the process and when it has gone through the process and received approval, there would be an endorsement fee of \$300.00. So, in total the subdivision application to PRMS would be \$1,300.00. There would also be the survey cost to be paid to the surveyor and the registration fees to the land title office. Survey fees on average are around \$3,000.

Option 1: subdivide the property and keep 15-25 feet as our own for the swale. Sell the rest of the lot to the interested party.

Option 2: sell the lot as is and have an agreement/easement for the swale

RECOMMENDATION:

1. Motion to proceed with a subdivision of the land located at 223 3rd Avenue West
2. Motion to invite the Baker's to a regular Council meeting to discuss the options further for sale of lot 223 3rd Avenue West
3. Motion to accept as information at this time

June 7th 2022

To Whom It May Concern

We have purchased 227 3rd Ave W and would like to see about purchasing the empty lot between us and 219 3rd Ave W. On Google maps shows as 223 3rd Ave. We will pay all fees and costs for the subdivision and survey.

Thank You

Anthony and Joyce Baker

403 831 2821

ADDRESS - 225040 Range Road 254
Wheatland County
TIP OTI



Civic Address: 231, 3 Ave W
Rural Legal: -11-24-20-4
Urban Legal: 8/6/6780AM



**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday June 30, 2022, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel, Tim Frank Kate Brandt, CAO 10 in person and 0 via. conference call
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm
<u>ACCEPTANCE OF AGENDA</u>	
2022-06-30-207	MOVED by Councillor Frank that the agenda be accepted as presented with the following changes: Move 11(c) Annexation agreement and draft application to 6(l) Add 6(m) CAO Vacation <div>CARRIED</div>
<u>RCMP</u>	<u>Sgt. Raimo Loo Quarterly Report</u> They have identified a Corporal for our detachment, we should meet him shortly. New cadet will be coming 6 months from August, he is in training for 6 months.
2022-06-30-208	MOVED by Councillor Schultz to accept the quarterly report as presented <div>CARRIED</div>
<u>DELEGATION</u>	<u>Barry Traxel – gopher control policy discussion</u> B. Traxel provided input on the use of guns to help control the gopher population in the spring
2022-06-30-209	MOVED by Councillor Frank to accept Barry Traxel's presentation as information <div>CARRIED</div>
2022-06-30-210	<u>Chantale – Community Futures Wild Rose presentation</u> MOVED by Councillor Schindel to accept Chantale's presentation as information <div>CARRIED</div>
	<u>Summer Daze Committee follow up</u> Discussed the event and some items that need to be considered and addressed in future agreements
2022-06-30-211	MOVED by Councillor Schindel to accept as information <div>CARRIED</div>
	Councillor Schultz called a 10-minute recess at 9:05 pm Councillor Schultz called the meeting back to order at 9:14 pm

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022

<u>APPROVAL OF MINUTES</u> 2022-06-30-212	<u>June 8, 2022 Regular Council Meeting</u> MOVED by Councillor Frank that the minutes of June 8, 2022 be accepted with the change as discussed CARRIED
<u>BUSINESS</u> 2022-06-30-213 10 Year plan	<u>10 Year Capital Plan REVISED</u> MOVED by Councillor Schultz to approve the 10-year Capital Plan with the changes as presented CARRIED
2022-06-30-214 Backyard Chickens	<u>Backyard Chickens</u> MOVED by Councillor Schindel to begin the process of creating an Urban Hen Bylaw CARRIED
2022-06-30-215 Subdivide/purchase	<u>Request for purchase of land / Subdivision</u> MOVED by Councillor Frank to proceed with a subdivision of the land located at 223 3 rd Avenue West and to begin the process to sell the portion of the lot CARRIED
2022-06-30-216 Animal Application	<u>Animal Application – 3rd & 4th pet</u> MOVED by Councillor Schultz to approve the application for the third and forth pet as per bylaw 485-13 CARRIED
2022-06-30-217 Cemetery Quote	<u>Cemetery Quote – Columbarium base and sidewalks</u> MOVED by Councillor Frank to approve Quote #1007 from Rommens Construction for the columbarium #4 base and sidewalks to connect Columbarium #3 & 4 CARRIED
2022-06-30-218 Armstrong Auto Quote	<u>Armstrong Auto Quote</u> MOVED by Councillor Frank to accept as information and to talk with the business owner and have a discussion about the situation CARRIED
2022-06-30-219 120 2 Ave Driveway	<u>120 2nd Avenue East Driveway</u> MOVED by Councillor Schindel to accept as information at this time so we can get more information CARRIED
2022-06-30-220 Gazebo Funding	<u>Gazebo funding and placement</u> MOVED by Councillor Schindel to approve the location of the Grain Bin Gazebo at the campground as shown on the map and that the construction can being as soon as possible CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022**

- 2022-06-30-221 Removal of payphone
Remove payphone MOVED by Councillor Frank to accept as information at this time and to post a notice in our July Newsletter
CARRIED
- 2022-06-30-222 Wheatland Housing Management Body Letter
WHMB letter MOVED by Councillor Frank to appoint Councillor Schultz to be the representative on the Wheatland Housing Management Board and Councillor Frank as the alternate
CARRIED
- 2022-06-30-223 Joint Quality Management Plan
Joint QMP MOVED by Councillor Schindel to have a Wheatland County representative attend the next regular Council meeting to provide further information about the Joint Quality Management Plan
CARRIED
- 2022-06-30-224 Annexation Agreement & Draft Application
Annex Agreement MOVED by Councillor Schultz to approve and sign the annexation agreement between the Village of Hussar and Wheatland County which will form Appendix 6 in the Annexation Application to the Land and Property Rights Tribunal
CARRIED
- 2022-06-30-225 CAO Vacation
CAO vacation MOVED by Councillor Schultz to take the afternoon off on July 6 and the office will remain open if the backup is available
CARRIED
- DEVELOPMENT
2022-06-30-226 DP 2022-004 Fabric Covered Accessory Building
MOVED by Councillor Frank to approve Development Permit 2022-004 for the construction of an accessory building -fabric covered - at 109 1st Avenue West as per the development permit application with the following conditions:
 a. approval is subject to the appropriate appeal period under the Land Use Bylaw; and,
 b. the applicant is required to obtain all appropriate safety codes permits.
 c. Must be a minimum of 6 ft from the principal building and 1m from the property line and 3m (10ft) from flammable material
 d. Shall be kept in good condition and shall not cause or create a nuisance by way of noise, vibration, etc. and the privacy and enjoyment of adjacent properties shall be preserved and the amenities of the neighbourhood maintained.
 e. Application is approved for 1 year. An application to extend the duration of a temporary permit shall be dealt with as a new application. There shall be no obligation to approve it on the basis that the previous permit had been issued.
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022**

**COMMITTEE
MEETINGS**

Councillor Frank

Did not have any meetings to report on

Councillor Schultz

Community Futures Wild Rose had a digital economy meeting on June 14, 2022. Wendy went through the outcomes so far and a few of the walks around Villages and Towns have been delayed but are on track now and being scheduled. The budget for this program is on track. The key performance indicators and Counties with Hamlets are listed as one big number without a breakdown. There are 113 businesses registered so far, 25 partners and the goal was 16, and the business walks should be completed by August 15, 2022. The staff backed off on the social media a little but they are receiving registrations daily. There is a radio campaign beginning in late June and into July.

Community Futures Wild Rose had a special meeting on June 16, 2022. The Chair called a special meeting to deal with an internal issue in Closed Session

Community Futures Wild Rose held its board meeting followed by Annual General Meeting on June 9, 2022. There were a few updates from the Chair and the CAO and the Audited Financials were presented and approved. Our CAO, Kate, joined for the dinner and AGM. There were some success stories from some clients presented and a general overview of what's been happening so far this year.

Wheatland Regional Corporation met on June 15, 2022. The Audited Financial Statements were presented by Avail and approved. CAO gave a report and all is operating well, there was maintenance and a couple pumps needed replacing that were due. Working on getting the company back its GST from the government. CAO will create a Capitalization Policy to properly amortize the assets. The board is happy that Hussar will remain part of the organization, and have informed their lawyer that Hussar will be staying but are still looking at the proper procedures that need to be in place for something like this in the future.

Webinar with Alberta Municipalities on June 20, 2022. There was a presentation on Organizing Local Government and also a presentation on Empowering Change including shaping your municipalities future. Kevin McQuillan did a presentation on Population Growth and Population Aging in Alberta. Birth rates in Alberta have been declining since 1991 and most populations are moving into the 18 cities in Alberta with a decline in populations in Villages. The presentation was recorded and can be found on the Alberta Municipalities Website.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022**

Wheatland Adjacent Districts Emergency Medical Services Association met on June 28, 2022. CAO reports there are 1901 calls up to the end of May and are starting to see a slow down in call volumes. The initiatives implemented to try to keep more ambulances available locally seem to be working. Received Accreditation with Commendation from Accreditation Canada and were very pleased with the operations. On May 20, 2022 Rob, Chair and Vice Chair had a zoom call with Jason England from AHS to discuss the shift changing situation and got approval to go ahead. CAO says they are about a week away from having this change fully implemented. Now that the change is being made the union negotiations have come to an agreement and are signing the new collective agreement which in turn save about \$100,000 in legal costs, AHS is cutting funding by about \$150,000 to WADEMSA because they had a surplus the last couple years and they feel they should use the money they put into reserves. There is an ongoing discussion with them to get this resolved. There have been no increases in funding from AHS for years. There was 18 million in funding approved province wide to fix the ambulance services and so far, none of the associations have seen any.

Councillor Schindel

Alberta Municipalities Summer Municipal Leaders Caucus on June 21, 2022. There were 14 topics discussed. 1) Sustainability Services: Clean Energy Improvement Program and Municipal Climate Change Action Centre (MCCAC). 2) Future of Municipal Government (FOMG). 3) Emergency Medical Services (EMS). 4) Policing. 5) Prompt Payment. 6) Asset Management (funded by FCM). 7) Extended Producer Responsibility (EPR). 8) New Communications toolkit to support newcomers. 9) Products & Services. 10) Design of the Local Government Fiscal Framework (LGFF). 11) Respect in Municipal Government. 12) Alberta Municipalities Legal Names. 13) RMA Membership with ABmunis. 14) Medicine Hat Housing by Jaimie Roger's.

2022-06-30-227

MOVED by Councillor Schultz to extend the meeting to 11:55 pm

CARRIED

Wheatland Family Community Support Services met on June 22, 2022. Things are operating well under the transition. Crystal has hired Kaley and she will begin on June 29, 2022. Crystal will be away August 4-12, 2022. May outdoor games – lunch & learn was cancelled due to weather and may reschedule for August. In July and August Crystal will do home client visits. Meals on Wheels has had an increase in interest. Meals are frozen in portions and delivered in large batches. Good Food box is still really popular, they are a great deal and if anyone in Hussar would like to order a box but is unable to pick it up from the County office let Crystal know and David will deliver them to the Village. Next date to order is before 3 pm on July 12. No boxes in August. Pamphlets are available in the Village Office for Meals on Wheels and Good Food Boxes <https://www.wfcss.org/good-food-box.html>

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022**

Hussar Library Board met on June 24, 2022. Final Reports 2021 and Budget for 2022 were approved. Charitable donation forms is in progress and due soon. Looking into an accounting software shared by Marigold. Going forward need to state term of board members when appointing them to the Library board. Looking for somebody to take over the Summer Reading Program for July 19 – August 30, 2022. Looking at hosting a bike rodeo at the school and invite other communities.

CAO REPORT

2022-06-30-228

MOVED by Councillor Frank to accept the CAO and Public Works reports as information at this time

CARRIED

CORRESPONDENCE

2022-06-30-229

MOVED by Councillor Schindel to accept the following correspondence as information:

- a) Town of High River – A Coal Policy for Alberta – 2022 and Beyond
- b) County of St. Paul – Rising Costs of Alberta Utility Fees

CARRIED

CONFIDENTIAL

2022-06-30-230

MOVED by Councillor Schultz that the meeting go into closed session at 11:29 pm to discuss the following:

- a) Consolidated Audited Financial Statements (as per S. 29 of the FOIP Act)
- b) Sundowners building transfer information (as per S. 23(1) of the FOIP Act)
- c) Municipal Affairs letter – Municipal Indicators (as per S. 21(1) of the FOIP Act)

CARRIED

2022-06-30-231

MOVED by Councillor Schultz that the meeting come out of closed session at 11:40 pm

CARRIED

2022-06-30-232

MOVED by Councillor Schultz to approve the Consolidated Financial Statements, Year ending December 31, 2021 and hold our Annual General meeting on August 11, 2022.

CARRIED

2022-06-30-233

MOVED by Councillor Schultz to give the Sundowners Senior Centre the same offer as back in 2015 to transfer ownership of the building to them with the condition the community group would be responsible to pay for all legal fees and land titles costs associated with the transfer

CARRIED

2022-06-30-234

MOVED by Councillor Schultz to accept the letter from Municipal Affairs about Municipal Indicators as information.

CARRIED

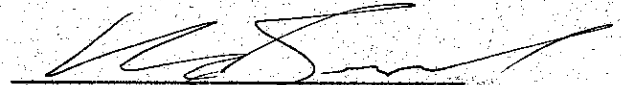
VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, June 30, 2022

ADJOURNMENT The meeting was adjourned at 11:41 pm

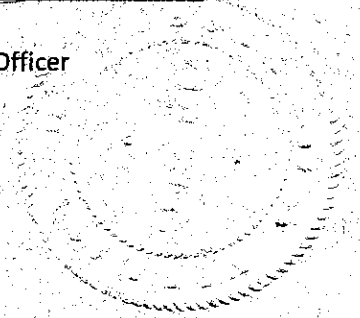
These minutes approved this 20 day of July, 2022.



Les Schultz
Mayor



Kate Brandt
Chief Administrative Officer



From: Jackie C <jlcutt3r@gmail.com>

Sent: Wednesday, July 13, 2022 12:22 PM

To: Coralee Schindel <councillor1@villageofhussar.ca>; Les Schultz <councillor2@villageofhussar.ca>; Tim Frank <councillor3@villageofhussar.ca>

Cc: greg.smith@gov.ab.ca <greg.smith@gov.ab.ca>; hillary.cleminson@gov.ab.ca <hillary.cleminson@gov.ab.ca>; Village Office <office@villageofhussar.ca>

Subject: Undisclosed division of Urban Property - Village of Hussar

Dear Mayor Schultz, Deputy Mayor Schindel and Councillor Frank

I am sending this email to request a review of a current situation in the process of being finalized. It is my understanding that this will be concluded at the Council meeting on July 20th. I am very uncomfortable with the manner that this situation has been handled and as so I am sending a copy of this letter to Municipal Affairs as well. I will gladly attend at the Council meeting to discuss it further.

Best regards

Jackie Cutter

A taxpayer in the Village of Hussar

Mayor and Council of the Village of Hussar
109 – 1 Avenue East,
Box 100 Hussar, AB T0J 1S0
Letter sent by Email: Councillors@villageofhussar.ca

Jackie Cutter
PO Box 326
Hussar, AB
T0J 1S0

July 13, 2022

Dear Council of the Village of Hussar

In discussions with the CAO, it was brought to my attention that there are two lots owned by the village that are being subdivided and rezoned. I was told that this action is being completed in order to sell the land to the adjacent land owners. The CAO indicated that there were two motions that Council made with regard to this action.

- The motion 2021-06-10-453 indicates that Mayor Fisher moved to have the CAO look into the process to sell the lot 6 PUL 9 0310282 and subdivide it.
- The Motion 2021-12-02-638 indicates that Councilor Schultz moved to proceed with the subdivision and rezoning of the land located at Lot 5/6 PUL Block 9 Plan 031 0282.

These motions only pertain to the Lot 6 PUL Block 9 Plan 031 0282 and I am not aware of motions that cover any other land owned by the Village. In the minutes, there is no documentation of the discussions or details concerning this action or motions. In addition, there does not appear to be a motion to allow for the sale of this parcel of land. The first motion indicates the current description of the lot (6) as a single lot and in the second motion the description indicates that the lot will be subdivided into two parcels of land (5 & 6). It is my understanding that once the land is subdivided it will then be rezoned.

Currently, the Lot 6 PUL Block 9 Plan 031 0282 is zoned as Urban Reserve. According to the MGA, Division 8-70(1b) the proposal to transfer title, grant an estate or interest in property designated as park or recreation, the proposal must be advertised. I realize that having the land rezone prior to being sold may be a method of circumventing this detail but at this time it is zoned as Urban Reserve and will need to be posted. In an email from the CAO it was noted that if the land is sold for fair market value, there is no need to disclose or advertise the sale. In this case the fair market value should be assessed by an independent person.

The action of subdividing the properties has no benefit to the Village and is being completed at the request of a potential purchaser of the land. It has come to light that the adjacent land owner is the parent of the CAO. The act of selling the village owned urban property by the CAO to the CAO's parent creates a perceived conflict of interest situation. The council discussions surrounding their decision were all completed in-camera and there are no notes in the minutes indicating the discussion and direction Council agreed to. Due to the perception of the Conflict of Interest, I am requesting full public disclosure of the

decision making process, all costs associated with the division and the rezoning of the property concerning Lot 6 PUL Block 9 Plan 031 0282. The cost summary should include any and all labour costs associated with the CAO's actions to promote this proposal.

As noted, the action of subdividing the properties has no benefit to the Village and is being completed at the request of a potential purchaser of the land. The costs associated with this action should not be borne by the tax payer or come out of the Village coffers. The appraised fair market value must be done by an independent person with full knowledge of the village.

This action must be completed with full public disclosure to ensure that it is done in the best interest of the Village.

Best regards

Jackie Cutter

Copied to: CAO - office@villageofhussar.ca,
Municipal Affairs - hillary.cleminson@gov.ab.ca, greg.smith@gov.ab.ca



SUBDIVISION
TIME EXTENSION AGREEMENT
File No. 58/007; PRMS # 2022-016
Lot 5 & Lot 6 PUL, Block 9, Plan 031 0282
All within the NE 14-24-2 W4M

In accordance with Section 681(1)(b) of the Municipal Government Act, I Kate Brandt - CAO, as authorized to act on behalf of the Registered Owner(s), Village of Hussar enter into an agreement with Palliser Regional Municipal Services to extend the time prescribed under the Subdivision Regulations to December 31st, 2022.

July 21, 2022

DATE

A handwritten signature in blue ink, appearing to read "Kate Brandt", written over a horizontal line.

APPLICANT'S SIGNATURE

Palliser Regional Municipal Services
P.O. Drawer 1900
Hanna, Alberta
T0J 1P0
Fax: 1-403-854-4684
Email: gwilson@palliserservices.ca or info@palliserservices.ca

NOTE: Please return a copy of this agreement via fax, email or regular as soon as possible.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	July 20, 2022
Title:	Subdivision Update

Agenda Item Number:	7g.
---------------------	-----

BACKGROUND

A complaint letter was received on July 13, 2022 by a resident of the Village. This letter was sent to the CAO, Council and Municipal Affairs.

I have contacted Municipal Affairs to see how they would like me to proceed and to find out what departments they are in at Municipal Affairs. I have not received a response yet.

I spoke to Devin at Palliser on how best to proceed with the Subdivision after receiving this letter. The letter has several layers too it. See attached information that addresses all concerns brought forward in the complaint letter.

We should consider a fee for FOIP requests as they can take a lot of time to complete.

RECOMMENDATION:

1. Motion to ratify the decision to send Palliser a letter as per S. 653.1(3) of the MGA to request the Subdivision be put on hold until the resident's complaint letter to Municipal Affairs has been resolved.
2. Motion to provide the resident a response to the complaint letter submitted that addresses all of their concerns as well as to provide the information requested under their FOIP request within the 30 day timeline as per the FOIP Act.
3. Motion to accept as information at this time

- 1) The Subdivision would have been brought to Council/ Municipal Planning Commission for approval on July 20, 2022. It has not been approved yet. Due to the letter sent to Municipal Affairs this subdivision application and the other subdivision application are both being put on hold. After discussion with Palliser they required a letter from us requesting the time extension for the subdivision application. The second subdivision application has not been submitted to Palliser yet and the Survey has not been completed yet, both are on hold for the moment.

- 2) The mention of the rezoning requiring advertising under MGA 70(1) *If a municipality proposes to transfer or grant an estate or interest in (b) a public park or recreation or exhibition grounds, the proposal must be advertised.*

This Section of the MGA talks about the sale of a land and not the rezoning of it. Also, the land is not designated as a park or recreation it is an urban reserve district but not designated as park or recreation space. It is designated currently as PUL Public Utility Lot.

Urban reserve under our LUB :

Definition - *Land Use District – Urban Reserve District means an area of protected land or water on which development is indefinitely set aside.*

8.8.1 *The purpose and intent of this District is to provide for the continuation of existing rural pursuits and the future expansion of urban development.*

- 3) There is no information regarding the Sale of the lot because the subdivision has not been approved yet so it is unable to be sold at this time.
- 4) The act of subdividing and selling the properties does have benefit to the Village as we will no longer have to maintain that portion of the land if sold and we would collect taxes on it.
- 5) The reference to the CAO selling the land is incorrect as a CAO does not have that authority under the MGA. The CAO implements the decisions made by Council. It is a Council decision to sell land. This process was also initiated by the adjacent landowner and the Village has received a second request of this nature and approved that process to begin at our June 30, 2022 Regular Council Meeting.
- 6) The “Council discussions around this were completed in camera sessions” is also incorrect. They were all discussed in public meetings aside from one which has no motion around it because no decision was needed about the discussion because the land can not be sold until after it is subdivided.
- 7) “There are no notes in the minutes indicating the discussion and direction council agreed to”. There are never any notes in the minutes about what is discussed and minutes only have motions that were made. This is the same for every discussion and motion. Councils direction was provided in the 2 motions that were made, these were referenced at the beginning of the letter.
- 8) Request for public disclosure of the information requested will take time to compile and can all be found on our website agenda packages or meeting minutes. The resident was also provided this information in the past, that is why they reference the motion numbers and information I have already provided them. The resident is also able to come in and listen to the recordings of these minutes. There are however no records of the “labour and costs associated with the CAO’s actions to promote this proposal” and this was never promoted by the CAO and was a request from the adjacent property owner. This FOIP request will be completed and sent to the complainant within the 30-day time frame as per the *FOIP Act*.
- 9) “the costs associated with this action should not be borne by the tax payer or come out of the Village coffers” Due to this letter and the subdivision application being put on hold these costs will now fall on the tax payers. Once subdivided the sale of this land would have incorporated all costs associated with the subdivision. These costs will remain the Village’s costs until the subdivision application can be approved and the land sold.

We have requested a time extension for the subdivision as per S.653.1(3) of the MGA

(b) "owner" means the person shown as the owner of land on the assessment roll prepared under Part 9.

(7) Repealed 1996 c30 s60.

RSA 2000 cM-26 s653;2016 c24 s107;2020 c39 s10(36)

Subdivision applications

653.1(1) A subdivision authority must, within 20 days after the receipt of an application for subdivision approval under section 653(1), determine whether the application is complete.

(2) An application is complete if, in the opinion of the subdivision authority, the application contains the documents and other information necessary to review the application.

(3) The time period referred to in subsection (1) may be extended by an agreement in writing between the applicant and the subdivision authority.

(4) If the subdivision authority does not make a determination referred to in subsection (1) within the time required under subsection (1) or (3), the application is deemed to be complete.

(5) If a subdivision authority determines that the application is complete, the subdivision authority must issue to the applicant an acknowledgment in the form and manner provided for in the land use bylaw that the application is complete.

(6) If the subdivision authority determines that the application is incomplete, the subdivision authority must issue to the applicant a notice in the form and manner provided for in the land use bylaw that the application is incomplete and that any outstanding documents and information referred to in the notice must be submitted by a date set out in the notice or a later date agreed on between the applicant and the subdivision authority in order for the application to be considered complete.

(7) If the subdivision authority determines that the information and documents submitted under subsection (6) are complete, the subdivision authority must issue to the applicant an acknowledgment in the form and manner provided for in the land use bylaw that the application is complete.

(8) If the applicant fails to submit all the outstanding information and documents on or before the date referred to in subsection (6), the application is deemed to be refused.

(9) If an application is deemed to be refused under subsection (8), the subdivision authority must issue to the applicant a notice in the

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Wednesday July 20, 2022, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel, Tim Frank Kate Brandt, CAO 6 in person and 1 via. conference call	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2022-07-20-235	MOVED by Councillor Frank that the agenda be accepted with the following changes: Add 7(i) August Council Meeting	CARRIED
<u>PUBLIC HEARING 543-22 LUB</u>	<u>Public Hearing Land Use Bylaw 543-22</u> Councillor Schultz called the Public Hearing to order at 7:02 pm <u>Purpose</u> Devin Diano from Palliser explained how the Land Use Bylaw came to be and provided an overview of the changes made to the new bylaw The questions received in the written submission were addressed and a response to the questions will be sent to the residents. There will be a new public hearing before second and third reading. Councillor Schultz adjourned the public hearing at 8:12 pm Councillor Schultz called a 5-minute recess at 8:20 pm Councillor Schultz called the meeting back to order at 8:24 pm	
<u>DELEGATION</u>	<u>Tim & Jackie Muir – Benches for Gazebo Grant</u> The Muir's presented Council with options for colour and style for the new benches that will be built as part of the Grain Bin Gazebo Grant	
2022-07-20-236	MOVED by Councillor Schindel to accept as information at this time	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>June 30, 2022 Regular Council Meeting</u> MOVED by Councillor Frank that the minutes of June 30, 2022 be accepted as presented	CARRIED
2022-07-20-237		
<u>BYLAW REVIEW</u>	<u>Bylaw Review</u> MOVED by Councillor Frank to give bylaw 548-22 being the Bylaw Enforcement Officer (S. Benoit) first reading	CARRIED
2022-07-20-238		

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

2022-07-20-239 MOVED by Councillor Schultz to give Bylaw 548-22 being the Bylaw Enforcement Officer (S. Benoit) second reading
CARRIED

2022-07-20-240 MOVED by Councillor Schindel that bylaw 548-22 be brought forward for third and final reading
CARRIED UNANIMOUSLY

2022-07-20-241 MOVED by Councillor Frank to give Bylaw 548-22 being Bylaw Enforcement Officer (S. Benoit) third and final reading
CARRIED

The following bylaws were reviewed without changes:
538-21 Procedural Bylaw
521-18 Unsightly Bylaw

POLICY REVIEW Policy Review
2022-07-20-242 MOVED by Councillor Schindel to bring back Policy 4.7 Statutory Holidays to the next council meeting with more information
CARRIED

The following policies were reviewed without changes:
4.8 Mileage & Expenses Reimbursement

BUSINESS EPCOR – Request to salvage service line
2022-07-20-243 MOVED by Councillor Schultz to request EPCOR salvage the service line for site #0040001409745
CARRIED

2022-07-20-244 Muir complaint letter – Roads and Grass
MOVED by Councillor Schindel to make a plan to communicate better to the public on the Village Website regarding proper care and maintenance to our taxpayers as well as any other important information about things that we are working on and this should be updated as needed
CARRIED

2022-07-20-245 Hussar Summer Daze Request
MOVED by Councillor Schultz to pay the Summer Daze Committee \$230.00 plus GST (\$241.50) for the Hydrodig service on the water hydrant
CARRIED

2022-07-20-246 120 2nd Avenue E Driveway
MOVED by Councillor Frank to put forth an offer to the homeowner of \$3,350.00 as a settlement with the provision that liability does not rest with the Village of Hussar after it has been accepted. To meet in the near future to make the offer
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

- 2022-07-20-247 Dundas – trees at the old school site
MOVED by Councillor Schultz to find out if a Real Property Report has been completed on the property to determine the property lines for the grounds and bring it back to a future meeting for discussion
CARRIED
- 2022-07-20-248 Large Item Pick up
MOVED by Councillor Frank to hold the Large Item Pick Up on August 17th, 2022 and items must be pre-registered with the Village for pick up
CARRIED
- 2022-07-20-249 Subdivisions Update
MOVED by Councillor Schultz to ratify the decision to send Palliser a letter as per S. 653.1(3) of the MGA to request the subdivision be put on hold until the resident's complaint letter to Municipal Affairs has been resolved
CARRIED
- 2022-07-20-250 MOVED by Councillor Frank to invite the complainant to a council meeting to clarify Council's position
CARRIED
- 2022-07-20-251 Annexation Application Approval
MOVED by Councillor Schindel to approve the Annexation Application as presented and submit it to the Land and Property Rights Tribunal and send a copy to Wheatland County
CARRIED
- FINANCIAL Financial Reports
REPORTS June 2022 Bank Reconciliation and cheque listing
2022-07-20-252 MOVED by Councillor Schultz to accept the June 2022 Bank Reconciliation and Cheque Listing
CARRIED
- 2022-07-20-253 Q2 Budget Variance Report
MOVED by Councillor Schindel to accept as information at this time and bring it back to the next council meeting
CARRIED
- COMMITTEE Councillor Frank
MEETINGS Drumheller and District Solid Waste met on June 16, 2022. Discussion on Operational and Staffing Responsibilities and Organizational Chart. Objective is to delineate responsibilities of Landfill Manager, in relation to staffing requirements. Budget and Variances were reviewed for January to May. A strategic planning committee has been set up to help plan for the future

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

Hussar Rural Fire Association met on June 6, 2022. Tentative Casino planned for the fourth quarter of 2023. Final planning took place for Summer Daze weekend. Bush Buggy fund raising was discussed, as well as new captain badges. Hussar fire Association Financial Authority and Control Policy and Organizational Policy were reviewed. Summer Daze activities went extremely well with Luncheon in conjunction with the Credit Union that was well attended.

Southern Alberta Energy from Waste Association June 1, 2022 update. Mission is to find alternatives to landfill residential waste that will reduce climate change. SAWEA is officially engaged in the formal process of review of the 3 Energy from Waste Consortia. Covanta – EQT Infrastructure, Hitachi Zosen Inova – ACCIONA, and SUEZ – VEOLIA. To date there are over 55 communities consisting of Hamlets, Villages, Small Urban and Rural Municipalities and Waste Authorities in the membership. Processing Capacity will be up to 300K tonnes per year. Potential outputs +/- 50 MW of electricity per year +/- 1M tonnes of process steam. Estimated tipping fees \$50.00 tonne with higher level government support \$90.00 tonne with debt financing. Green house gas reductions- 230k tonnes per year – 7 million over 30 year lifespan of the facility.

Cemetery Board. The Village has chosen a contractor to install the base for Columbarium #4 plus a side walk to connect 3 & 4. Start date is unknown at this time. Watering is proceeding as needed, usually every second day, with rain interruptions. Volunteers are fulfilling their weekly commitments, and Cemetery looks great.

Councillor Schindel

Did not have any meetings to report on

Councillor Schultz

Did not have any meetings to report on but did find more information on the rural health initiative that was discussed during the Regional Partnership Meeting.

Councillor Schultz called a 10-minute recess at 10:04 pm

Councillor Schultz called the meeting back to order at 10:14 pm

CAO REPORT

2022-07-20-254

MOVED by Councillor Schindel to accept the CAO, Public Works and JG Water Services reports as information at this time

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

CORRESPONDENCE
2022-07-20-255

MOVED by Councillor Frank to accept the following correspondence as information:

- a) Alberta Community Partnership (ACP) Grant
- b) Loan Application Dates and Requirements
- c) Counselling Alberta
- d) Alberta Lung for every breath
- e) Call to Action Letter to the Government of Alberta

CARRIED

ADJOURNMENT

The meeting was adjourned at 10:44 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Kate Brandt
Chief Administrative Officer

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	Bylaw Review

Agenda Item Number:	5a.
---------------------	-----

BACKGROUND

The following bylaws are attached for review:

- 506-16 CAO Bylaw

As per Policy & Bylaw review policy – Bylaws that are reviewed by Council with no amendments do not require a resolution but a note shall appear in the Minutes listing all bylaws that were reviewed at that meeting

As per Section 187(4) of the MGA A proposed bylaw must not have more than 2 readings at a council meeting unless the councillors present unanimously agree to consider third reading.

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion for Administration to revise ____ bylaw as per Council direction for approval at a future regular meeting.

**BYLAW #506-16
VILLAGE OF HUSSAR**

A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.

WHEREAS, the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

AND, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

THEREFORE, the Council of the Village of Hussar in the Province of Alberta duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE

- 1.1 This bylaw shall be known as the “Chief Administrative Officer Bylaw”.

PART II: DEFINITIONS

- 2.1 *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2 *Chief Administrative Officer* or *CAO* means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3 *Council* means the council of the Village of Hussar.

PART III: APPOINTMENT, TERMS AND CONDITIONS

- 3.1 Council hereby establishes the position of Chief Administrative Officer.
- 3.2 Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3 Council may, by resolution, appoint an Interim CAO. The Interim CAO shall act as the CAO if the CAO becomes ill or is otherwise preventing from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.4 Except for the purpose of an official inquiry, the Council shall deal with the administration and control thereof solely through the CAO.
-

PART IV: RESPONSIBILITIES

- 4.1 The CAO's responsibilities shall be in accordance of Section 207 of the *Act*.

PART V: ADMINISTRATIVE DUTIES

- 5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the *Act* and any other enactment.
- 5.2 In order to carry out the responsibilities of the position, the CAO has the authority to:
- 5.2.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;
 - 5.2.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report on such expenditure and its need is presented to the next meeting of Council;
 - 5.2.3 be present at any meeting of Council or committee of council;
 - 5.2.4 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;
 - 5.2.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
 - 5.2.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
 - 5.2.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
 - 5.2.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council;
- in accordance with any bylaw or approved policy of Council.
- 5.3 In accordance with Section 209 of the *Act*, delegate any of the CAO's powers, duties or functions under the *Act*, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.

PART VI: SEVERABILITY

- 6.1 If at any time any provision of this bylaw is declared or held to be illegal, invalid or ultra vires, in whole or in part, then that provision shall not apply and the remainder of the bylaw shall continue in full force and effect and shall be constructed as if it had been enacted without the illegal, invalid or ultra vires provision.

PART VII: REPEAL

- 7.1 All previous Chief Administrative Officer Bylaws or similar bylaws are hereby repealed.

PART VII: ENACTMENT

- 8.1 This Bylaw shall come into force and effect upon third and final reading.

READ a first time this 24 day of May, 2016.

READ second time this 24 day of May, 2016.

READ a third time this 24 day of May, 2016.

Signed this 9 day of June, 2016.


Mayor


Chief Administrative Officer

Village of Hussar
Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: August 11, 2022
Title: Policy Review

Agenda Item Number: 5b.

BACKGROUND

The following bylaws are attached for review:

- 4.7 Statutory Holiday
- 4.9 Overtime
- 4.10 Performance Review

As per Policy & Bylaw review policy – Policies that are reviewed by Council with no amendments do not require a resolution but a note shall appear in the minutes listing all policies that were reviewed at that meeting

I have provided a bit more information on the NEW Alberta Day. It is not a statutory holiday

RECOMMENDATION:

1. Motion to approve _____policy with the changes as presented
2. Motion to approve _____policy with the changes as discussed
3. Motion for administration to revise _____policy as per Council's direction for approval at a future regular meeting.

No amendments do not require a resolution.

Province deems September 1 as Alberta Day

By [Joey Chini](#)

Posted Jul 11, 2022, 10:20AM MDT.

Last Updated Jul 11, 2022, 10:33AM MDT.

The provincial government is designating Sept. 1 as Alberta Day.

The province says recognition of the day will “celebrate Alberta’s rich cultural heritage and recognize its unique place in Confederation.”

Premier Jason Kenney says Alberta is exceptional.

“We are the custodians of one of the world’s most beautiful and diverse natural environments. The Indigenous people of this place are an inspiration in how they have overcome great adversity to create an ever brighter future, rooted in their ancient cultures and customs,” Kenney said.

Alberta first became a Canadian province on Sept 1, 1905, with the Alberta Act. The government says “Alberta Day gives Albertans an opportunity every year to come together in a spirit of celebration and express their pride in all things that are uniquely Albertan.”

“The pioneer spirit and entrepreneurial culture of Alberta have driven our province to become one of the most prosperous and generous places on Earth. We must remember and learn from our history and acknowledge our shortcomings while proudly celebrating our heroes and achievements,” Kenney adds. “Creating a new annual tradition of Alberta Day – the day we entered Confederation – will be one way of showing our pride in this amazing province.”

The province says it will host celebrations in Calgary and Edmonton for the newly named Alberta Day, potentially in tandem with Platinum Jubilee celebrations in honour of Queen Elizabeth II.

“Throughout our 116-year history, Albertans have been generous, disciplined and creative,” said Minister of Culture Ron Orr. “We should be proud of the province we have built together. Establishing Sept. 1 as Alberta Day is a significant step in affirming Alberta’s unique spirit, our contributions to and challenges within Confederation and what it means to be Albertan.”

Alberta Day is not a statutory holiday.

Statutory Holidays

Date Approved by Council: August 13, 2015

Resolution:

Review Date: July

Related Bylaw: N/A

Amendments: 2016-11-22-04; 2017-02-01-03, 2019-02-14-023

Purpose

This policy has been adopted to provide guidelines for office closures related to statutory holidays. Holidays designated by federal, provincial and civic authorities will be recognized as statutory holidays for employees.

Guidelines

The following days will be holidays for the Village of Hussar and the office will be closed on these days:

New Year's Day
Family Day
Good Friday
Easter Monday
Victoria Day
Canada Day

Heritage Day
Labour Day
Thanksgiving Day
Remembrance Day
Christmas Day
Boxing Day

If a holiday falls on a day that is normally a work day for an employee the employee will receive that day as a holiday with full regular pay.

If a holiday falls on a day that is normally a work day for an employee and the employee works on that day at the direction of the CAO or Council, the employee is entitled to full regular pay for that day plus 1.5 times the employee's wage rate for each hour of work that the employee worked on the day of the holiday.

If a holiday falls on a day that is not normally a work day for the employee and the employee works on that day at the direction of the CAO or Council, the employee is entitled to pay at 1.5 times the employee's wage rate for each hour worked on the day of the holiday.

Holidays falling on a Saturday or Sunday will be determined to fall on the next business day, unless otherwise established by Council.

Overtime

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: August

Related Bylaw: N/A

Amendments: 2018-01-11-010, 2019-02-14-024

Purpose

The purpose of this policy is to establish how overtime hours are determined and compensated for.

Guidelines

HOURLY WAGE EMPLOYEES

Employees paid based on an hourly wage will be paid overtime at a rate of 1.5 times their regular hourly pay.

Employees paid based on an hourly wage will only receive overtime as per the Alberta Employment Standards Code.

Employees should use all banked overtime prior to December 31st of the year in which the overtime was banked.

Any banked overtime remaining on December 31st of a given year shall be paid out at the employee's regular wage as of December 31st of the year in which it is paid out unless the employee has received permission to carry these hours forward to the next year.

Performance Review Policy

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: August

Related Bylaw: N/A

Amendments: 2021-09-16-534

Purpose

The purpose of this policy is to ensure employees are paid fairly and rewarded based upon performance.

Guidelines

A performance evaluation and wage review should be completed annually for each employee of the Village of Hussar.

The performance evaluation shall be completed annually within two months from the employee's anniversary of their date of hire.

The maximum annual pay increase amount (percentage or otherwise) shall be determined by Council during their annual budget process.

The amount of pay increase for the CAO shall be determined by Council and take into account the CAO's annual performance review results.

The amount of pay increase for employees other than the CAO shall be determined by Council upon the advice of the CAO and take into account the employee's annual performance review results.

Any annual wage or salary increases shall take effect on the employee's anniversary of their date of hire.

The performance evaluation and wage review of any employee is considered confidential and any discussion regarding these during a Council meeting must be held in closed session.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	EPCOR – Request to salvage service line
Agenda Item Number:	6a.

BACKGROUND

Last meeting (July 20, 2022) we discussed removing the electrical line that is at the corner of Highway 561 and 1 Avenue East. The following motion was made.

MOVED by Councillor Schultz to request EPCOR salvage the service line for site #0040001409745

I proceeded with the request to salvage the line and there is a fee for this service to be removed. \$1,813.09.

To have this service permanently removed we would need to take these funds out of reserves

RECOMMENDATION:

1. Motion to approve the charge of \$1,813.09 for the permanent disconnection (Salvage) of site id: 0040001409745, service location SE-14-24-20-4 and have our CAO sign and submit the request to FORTIS. The fee will be paid from the Village reserves account.
2. Motion to rescind motion #2022-07-20-243 and keep the service at site id:0040001409745
3. to accept as information at this time



FortisAlberta Inc.
320 - 17th Ave. S.W.
Calgary, Alberta T2S 2V1
(403) 514-4000
www.fortisalberta.com

August 3, 2022
Reference No. CRM 630042366

Village of Hussar
c/o Kate Brandt
109 1st Avenue East
Hussar, Alberta T0J 1S0

Dear Kate Brandt:

Subject: Permanent Disconnection (Salvage)
Site ID: 0040001409745
Service Location: SE-14-24-20-4

FortisAlberta has received your request to permanently disconnect your service described above. The rules and requirements for Permanent Disconnection can be found in our *Customer Terms and Conditions of Electric Distribution Service* ("Terms and Conditions") under sections 7.5: Charges Related to Permanent Disconnection, 10.1.4: *Permanent Disconnection*, and 10.5: *Removal of Facilities upon Disconnection of Service*.

This letter contains key information about the process. It is important that you, the Distribution Load Customer ("Customer") or the authorized representative of the Customer, have read and understood the content prior to making a decision. If you have any questions, please contact me as soon as possible.

The Permanent Disconnection (also referred to as salvage) of this service will result in the termination of distribution tariff charges for this site and may include, at the discretion of FortisAlberta, the physical removal of some or all of FortisAlberta's facilities associated with the service. These facilities may include, but are not limited to, the meter, breaker, transformer, poles, and power lines. Pursuant to our Terms and Conditions clause 6.2 *Right of Entry*, FortisAlberta has the right to enter onto the lands that this service is located on for the purpose of salvaging the facilities.

Once this service has been salvaged, any future request to install and connect a new service at the same location will be treated as a new service and charges may be applicable.

Please note that if you are not the registered owner of the land, the Permanent Disconnection of this service will require the written authorization of the registered landowner.

	Existing Service Terms	Terminated Service Terms
Rate	41 - Small General Service	N/A
Expected Peak Demand	5.00 kW	0 kW
Rate Minimum	3 kW	0 kW

- The Expected Peak Demand is the maximum kW of Expected Peak Demand required at this service location and is used for calculating the FortisAlberta investment level.
- The Rate Minimum is defined in the FortisAlberta *Rates, Options, and Riders Schedule*.

A Distribution Customer Exit Charge ("Exit Charge") will be required if you choose to terminate the distribution charges for this service. FortisAlberta's original investment for this service was determined by the initial Expected Peak Demand. When the Expected Peak Demand decreases, the investment is recalculated based on the revised Expected Peak Demand, which in this case is 0. The incremental difference is the "Buy-Down Charge" which along with any applicable salvage costs comprises the Total Exit Charge.

Buy-Down Charge:	\$2,073.00
Less Salvageable Material Value minus Cost of Salvage:	(\$346.25)
Sub-Total:	\$1,726.75
Plus GST:	\$86.34
Total Exit Charge including GST:	\$1,813.09

When the executed Signature Pages are returned, FortisAlberta will send an invoice for the total Exit Charge. FortisAlberta will terminate distribution charges effective the date payment for the Exit Charge invoice has been received.

If you wish to proceed with the termination of service, please execute the Signature Pages below and do **ONE** of the following:

1. Scan and email to: sitemanagement@fortisalberta.com.
2. Fax to: (403) 514-5222.
3. Mail to: FortisAlberta
320 – 17th Ave SW
Calgary, AB T2S 2V1
Attention: Site Management

If you, the Customer or authorized agent of the Customer, choose not to accept this proposal or do not return the completed Signature Pages, the current state of your service will remain as is.

The completion of all required sections of the attached Signature Pages and their return to FortisAlberta is required before we will issue an invoice for the Exit Charge. If the executed Signature Pages are not returned within 60 days of the date of this letter, the request will be deemed to have expired.

Should you have any questions or concerns regarding this letter, please do not hesitate to contact me.

Sincerely,



Azmina Moledina
Site Management Coordinator
Phone: (403) 514-4090 or toll free at 1-888-300-4097, press 1, extension 4090



Signature Page 1

FortisAlberta Reference Number: CRM 630042366

Site ID: 0040001409745

Distribution Load Customer: Village of Hussar

Land Location/Service Address: SE-14-24-20-4

By signing and returning these signature pages to FortisAlberta, you are acknowledging and accepting all terms within this letter and FortisAlberta's Terms and Conditions.

If the Distribution Load Customer is a tenant, the Registered Owner's signature is required on the Signature Page. FortisAlberta may conduct land title searches to confirm ownership related to all requests for Permanent Disconnection.

If you, as the requester for Permanent Disconnection, are the registered owner for the Land Location/Service Address, please complete and sign Section A only. It is not necessary to complete and sign in Section B or C in this case.

If you, as the requester for Permanent Disconnection, are not the registered owner of the land, it is the responsibility of the requester to obtain and provide the approval and signature of the Registered Land-Owner. In this case, Sections A & B both must be completed and signed. Section C is not necessary to be completed and signed.

If this is an Oil and Gas service, then only Section C is necessary to be completed and signed.



Signature Page 2

FortisAlberta Reference Number: CRM 630042366

Site ID: 0040001409745

Distribution Load Customer: Village of Hussar

Land Location/Service Address: SE-14-24-20-4

Section A: The Requester is the Registered Owner of the Land

Authorized by: _____
(please print)

Authorized by: _____
(Signature)

Date: _____

Section B: The Requester that is not the Registered Owner of the Land

Authorized by: _____
(please print)

Authorized by: _____
(Signature)

Date: _____

Section C: Authorized Representative for Oil & Gas Company

Position Title: _____
(Please print)

Authorized by: _____
(please print)

Authorized by: _____
(Signature)

Date: _____

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	Barber's Complaint Letter

Agenda Item Number:	6b.
---------------------	-----

BACKGROUND

The attached letter was sent to Council.

- 1) Keeping the crushed asphalt at the school was decided by Council at the time. We expected the material to be a bit more usable. A bunch of the pile has been removed now. The pile should be removed and topsoil and grass should be spread by next summer.
- 2) Some of the large chunks of the crushed asphalt will be used to build the base on the new campsite at the campground. This should be completed this year. Mowing has been completed in the field. There were mower repairs along with rain, and other public works tasks which delayed the cutting in the field this year.
- 3) Council could look into a quote to replace their sidewalk when the crews are out for the project on 1st Avenue West
- 4) Unsightly letters have been sent to the property owners. Council can look at setting a desired outcome that the property owners would need to meet, including a timeframe that it must be completed.

Items 1 and 2 will be part of the plan that will be communicated to residents on the website as per motion 2022-07-20-244

RECOMMENDATION:

1. Motion to accept as information at this time
2. Motion to respond to the complainant as discussed
3. Motion to get a quote for the sidewalk repairs when the 1st Avenue West project is happening in 2023. And to add the unsightly properties to our agenda next meeting for discussion

July 20, 2022

Mayor Schultz

Deputy Mayor Schindel

Councillor Tim Frank

Question and Concerns – Village of Hussar

1. The left over used pavement and fill from when the school was demolished (three years ago). What are the plans to have the used pavement and fill removed? The pile of dirt left is full of weeds and can't be mowed!
2. Why have the mess where the school was and one down at what was a beautiful campground. The campground has lost its appeal with that mess there and lack of mowing of the fields around it. Who is in charge of making these decisions to stockpile all this fill? It really is unsightly.
3. It is good to see that some potholes are being repaired, this however is just putting a bandage over a bandage. The roads are in terrible shape. Pavement and sidewalks being removed with no intention to replace. Our sidewalk has been missing since we moved here 7 years ago. We did check with the CAO and was advised that there are no plans to repair it.
4. There are two derelict houses, a barn and the old something new building. Aside from being a real eyesore, they are extremely dangerous to have standing in that state of disrepair. What are the plans for them?

Concerned residents

Kevin & Deb Barber

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	Camp Kitchen

Agenda Item Number:	6c.
---------------------	-----

BACKGROUND

Councillor Schultz would like to start discussion on the Camp Kitchen
- discussion about doing some repairs at the Kitchen at the grounds

RECOMMENDATION:

1. Motion to
2. Motion to accept as information at this time

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Council
Meeting Date: August 11, 2022
Title: CAO Training – ESS & ECC

Agenda Item Number: 6d.

BACKGROUND/DISCUSSION:

Possible training days:

- Thursday September 8, 2022 (9-2:30) Facility Management
- Wednesday September 14, 2022 (morning) ESS Basics
- Thursday September 15, 2022 (full day) Donation Management
- Wednesday September 28, 2022 (full day) ESS Coordinator
- Thursday October 6, 2022 (full day) RRCP & MAERS

I will have a meeting with the Emergency Management Committee and find out if anyone else is interested in taking any of these courses throughout the remainder of 2022 and 2023.

There are day and evening times available, and the training is offered monthly right into 2023. Each residential location (hamlet/village) in our region should have different individuals trained for each course offered as in the event of an emergency it would be difficult for one person to manage all the roles. Representatives from AEMA are also willing to come and do in person training on RRCP/MAERS for groups of 10 or more residents. This in-person training is designed to give you tools to run an effective Reception Centre in the event of one designated to be open in your area during an emergency. A description of each course is below the schedule.

RECOMMENDATION:

- 1) Motion to approve our CAO attend the following training sessions:
 - Thursday September 8, 2022 (9-2:30) Facility Management
 - Wednesday September 14, 2022 (morning) ESS Basics
 - Thursday September 15, 2022 (full day) Donation Management
 - Wednesday September 28, 2022 (full day) ESS Coordinator
 - Thursday October 6, 2022 (full day) RRCP & MAERS
- 2) Motion to accept as information at this time.

2022

Course Offered	Date	Time
ESS Basics	14-Sep	9:00-12:00
	12-Oct	9:00-12:00
	09-Nov	9:00-12:00
	07-Dec	9:00-12:00
ESS Coordinator	28-Sep	9:00-4:00
***Must have ESS Basics to take this	26-Oct	9:00-4:00
	23-Nov	9:00-4:00
	08-Dec	9:00-4:00
Facility Management	08-Sep	9:00-4:00
	Sept 20/21	6:00pm-9:00pmx2
	06-Oct	9:00-4:00
	03-Nov	9:00-4:00
	01-Dec	9:00-4:00
	Oct 18-19	6:00pm-9:00pmx2
	Nov 15/16	6:00pm-9:00pmx2
RRCP and MAERS	08-Sep	9:00am-2:30pm (1.5 hr brk)
	15-Sep	6:00pm-9:15pm
	06-Oct	9:00am-2:30pm (1.5 hr brk)
	10-Nov	9:00am-2:30pm (1.5 hr brk)
	08-Dec	9:00am-2:30pm (1.5 hr brk)
	13-Oct	6:00pm-9:15pm
	17-Nov	6:00pm-9:15pm
	15-Dec	6:00pm-9:15pm
Donation Management	15-Sep	9:00-4:00
	13-Oct	9:00-4:00
	17-Nov	9:00-4:00
	15-Dec	9:00-4:00

Alberta Emergency Management Agency Provincial Emergency Social Services Training		
2023		
Course Offered	Date	Time
ESS Basics	04-Jan	9:00-12:00
	01-Feb	9:00-12:00
	01-Mar	9:00-12:00
ESS Coordinator	25-Jan	9:00-4:00
***Must have ESS Basics to take this	22-Feb	9:00-4:00
	22-Mar	9:00-4:00
Facility Management	05-Jan	9:00-4:00
	Jan 17/18	6:00pm-9:00pmx2
	02-Feb	9:00-4:00
	Feb 21/22	6:00pm-9:00pmx2
	02-Mar	9:00-4:00
RRCP and MAERS	12-Jan	9:00am-2:30pm (1.5 hr brk)
	19-Jan	6:00pm-9:15pm
	09-Feb	9:00am-2:30pm (1.5 hr brk)
	23-Feb	6:00pm-9:15pm
	09-Mar	9:00am-2:30pm (1.5 hr brk)
	23-Mar	6:00pm-9:15pm
Donation Management	10-Jan	9:00-4:00
	14-Feb	9:00-4:00
	14-Mar	9:00-4:00

ESS Basics:

Pre-requisite: None

ESS foundational training – excellent for seasoned staff and volunteers alike

ESS Basics is a foundational training session that provides key information related to Emergency Social Services delivery in the Province of Alberta. You will hear and talk about:

- Aim and Scope
- What Emergency Social Services (ESS) is
- ESS Planning and Activation
- Activation and Immediate Actions
- ESS Shelter Operations
- Re-Entry and Recovery Operations

This session is intended to inform participants as well as to be interactive - where you share your experiences and what you know about ESS in your jurisdiction. Come prepared to share!

Facility Management:

Pre-requisite: None

The ESS Facilities Management training is a comprehensive, interactive training session designed to assist and support ESS practitioners in the planning for ESS facility operations. The session will also cover the support ESS facilities may require during the response phase of municipal emergency management operations. Your team will develop an understanding of what may be needed to support evacuees at each chosen location in your jurisdiction. They will come away with knowing how to evaluate and prepare the selected locations, adapt as required and have the confidence to take the necessary steps to deliver effective emergency social services in each location.

The following ESS facilities are covered during the course:

- a. Registration Centre;
- b. Reception Centre;
- c. Group Lodging Centre (commercial lodging);
- d. Congregate Lodging Centre;
- e. Companion Animal Care Centre;
- f. Evacuation Centre;
- g. Warming Centre; and
- h. Cooling Centre.

Registration and Reception Centre Program (RRCP)/My Alberta Emergency Registration System (MAERS):

Pre-requisite: None

The Registration and Reception Centre Program (RRCP) and My Alberta Emergency Registration System (MAERS) training sessions are interactive sessions delivered one after the other where ESS practitioners and registration volunteers develop skills related to the effective use and awareness of the province wide registration systems. RRCP tracks where evacuees have been relocated and tracks the number of staff assigned to evacuation facilities. RRCP monitors the movement of families from one facility or region to another, ensuring evacuees are accounted for during a large-scale or complex emergency. The systems provide real-time information and support for municipalities affected by an emergency or evacuation in preparing for, responding to or recovering from emergencies. MAERS data is uploaded into the larger RRCP system. Residents are able to register themselves and their pets with MAERS.

ESS Coordinator – for leadership personnel

Pre-requisite: ESS Basics

ESS Coordinator is an advanced training session that provides key information related to Emergency Social Services leadership in the Province of Alberta. This session reviews the fundamentals covered in the ESS Basics, outlines volunteer management and training strategies, and how to draft and complete an ESS Plan for your region or municipality. This session is intended to inform participants as well as be interactive.

Donations Management - NEW

Pre-requisite: None

Donations Management is often called ‘the disaster within the disaster’ for good reason. This session provides key information related to effectively managing all aspects of physical, financial and in-kind donations before, during and after an event.

Donations Management encompasses so much including warehousing, requesting, receiving, cataloging, sorting, distributing and tracking donations as well as recruiting, training, deploying and supervising volunteers at time of incident. Donation challenges are largely in part due to the donation of goods and money involves freedom of choice on the part of the donor. They don’t always donate what is asked for, rather they donate what they think people need or what the donors have to give. A well designed and well managed physical and financial donations plan will promote and communicate needed goods, will effectively manage all elements of the physical donations lifecycle, have strategies for managing unusable goods and strive to meet the needs of those impacted by the incident and volunteers who choose to help.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	Dust Control

Agenda Item Number:	6e.
---------------------	-----

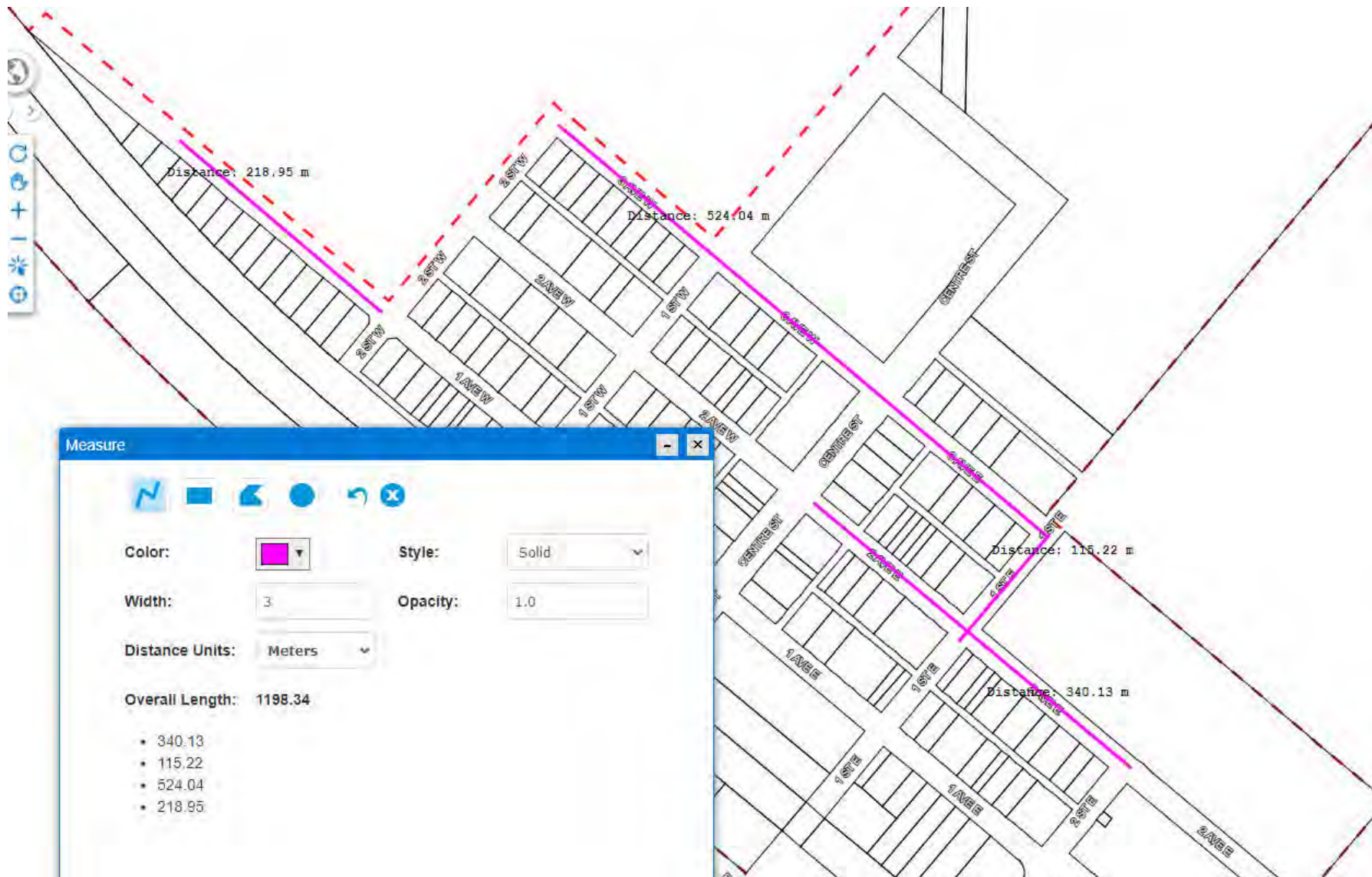
BACKGROUND

Dust abatement of \$4,000 has been added to the Roads contracted maintenance 2320025000
This will not cover all the gravel roads in the Village but it could cover several of them.
Attached Map and rate for dust abatement in the Village

Which roads would Council like to receive dust control this year?

RECOMMENDATION:

1. Motion to receive dust abatement services on the following sections:
LIST SECTIONS
2. Motion to accept as information at this time



2nd Avenue E 340 x 5.33 = \$1,812.20

1st Street E 115 x 5.33 = \$612.95

3rd Avenue E & W 525 x 5.33 = \$2,798.25

1st Avenue W 215 x 5.33 = \$1, 145.95

TOTAL FOR ALL = \$6,369.35

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	Community Group Procedure
Agenda Item Number:	6f.

BACKGROUND

During our last meeting (July 20, 2022) Council asked to add “community group procedures” for discussion

RECOMMENDATION:

1. Motion to have our CAO create a community groups policy
2. Motion to accept as information at this time

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: August 11, 2022
Title: Alberta Day 2022 Expression of interest

Agenda Item Number: 6g.

BACKGROUND

The Government of Alberta recently established September 1 as [Alberta Day](#) in perpetuity. Alberta Day is a chance to celebrate who we are as Albertans and what we can achieve together.

To create a province-wide celebration of our heritage and cultural identity, Alberta's Government is providing funding through Alberta Municipalities to eligible Alberta communities to host local Alberta Day events on **Saturday, September 3, 2022.**

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 10,000 will be eligible for up to \$10,000;
- Municipalities with populations between 1,000 and 10,000 will be eligible for up to \$5,000; and
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

Municipalities are encouraged to submit a completed Expressions of Interest Application to csw.event@gov.ab.ca, with details about the activities they are planning, by **August 12, 2022.**

Should you be interested in this opportunity, the Expression of Interest Application Form and Guidelines, as well as "Festival in a Box" guideline document are attached.

Alberta Day will be a chance for communities across Alberta to come together and celebrate everything that makes this province special.

Any funding not spent will need to be returned

Name of Event:

Overview of Activities: Examples -Bouncy castle, Ice Cream, beverages, hot dogs and hamburgers, vendors, games, arts and crafts

Advertising Plan: Can be advertised in a newsletter and on Facebook and website

Budget: I will create a budget based off the activities.

RECOMMENDATION:

1. Motion to submit an expression of interest for Alberta Day as discussed.
2. Motion to accept as information at this time

Alberta Day Festival Planning Guide



Table of Contents

- Overview of Alberta Day
- Key Components for Festival in a Box
- Communications Expectations
- Suggested Site Layout
- Sample Festival Schedule
- Sample Entertainment Schedule
- Local Action Plan
- Extra Details to Consider
- Checklist

Overview

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's Government will be establishing September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our Province.

Celebrating Alberta Day will give Albertans the chance to come together, build community and celebrate everything that makes Alberta special

The Alberta government is inviting communities to take part in this celebration. We have created this document to assist municipalities in organizing a local Alberta Day event.

This document contains suggested components of the celebration, including but not exclusive to the following: Alberta artist concert; Market Place; Multicultural programming; Youth programming; Indigenous components; Alberta Showcase display; and Fireworks.

Key Components Your Alberta Day Event Might Include

Main Stage

- Speeches
- Indigenous ceremony
- Performing artists

Cultural Stage

- Indigenous Showcase
- Cultural Showcases
 - Various multicultural/Francophone groups

Family Programming

- Arts and Crafts, Games, Inspiration Wall, Face Painting
- Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, jam making...)
- Games and Activities

Indigenous Programming

- Story telling, Tipi demonstration, Round dances

Alberta History Showcase

- Regional historical artifacts and photographs
- Municipal government display of programs
- Indigenous history

Market Place/Showcase of Alberta Products

- Alberta products
- Indigenous products
- Local food vendors and/or food trucks

Fireworks

- Concluding your event

Communications guidelines and expectations

Alberta Day

The following guidelines will help you promote your events and align with Alberta Day messaging.

Messaging

This high-level messaging will help you draft descriptions of your events and make sure that your promotions align with the spirit of Alberta Day:

- Alberta Day is a chance to celebrate who we are as Albertans, and what we can achieve together.
- Since Alberta became a province on September 1, 1905, it has been defined by the innovation, bravery and community spirit of its people.
- Establishing Alberta Day gives us the chance to take pride in this province and celebrate our heritage and cultural identity.

Communications guidelines and expectations, cont'd..

Promotions

Alberta's government will be promoting Alberta Day event on the [Alberta Day web page](#), on social media, with paid advertising, and at a media kickoff event. To help us promote your event, please submit a description of your event to csw.event@gov.ab.ca before August 19, 2022.

Please include the hashtag #AlbertaDay in all social media posts about the event, and encourage attendees to do the same on their social media accounts.

Branding

Social media graphics and other branded assets will be provided closer to September 1 to ensure a standard look and feel for Alberta Day events across the province.

Suggested Site Layout



Sample Festival Schedule

The following sample schedule will help organize your event.

Location	Start Time	End Time	Activities
Main Stage*	12:00	9:00 pm	Speeches, Local Performers, Headliner
Cultural Stage*	2:00	8:00 pm	Variety of Cultural Showcase Performances
Family Corner	12:00	6:00 pm	Tent of Arts and Crafts, Workshops (i.e. Dream Catchers, Ukrainian Easter Egg colouring, Jam Making, etc...)
Indigenous Programming	12:00	6:00 pm	Storytelling, Round Dance, Crafts, Bannock Making
Alberta Showcase	12:00	9:00 pm	Local and Provincial Government Display Programs, Historical Artifacts, Photographs, Indigenous history
Alberta Marketplace	12:00	9:00 pm	Marketplace of Alberta Products
Food & Beverage	12:00	9:00 pm	Local Vendors/Concessions and Food Trucks
Fireworks	9:30	9:50 pm	Pyrotechnic Display that concludes your event

*Main Stage and Cultural Stage alternate performance times – see Entertainment Schedule

Sample Entertainment Schedule

Location	Start Time	End Time	Entertainment
Main Stage	12:00	12:05 pm	MC Opens the event
	12:05	12:25 pm	Indigenous ceremony
	12:15	1:00 pm	Speeches
	1:00	2:00 pm	First local artist performs
Cultural Stage	2:00	2:30 pm	Indigenous Showcase
	2:30	3:00 pm	Cultural Showcase TBD
Main Stage	3:00	4:00 pm	Second local artist performs
	4:00	5:00 pm	Third local artist performs
Cultural Stage	5:00	5:30 pm	Cultural Showcase TBD
	5:30	6:00 pm	Cultural Showcase TBD
Main Stage	6:00	7:00 pm	Fourth local artist performs
Cultural Stage	7:00	7:30 pm	Cultural Showcase TBD
	7:30	8:00 pm	Final Cultural Showcase
Main Stage	8:00	9:00 pm	Headliner performs

Local Action Plan

Government Involvement	Invite local MLA and MP. Mayor and Council Members could participate and speak.
Indigenous Components	Invite a local elder to perform a blessing at start of event. Invite local Indigenous artists and groups to participate in showcase, storytelling, round dance, drumming, and other performance elements throughout the day. Invite local Indigenous crafters and artisans to participate in the Marketplace. Work with local Indigenous groups to ensure that their history and artifacts are included in Showcase displays. Run Indigenous games/activities/crafts in Family Programming area.
Displays and Activities	Work with local museum or historical sites to contribute to Alberta Showcase displays. Work with local libraries, agricultural societies, cultural organizations, dance schools, and/or churches to presents a variety of cultural showcase performances on the Cultural Stage. Work with local crafting or artist guilds, invite them to present and sell their work.
Alberta Culinary Promotions	Connect with local agricultural producers and farmers markets to sell and promote their products. Invite local food trucks and restaurants to participate in the food and beverage area. Encourage local restaurants to feature Alberta recipes and cuisine September 1-3.
Media Partner Promotions	Submit an event listing to local media organizations. Connect with local radio stations and newspapers. Invite them to cover your Alberta Day event. Invite local radio station on site to MC event and set up promotional table or booth. Encourage local radio stations to play Alberta based and/or local artists September 1 - 3 . Encourage local paper to run an Alberta themed essay or colouring contest before event.

Extra Details to Consider

Vendors and Merchants

Confirm that all vendors have their own insurance.
Make sure all food vendors are inspected and/or approved by Alberta Health Services. Make sure all food vendors follow safe food-handling practices.
If vendors are providing their own tents and tables make sure that they are properly and safely secured

Artists and Performers

Confirm that artists and performers have their own insurance.
Sign contracts in advance with artists and presenters.
Make arrangements to sell performer merchandise or provide a location for them to sell their own merchandise.

Site Logistic

Create your own individual site map in advance of event.
Make sure that all cords and cables are safely covered.
Obtain appropriate number of Port-a-Potties for your site.
Obtain appropriate number of wash stations for your site.

Miscellaneous

Provide a variety of parking and transportation options for attendees.
Have a contingency plan in case of bad weather.
Have a first aid station.
Have a lost and found location.

Checklist

Please use this checklist as a guideline for planning and organizing your event:

- ☐ Create an Organizing Committee;
- ☐ Create a budget;
- ☐ Select your event site;
- ☐ Identify community organizations to work with;
- ☐ Recruit volunteers;
- ☐ Identify local businesses to partner with;
- ☐ Contract artists and vendors;
- ☐ Promote your event.

ALBERTA DAY 2022 EXPRESSION OF INTEREST GUIDELINES



OVERVIEW

The Province of Alberta was established by federal legislation on September 1, 1905. To recognize this important date, Alberta's Government will be establishing September 1 as Alberta Day in perpetuity. Alberta Day will provide municipalities an opportunity to celebrate the history, heritage and cultural identity of our Province.

The Alberta government is inviting municipalities to take part in this celebration. This document has been created to assist municipalities in organizing a local Alberta Day event. Alberta's Government believes that all municipalities within the Province of Alberta should be given an opportunity to apply for funding to host an Alberta Day celebratory event showcasing Alberta's cultural identity.

Funding will be distributed across three categories based on a per capita model as follows:

- Municipalities with populations greater than 10,000 will be eligible for up to \$10,000.
- Municipalities with populations between 1,000 and 10,000 will be eligible for up to \$5,000.
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

PROCEDURE FOR SELECTING MUNICIPALITIES

Selection Process

Staff within the Alberta Municipalities and Culture and Status of Women will assess municipalities that qualify.

Selection Criteria

The following criteria will be considered in the selection of a municipality:

1. Population of Municipality
2. Financial Resources
3. Proposed Programming

SUBMISSION TIMELINES

1. Expression of Interest Invitation

- An "Expression of Interest" document is sent to Alberta Municipalities in **August 2022**.

2. Expression of Interest Preparation and Submission

- Complete and submit the Expression of Interest document which includes a Budget Worksheet.
- Assistance in the preparation of the Expression of Interest document is available by contacting csw.event@gov.ab.ca.
- Expression of Interest is forwarded to csw.event@gov.ab.ca **August 12, 2022**

3. Expression of Interest Selection

- Alberta Municipalities and Culture and Status of Women staff, will review the submissions, and recommend successful municipalities based on the Selection Criteria.

4. Awarding of Funding

- The successful municipalities will be officially announced **August 2022**.

Completed bids must be received by 4:30 pm on August 12, 2022

Please email bid submission to: csw.event@gov.ab.ca

Applicant Information

Name of Municipality (Please use incorporated/legal name)

Address of Municipal Office

City/Town/Postal Code

Mailing / Delivery Address (If different from above)

Project Contact (This is the person we will call for project information)

Name

Title

Daytime Telephone

Evening Telephone

Email Address

Project Overview

Eligible funding is based on a per capita model as follows:

- Municipalities with populations greater than 10,000 will be eligible for up to \$10,000.
- Municipalities with populations between 1,000 and 10,000 will be eligible for up to \$5,000.
- Municipalities with populations less than 1,000 will be eligible for \$1,500.

Amount Applying For (based on population size)

Name of Event Venue/Facility/Site

Project Website/Facebook Link

Instagram

Twitter

Please give us an overview of the activities you plan on organizing for Alberta Day 2022.

Please provide an overview of your advertising and marketing plan for this event.

--

Signing Authority Contact (This is the legal/financial authority for the municipality)

Name		Title
Daytime Telephone	Evening Telephone	Email Address

Attachment Checklist

Please use this checklist to ensure all items are included within your expression of interest package.

- ☐ **COMPLETED EXPRESSION OF INTEREST FORM** - Please include a completed expression of interest form.
- ☐ **PROGRAMMING** - An outline of what events and activities the organizing committee intends to offer. Events and activities must be held on September 3, 2022.
- ☐ **BUDGET** - Please use the budget template to provide a brief budget outlining revenues and expenses.
- ☐ **MARKETING** - An outline of your advertising and marketing plan for this event.

Your expression of interest package must be received by: **August 12, 2022 at 4:30 p.m.**

The Applicant represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Applicant to the Agreement.

I agree to/with all the statements above.

Date (yyyy-mm-dd)

Name

Expression of Interest Agreement Section 1 of 2

Incorporated (Legal) Name of Municipality:

The Municipality declares that the information contained in this application and supporting documents ("Application") is true and accurate and endorsed by the Municipality.

The Municipality understands and agrees that should this Application be approved, any funding awarded is subject to the Municipality complying with the terms and conditions of this Agreement.

The Municipality agrees to the following terms and conditions:

1. The program Guidelines ("Guidelines") and Application form part of this Agreement and the Municipality agrees to be bound by the requirements set out in them.
2. The Municipality will use all funding awarded for the stated purpose(s) identified in the Project Overview ("Purpose") within its Application. If the Municipality wishes to vary the Purpose, it agrees to be bound by the requirements set out in the program Guidelines.
3. The Municipality must comply with all applicable laws. The Municipality agrees that it is and will be bound by the provisions of the Community Development Grants Regulation.
4. This Agreement commences the date of the application and binds both parties upon deposit of the funding until the date the funding reporting has been approved by the ministry or the funding has been repaid.
5. Any part of the funding not spent as set out in the Guidelines or upon termination of this Agreement must be repaid to the Government of Alberta. The funding may be terminated upon:
 - a. Mutual consent;
 - b. 30 days written notice by either party;
 - c. Demand by the ministry for immediate repayment in the event of a breach of any term or condition of the agreement; or
 - d. If the Municipality becomes insolvent.
6. The Municipality acknowledges that it will be liable for the full amount of the funding and will be bound to the terms of this Agreement, even if the Municipality has paid all or part of the funding to a third party who has spent the money.
7. The Municipality agrees to give the ministry, and/or its authorized agents, access to examine the Municipality's operation and/or premises to verify the funding has been used for the Purpose and will provide access to all financial statements and records having any connection with the funding or the Purpose during the Term of this Agreement and for seven (7) years after the termination of this Agreement.
8. The Municipality acknowledges that the *Freedom of Information and Protection of Privacy* ("FOIP Act") applies to records submitted by the Municipality to the ministry in relation to the Expression of Interest application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable exceptions to disclosure under the Act.
9. The Municipality agrees that any information relating to the funding and the Municipality's compliance with the obligations set out in this Agreement may be disclosed to other ministries within the Government of Alberta.
10. The Municipality agrees to indemnify and hold harmless the Government of Alberta, including the Minister, Government of Alberta employees, and agents from any and all claims, demands, actions, and costs (including legal costs on a solicitor-client basis) for which the Municipality is legally responsible, including those arising out of negligence or willful acts by the Municipality or its employees or agents. Such indemnification shall survive the termination of this Agreement.
11. This Agreement shall be governed and interpreted in accordance with the laws enforced in the Province of Alberta.
12. This Agreement is not intended to and does not make either part the agent or partner of the other for any purpose or create a joint venture.
13. This Agreement may not be assigned by the Municipality.
14. The Municipality will recognize the source of the funding as required by the Guidelines.
15. The Municipality represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Municipality to this Agreement.

Expression of Interest Agreement Section 2 of 2

I hereby acknowledge that:

- ☐ The information contained in this Expression of Interest and the accompanying documents is true, accurate, and complete.
- ☐ I am a representative with designated signing authority/decision-making authority in our Municipality.
- ☐ I have read the Alberta Day Expression of Interest Agreement Section 1 of 2 which outlines the terms and conditions of the agreement and by signing the Alberta Day Expression of Interest Agreement Section 2 of 2, I am agreeing to all of the terms and conditions outlined in Section 1 of 2.

☐ Mr. ☐ Mrs. ☐ Ms. ☐ Other:

Signature of Authorized Representative Date Daytime Phone

Authorized Representative Name (printed) Position Title Email

Optional:

- ☐ I agree to allow Alberta Culture and Status of Women, on occasion, to contact the applicant as identified on this application form to provide information about ministry initiatives or announcements related to the following topics:
 - Program changes, funding announcements, and opportunities to provide input/opinion on programs; and
 - Awareness of ministry resources available to the nonprofit sector, including ministry sector events.

Completed expressions of interest can be emailed to:

csw.event@gov.ab.ca

Alberta Day 2022: Budget Template

Municipality Name:

Revenue

FUNDING	\$ VALUE	SOURCE/COMPANY
Requested Funding Amount		
Funding from other partners (if applicable)		
Total Revenue		

Expenditures

[illegible]

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	CIMA estimates – Mono vs. regular sidewalk & gravel vs. pavement
Agenda Item Number:	6h.

BACKGROUND

I asked CIMA to provide us with quotes for monowalk vs regular sidewalk on the north side of the street as well as for gravel vs pavement on the 1st Avenue West project.

Quote 1: Original quote for project on 1st Avenue which has mono sidewalk on the north side of the street and gravel road

Quote 2: Monowalk removed and replaced it with separate sidewalk and pavement added to original quote

Overall difference of \$91,840.00

Gravel vs Paving difference of \$68,000

- Gravel \$209,900 and paving \$277,900

Monowalk vs regular walk difference of \$14,000

- Monowalk \$129,130 and regular walk \$143,130

These quotes also include fixing the sidewalk from the bank to Tom's along 1st Avenue East. (\$11,000)

RECOMMENDATION:

1. Motion to notify CIMA that we would like to proceed with monowalk / regular sidewalk on the north side of the street and gravel roads/ paved roads for the 1st Avenue West project in 2023.
2. Motion to accept as information at this time

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1**

SUMMARY - UNDERGROUND UTILITIES & SURFACE WORKS

ITEM	DESCRIPTION	BUDGET
	1st Avenue - (Centre Street to 1st Street W) - Option 1	
SCHEDULE A	UNDERGROUND - WASTEWATER REPLACEMENT	\$ 176,610
SCHEDULE B	UNDERGROUND - WATER MAIN REPLACEMENT	\$ 195,630
SCHEDULE C	SURFACE WORKS - ROADWAY	\$ 209,900
SCHEDULE D	CONCRETE WORKS - ROADWAY	\$ 129,130
	SUB-TOTAL	\$ 711,270
	CONTINGENCY ALLOWANCE (10%)	\$ 85,352
CONSTRUCTION TOTAL		\$ 796,622
	PROPOSED CONSULTING SERVICES	
	DETAILED ENGINEERING & FIELD SERVICES	\$ 110,000
	GEOTECHNICAL SERVICES	\$ 40,000
CONSULTING SERVICES TOTAL		\$ 150,000

TOTALS OF PROPOSED CONSTRUCTION, ENGINEERING & CONSULTING COST ESTIMATE	\$ 946,622
--	-------------------

NOTE: Exclusive GST. Pricing for Geotechnical services is an estimate from CIMA.

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1**

SCHEDULE A - UNDERGROUND - WASTEWATER REPLACEMENT

Supply all labour, materials, equipment, pipe bedding material and backfill with full trench compaction necessary to complete the construction described below, specified herein and shown on the drawings.

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Mobilization	LS	1	\$ 15,000	\$ 15,000
2	Remove and dispose of 200mm clay tile	LM	230	\$ 27	\$ 6,210
3	Remove and dispose existing manhole	EA	3	\$ 800	\$ 2,400
4	Supply and install 200mm PVC SDR 35	LM	230	\$ 180	\$ 41,400
5	Reconnect services including all fittings to property line	EA	15	\$ 3,700	\$ 55,500
6	Supply and install Type 5A SRC manhole (includes connections and benching) (6 manholes)	VM	8	\$ 3,300	\$ 26,400
7	Allowance for trench stabilization below utility grade	CM	100	\$ 77	\$ 7,700
8	Allowance for by-pass pumping	LS	1	\$ 9,000	\$ 9,000
9	Allowance for construction signage (for wastewater and water)	LS	1	\$ 1,500	\$ 1,500
10	Allowance for traffic accommodation and detouring (for wastewater and water)	LS	1	\$ 2,500	\$ 2,500
12	Allowance for hydrovac existing utilities (Includes all shallow and deep utilities)	LS	1	\$ 5,000	\$ 5,000
13	Allowance for working near existing power poles (for wastewater and water)	LS	1	\$ 1,500	\$ 1,500
14	Allowance for pumping ground water (for wastewater and water)	LS	1	\$ 2,500	\$ 2,500
Total SCHEDULE "A"					\$ 176,610

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1**

SCHEDULE B - UNDERGROUND - WATER MAIN REPLACEMENT

Supply all labour, materials, equipment, pipe bedding material and backfill with full trench compaction necessary to complete the construction described below, specified herein and shown on the drawings.

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Provide temporary water services	EA	15	\$ 600	\$ 9,000
2	Remove and dispose existing 150mm AC watermain	LM	250	\$ 73	\$ 18,250
3	Remove and dispose existing hydrant	EA	1	\$ 600	\$ 600
4	Remove and dispose existing 150mm valves	EA	4	\$ 520	\$ 2,080
5	Supply and install 200mm PVC DR 18 watermain (0-3m deep) including, connections, trenching, bedding, backfilling and compaction	LM	250	\$ 220	\$ 55,000
6	Supply and install hydrant (complete with fittings and thrust blocks	EA	1	\$ 6,500	\$ 6,500
7	Supply and install 150mm gate valve	EA	1	\$ 1,500	\$ 1,500
8	Supply and install 150mm insertion valve	EA	2	\$ 12,000	\$ 24,000
9	Supply and install 200mm gate valve	EA	4	\$ 8,000	\$ 32,000
10	Remove existing services and supply and install 25mm PEX water services to property line	EA	15	\$ 2,600	\$ 39,000
11	Allowance trench stabilization below utility grade	CM	100	\$ 77	\$ 7,700
Total SCHEDULE "B"					\$ 195,630

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1**

SCHEDULE C -SURFACE WORKS

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Mobilization	LS	1	\$ 5,000	\$ 5,000
2	Remove and dispose of existing asphalt pavement (includes saw cuts)	SM	3400	\$ 5	\$ 17,000
3	Remove and dispose of grass and topsoil	SM	800	\$ 6	\$ 4,800
4	Road coring to a depth of 0.5m including waste material disposal	CM	2000	\$ 14	\$ 28,000
5	Subgrade preparation	SM	3800	\$ 3	\$ 11,400
6	Supply and place geotextile fabric (if required)	SM	3800	\$ 3	\$ 11,400
7	Supply and place 75mm pit run gravel (300mm compacted depth)	SM	3800	\$ 17	\$ 64,600
8	Supply and place 25mm crushed gravel (200mm compacted depth)	SM	3400	\$ 14	\$ 47,600
9	Rehabilitate landscaping including 150mm topsoil and seed	SM	800	\$ 9	\$ 7,200
10	Allowance for extra pit run gravel for unstable areas	CM	100	\$ 65	\$ 6,500
11	Adjustment of manholes to finished grade	EA	3	\$ 500	\$ 1,500
12	Adjustment of valves to finished grade	EA	4	\$ 225	\$ 900
13	Allowance for construction signage	LS	1	\$ 1,500	\$ 1,500
14	Allowance for traffic accomodation and detouring	LS	1	\$ 2,500	\$ 2,500
<i>Total SCHEDULE "C"</i>					\$ 209,900

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1**

SCHEDULE D - CONCRETE WORK

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Mobilization	LS	1	\$ 5,000	\$ 5,000
2	Remove and dispose 1.2m separate walk	LM	350	\$ 12	\$ 4,200
3	Remove and dispose curb and gutter	LM	365	\$ 12	\$ 4,380
4	Supply & install 1.2m separate walk	LM	200	\$ 150	\$ 30,000
5	Supply & install 1.2m monowalk	LM	160	\$ 275	\$ 44,000
6	Supply & install 0.25m rolled curb & gutter	LM	170	\$ 175	\$ 29,750
7	Remove and dispose 3.2m monowalk (North of Village Office)	LM	40	\$ 20	\$ 800
8	Supply & install 1.2m monowalk (North of Village Office)	LM	40	\$ 275	\$ 11,000
<i>Total SCHEDULE "D"</i>					\$ 129,130

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1 (INCLUDES PAVING)**

SUMMARY - UNDERGROUND UTILITES & SURFACE WORKS

ITEM	DESCRIPTION	BUDGET
	1st Avenue - (Centre Street to 1st Street W) - Option 1	
SCHEDULE A	UNDERGROUND - WASTEWATER REPLACEMENT	\$ 176,610
SCHEDULE B	UNDERGROUND - WATER MAIN REPLACEMENT	\$ 195,630
SCHEDULE C	SURFACE WORKS - ROADWAY	\$ 277,900
SCHEDULE D	CONCRETE WORKS - ROADWAY	\$ 143,130
	SUB-TOTAL	\$ 793,270
	CONTINGENCY ALLOWANCE (10%)	\$ 95,192
CONSTRUCTION TOTAL		\$ 888,462
	PROPOSED CONSULTING SERVICES	
	DETAILED ENGINEERING & FIELD SERVICES	\$ 110,000
	GEOTECHNICAL SERVICES	\$ 40,000
CONSULTING SERVICES TOTAL		\$ 150,000

TOTALS OF PROPOSED CONSTRUCTION, ENGINEERING & CONSULTING COST ESTIMATE	\$ 1,038,462
--	---------------------

NOTE: Exclusive GST. Pricing for Geotechnical services is an estimate from CIMA.

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1 - (INCLUDES PAVING)**

SCHEDULE A - UNDERGROUND - WASTEWATER REPLACEMENT

Supply all labour, materials, equipment, pipe bedding material and backfill with full trench compaction necessary to complete the construction described below, specified herein and shown on the drawings.

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Mobilization	LS	1	\$ 15,000	\$ 15,000
2	Remove and dispose of 200mm clay tile	LM	230	\$ 27	\$ 6,210
3	Remove and dispose existing manhole	EA	3	\$ 800	\$ 2,400
4	Supply and install 200mm PVC SDR 35	LM	230	\$ 180	\$ 41,400
5	Reconnect services including all fittings to property line	EA	15	\$ 3,700	\$ 55,500
6	Supply and install Type 5A SRC manhole (includes connections and benching) (6 manholes)	VM	8	\$ 3,300	\$ 26,400
7	Allowance for trench stabilization below utility grade	CM	100	\$ 77	\$ 7,700
8	Allowance for by-pass pumping	LS	1	\$ 9,000	\$ 9,000
9	Allowance for construction signage (for wastewater and water)	LS	1	\$ 1,500	\$ 1,500
10	Allowance for traffic accomodation and detouring (for wastewater and water)	LS	1	\$ 2,500	\$ 2,500
12	Allowance for hydrovac existing utilities (Includes all shallow and deep utilities)	LS	1	\$ 5,000	\$ 5,000
13	Allowance for working near existing power poles (for wastewater and water)	LS	1	\$ 1,500	\$ 1,500
14	Allowance for pumping ground water (for wastewater and water)	LS	1	\$ 2,500	\$ 2,500
Total SCHEDULE "A"					\$ 176,610

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1 - (INCLUDES PAVING)**

SCHEDULE B - UNDERGROUND - WATER MAIN REPLACEMENT

Supply all labour, materials, equipment, pipe bedding material and backfill with full trench compaction necessary to complete the construction described below, specified herein and shown on the drawings.

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Provide temporary water services	EA	15	\$ 600	\$ 9,000
2	Remove and dispose existing 150mm AC watermain	LM	250	\$ 73	\$ 18,250
3	Remove and dispose existing hydrant	EA	1	\$ 600	\$ 600
4	Remove and dispose existing 150mm valves	EA	4	\$ 520	\$ 2,080
5	Supply and install 200mm PVC DR 18 watermain (0-3m deep) including, connections, trenching, bedding, backfilling and compaction	LM	250	\$ 220	\$ 55,000
6	Supply and install hydrant (complete with fittings and thrust blocks	EA	1	\$ 6,500	\$ 6,500
7	Supply and install 150mm gate valve	EA	1	\$ 1,500	\$ 1,500
8	Supply and install 150mm insertion valve	EA	2	\$ 12,000	\$ 24,000
9	Supply and install 200mm gate valve	EA	4	\$ 8,000	\$ 32,000
10	Remove existing services and supply and install 25mm PEX water services to property line	EA	15	\$ 2,600	\$ 39,000
11	Allowance trench stabilization below utility grade	CM	100	\$ 77	\$ 7,700
Total SCHEDULE "B"					\$ 195,630

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1 - (INCLUDES PAVING)**

SCHEDULE C -SURFACE WORKS

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Mobilization	LS	1	\$ 5,000	\$ 5,000
2	Remove and dispose of existing asphalt pavement (includes saw cuts)	SM	3400	\$ 5	\$ 17,000
3	Remove and dispose of grass and topsoil	SM	800	\$ 6	\$ 4,800
4	Road coring to a depth of 0.5m including waste material disposal	CM	2000	\$ 14	\$ 28,000
5	Subgrade preparation	SM	3800	\$ 3	\$ 11,400
6	Supply and place geotextile fabric (if required)	SM	3800	\$ 3	\$ 11,400
7	Supply and place 75mm pit run gravel (300mm compacted depth)	SM	3800	\$ 17	\$ 64,600
8	Supply and place 25mm crushed gravel (100mm compacted depth)	SM	3400	\$ 9	\$ 30,600
9	Supply and place Hot Mix 'B' Asphalt (100mm compacted depth)	SM	3400	\$ 25	\$ 85,000
10	Rehabilitate landscaping including 150mm topsoil and seed	SM	800	\$ 9	\$ 7,200
11	Allowance for extra pit run gravel for unstable areas	CM	100	\$ 65	\$ 6,500
12	Adjustment of manholes to finished grade	EA	3	\$ 500	\$ 1,500
13	Adjustment of valves to finished grade	EA	4	\$ 225	\$ 900
14	Allowance for construction signage	LS	1	\$ 1,500	\$ 1,500
15	Allowance for traffic accomodation and detouring	LS	1	\$ 2,500	\$ 2,500
<i>Total SCHEDULE "C"</i>					\$ 277,900

**HUSSAR - 2023 CAPITAL WORKS
CONSTRUCTION ESTIMATE
UTILITIES AND SURFACE WORKS - OPTION 1 - (INCLUDES PAVING)**

SCHEDULE D - CONCRETE WORK

Item	Description of Work	Unit	Quantity	Unit Price	Amount
1	Mobilization	LS	1	\$ 5,000	\$ 5,000
2	Remove and dispose 1.2m separate walk	LM	350	\$ 12	\$ 4,200
3	Remove and dispose curb and gutter	LM	365	\$ 12	\$ 4,380
4	Supply & install 1.2m separate walk	LM	365	\$ 150	\$ 54,750
5	Supply & install 0.25m rolled curb & gutter	LM	360	\$ 175	\$ 63,000
6	Remove and dispose 3.2m monowalk (North of Village Office)	LM	40	\$ 20	\$ 800
7	Supply & install 1.2m monowalk (North of Village Office)	LM	40	\$ 275	\$ 11,000
<i>Total SCHEDULE "D"</i>					\$ 143,130

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Council
Meeting Date: August 11, 2022
Title: Alberta Municipalities Convention

Agenda Item Number: 6i.

BACKGROUND:

Event Summary – Convention

We are excited to announce that registration for the 2022 Alberta Municipalities' Convention and Trade show is now open! This will be our first Convention hosted in Calgary since 2017, and we can't wait to return. Be sure to book your spot soon, space is limited and there is a chance that in-person attendance could sell out.

Convention will take place September 21 – 23 at the Calgary TELUS Convention Centre, with pre-Convention sessions taking place Tuesday, September 20. Hotel room blocks are open, with all of the information listed on our event website.

Location: Calgary TELUS Convention Centre

Dates: September 21 - 23, 2022 (Pre-Convention sessions to take place Tuesday, September 20)

REGISTER NOW

Price (Early-bird deadline is August 10 at 11:59 pm)

Members In-person: \$600 (\$750 after early-bird)

RMA Members: \$700 (\$850 after early-bird)

Non-Members: \$975 (\$1125 after early-bird)

Municipal Interns: Complimentary

Virtual: \$600

Please note - the cost to attend virtually is the same as the early-bird pricing, unless the criteria below is met. Special pricing is only available to Alberta Municipalities regular members (urban municipalities).

Virtual registrants will NOT have access to live breakout session. Slide presentations and audio from each session will be recorded and made available following Convention.

Regular Member Virtual Pricing

In order to support our members who are unable to attend due to financial constraints or health concerns, we are offering virtual registration at a discounted rate to Alberta Municipalities urban municipal members who have registered for Convention.

Summer Village and Village members who register at least one (1) in-person attendee for Convention will have the option to register one attendee virtually for the reduced price of \$200. For every additional participant in-person, they will have the option to register a virtual attendee at the reduced rate.

Host City Reception

The City of Calgary will be hosting their city reception on Wednesday, September 21 at approximately 6:00 pm. Grab your ticket for this evening, you won't want to miss it!

Tickets are \$25 and must be purchased in advance.

Cancellation/Refund Policy

Any written cancellation received prior to 4:30 pm MST on Tuesday August 30, 2022 is eligible for a refund, less a \$50 cancellation fee. Any written cancellation received after 4:30 pm MST on Tuesday, August 30, 2022 and prior to 4:30 pm MST on Tuesday September 6, 2022, is eligible for a 50% refund. Any cancellations received less than a week prior to the event will not be eligible for a refund. Written notice includes letter, fax or emails. Emails can be sent to registration@abmunis.ca.

Pre-Convention Sessions

*All Pre-Convention sessions are \$395

Council's Role in Public Engagement (EOEP)

Municipal councils are elected to make decision on behalf of citizens. However, in order to govern effectively and make decisions that are in the best interest of the diverse communities within municipalities, councils must be willing to consider the community's perspectives and input when making decisions. The EOEP's *Council's Role in Public Engagement* course will provide an overview of the various ways municipalities can engage with citizens, how public input can be integrated into decision-making, the dangers and limits of involving the public in municipal decisions, and the importance of engagement in supporting sustainable community development.

Council's Role in Land Use and Development Approvals (EOEP)

"Good planning" is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people's needs, and to support the development of local communities and to improve the quality of life for all.

Full Day legal seminar (facilitated by RMRF)

Join our legal partners from Reynolds, Mirth, Richards and Farmer LLP as they take a deep dive into the most top-of-mind legal issues facing municipalities across Alberta.

There is room in the budget to send the CAO and one Councillor in person.

Councillor Schultz and CAO will attend in person and was purchased in time for the early bird pricing. We need to discuss if there will be any virtual attendees (Councillors Frank or Schindel)

Do we want to send anyone for the pre-convention sessions?

Driving back and forth each day or a hotel?

Attending the host city reception?

RECOMMENDATION:

1. Motion to send our CAO and Councillor Schultz to the Alberta Municipalities Convention September 21 -23 at the TELUS Convention Centre.
2. Motion for Councillor _____ to attend the Alberta Municipalities Convention virtually.
3. Motion to accept as information

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 11, 2022
Title:	10-Year capital plan extension
Agenda Item Number:	6j.

BACKGROUND

We received the following extension for the 10 Year Capital Plan.
I spoke with Linda at Municipal Affairs and she said they would like to see more detail in the rationale section and keep the rationale in its own section.
I have included a copy of the plan that we submitted for your reference.
The updated version will be presented in the September 1 meeting for approval. This is just for your information that we received an extension

RECOMMENDATION:

1. Motion to accept as information at this time



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

AR109043

July 18, 2022

His Worship Leslie Schultz
Mayor
Village of Hussar
PO Box 100
Hussar AB T0J 1S0

Dear Mayor Schultz and Council:

Thank you for your correspondence of May 25 and July 6, 2022, to Municipal Affairs regarding the Village of Hussar's action and long-term capital plans, as required under Ministerial Order No. MSL:072/18.

The village's efforts in improving its viability are commendable. I am pleased the village has incorporated many recommendations from the viability review report into its annual operational cycle.

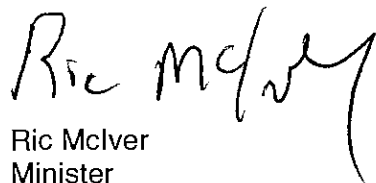
I am generally pleased with the village's progress and acknowledge that the progress report for the village's action plan satisfies the requirement for directive 3b for 2022. However, the long-term capital plan updates submitted to satisfy Directive 3a do not meet all the requirements as outlined in the original long-term capital plan requirements noted in Directive 2. Please ensure the 2022 capital plan update includes associated costs and funding sources for completed and future projects as well as any rationale for combining or postponing capital projects either within or beyond the 10-year plan.

Given the need for this additional work, I have granted an extension to address this outstanding matter. I have enclosed Ministerial Order No. MSD:065/22, extending the Directive 3a submission due date to September 15, 2022. I trust this will provide the village with sufficient time to update, approve, and resubmit the 2022 capital plan.

If you have any questions or would like additional support regarding the village's viability directives, or what should be included in the long-term capital plan, please contact Linda Reynolds, Municipal Viability Advisor, toll-free by first dialing 310-0000, then 780-415-4823, or at linda.reynolds@gov.ab.ca.

I look forward to receiving a revised capital plan update from the village for 2022 in the near future. Thank you again for your continued efforts.

Sincerely,

A handwritten signature in black ink, appearing to read "Ric McIver". The signature is fluid and cursive, with the first name "Ric" and last name "McIver" clearly distinguishable.

Ric McIver
Minister

Attachment: Ministerial Order No. MSD:065/22

cc: Brandy Cox, Deputy Minister, Municipal Affairs
Kate Brandt, Chief Administrative Officer, Village of Hussar
Gary Sandberg, Assistant Deputy Minister, Municipal Services Division, Municipal Affairs
Linda Reynolds, Municipal Viability Advisor, Municipal Services Division,
Municipal Affairs



ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:065/22

I, Ric McIver, Minister of Municipal Affairs, pursuant to sections 130.1(a) and 605 of the *Municipal Government Act*, make the following order:

The date for the Village of Hussar to submit the 2022 10-year capital plan progress report by, in accordance with Directive 3a in Ministerial Order No. MSL:072/18, is extended to September 15, 2022.

Dated at Edmonton, Alberta, this 18 day of July, 2022.



Ric McIver
Minister of Municipal Affairs

VILLAGE OF HUSSAR
CAPITAL PROJECT SUMMARY (2022-2032)

#	STUDY REF.		PROJECT	2019	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	2031	2032	TOTAL
			Project 19 - 2nd Avenue E from 1st Street E to Centre Street															
				\$ 28,970	\$ 648,520													
			Intersection Paving - Centre Street and 2nd Avenue & 3rd Avenue W and 1 Street W															
						\$ 56,057												
			Project 1 & 4 - 1st Avenue E from 2nd Street E to 1st Street E & Lane at 1st Street S of 1st Ave															
											\$ 1,065,520							
			Project 6 - 1st Avenue W from Centre Street to 1st Street W															
								\$ 946,622										
			Project 7 - 2nd Avenue W from 1st Street W to 2nd Street W															
														\$ 756,003				
			Project 9 - Centre Street from 1st Avenue to 2nd Avenue															
																\$ 409,579		
			Lagoon Cleaning															
																	\$ 213,000	
TOTALS				\$ 28,970	\$ 648,520	\$ 56,057	\$ -	\$ 946,622	\$ -	\$ -	\$ 1,065,520	\$ -	\$ -	\$ 756,003	\$ -	\$ 409,579	\$ 213,000	\$ 3,911,271
REVENUE SOURCES																		
TAXATION																		
RESERVES				\$ -	\$ 194,615	\$ 7,823	\$ -	\$ 332,562	\$ -	\$ -	\$ 396,700	\$ -	\$ -	\$ 251,388	\$ -	\$ 73,169	\$ 44,795	
MSI CAPITAL				\$ 1,375	\$ 284,772	\$ -	\$ -	\$ 356,072	\$ -	\$ -	\$ 244,820	\$ -	\$ -	\$ 183,615	\$ -	\$ 122,410	\$ 61,205	
GRANTS				\$ 27,595	\$ 169,133	\$ 48,234	\$ -	\$ 257,988	\$ -	\$ -	\$ 424,000	\$ -	\$ -	\$ 321,000	\$ -	\$ 214,000	\$ 107,000	
TOTAL				\$ 28,970	\$ 648,520	\$ 56,057	\$ -	\$ 946,622	\$ -	\$ -	\$ 1,065,520	\$ -	\$ -	\$ 756,003	\$ -	\$ 409,579	\$ 213,000	\$ 3,911,271

Check

- Rationale for changes to the 10 Year Capital Plan
- All years were revised to predict closer to actual cost estimates.
 - 2019 -2021 where revised to include actual costs from the project
 - 2020 we received funding for MSP and paved 2 intersections that were washed out due to high rain
 - Project 6 will occur in 2023 instead of Projects 1 & 4 due to several water breaks
 - Projects 1 & 4 were postponed to 2026

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE July 31 2022

STATEMENT BALANCE 178,269.92

ADD: OUTSTANDING DEPOSITS

Deposit in August	243.00	
Deposit in August	321.00	
Internet banking in August	3,840.40	
		<u>4,404.40</u>

LESS: OUTSTANDING CHEQUES

8767 Nickalas Allison	500.00	
8773 Tracey Dundas	130.41	
8775 Gleichen Standard Transport	37.34	
8798 Canada Revenue Agency	2,461.17	
8802 Gleichen Standard Transport	37.34	
8804 Gregg Distributors	75.66	
8809 Local Authorities Pension Plan	589.52	
8810 Minister of Finance	300.00	
		<u>- 4,131.44</u>

OUTSTANDING TRANSFERS

2021 Cheque #8365	125.00	
NSF	123.00	
Test payment (gazebo funding)	- 5.00	
NSF Return Fee	9.00	
Fines distribution	- 110.00	
		<u>142.00</u>

RECONCILED BALANCE	178,684.88
GL BALANCE (3000012700)	<u>178,684.88</u>
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,216.12	Interest
Community Account (Rate .05)	GL BALANCE	<u>3,216.12</u>	\$ 0.14
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	16,670.07	Interest
Community Account (Rate .05)	GL BALANCE	<u>16,670.07</u>	\$ 0.67
	Variance	-	
Cemetery Common Share Account 10499317 (3000013000)	STATEMENT	26.32	Interest
Common Share	GL BALANCE	<u>26.32</u>	\$ -
	Variance	-	
Mayors Memorial Trust Term Account 723112380412 (3000013400)	STATEMENT	1,189.62	Interest
6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	GL BALANCE	<u>1,189.62</u>	\$ 6.35
	Variance	-	

Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,481.12 <u>10,481.12</u> -	Interest \$ 5.31
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	151,350.18 <u>151,350.18</u> -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,580.57 <u>2,580.57</u> -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	57,964.04 <u>57,964.04</u> -	Interest \$ 29.36
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,109.25 <u>1,109.25</u> -	Interest \$ -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	294,867.20 <u>294,867.20</u> -	Interest \$ -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,003.91 <u>10,003.91</u> -	Interest \$ 2.33
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	912.86 <u>912.86</u> -	Interest \$ 0.46
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,184.64 <u>2,184.64</u> -	Interest \$ 0.08
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	1,750.78 <u>1,750.78</u> -	Interest \$ 0.05
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	400,000.00 <u>400,000.00</u> -	Interest \$ -

Date Printed
2022-08-03 10:55 AM

Village of Hussar
List of Accounts for Approval
Batch: 2022-00077 to 2022-00083

Page 1

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
8793	2022-07-22	4 Elements Environment Control	2,152.50
8794	2022-07-22	Armstrong Auto Service	198.30
8795	2022-07-22	AMSC Insurance Services Ltd.	1,560.10
8797	2022-07-22	ClearTech Industries Inc	1,058.15
8798	2022-07-22	Canada Revenue Agency	2,461.17
8799	2022-07-22	Drumheller Equipment Sales & Rentals	403.07
8800	2022-07-22	Data Scavenger Inc.	157.50
8801	2022-07-22	EPCOR Utilities Inc.	4,059.65
8802	2022-07-22	Gleichen Standard Transport	37.34
8803	2022-07-22	Gray's Ltd.,	3,291.59
8804	2022-07-22	Gregg Distributors LP	75.66
8805	2022-07-22	Hussar Municipal Library	500.00
8806	2022-07-22	Hussar Rural Fire Association	9,073.00
8807	2022-07-22	Jepson Petroleum Ltd.	457.16
8808	2022-07-22	JG Water Services	4,393.83
8809	2022-07-22	Local Authorities Pension Plan	589.52
8810	2022-07-22	Minister of Finance	300.00
8811	2022-07-22	Canoe Procurement Group of	568.91
8812	2022-07-22	Silver Branch Jewellery Repair	169.05
8813	2022-07-22	Strathmore Times	105.00
8814	2022-07-22	Telus Communications Inc.	115.08
8815	2022-07-22	Telus	86.00
8816	2022-07-22	Wheatland County	1,151.31
8817	2022-07-22	Wild Rose Assessment Service	490.00
8818	2022-07-22	Y.S.Welding	743.64
8823	2022-07-21	Hussar Summer Daze Committee	241.50
Total Computer Cheque:			41,364.33

Total AP: 41,364.33

Certified Correct This August 3, 2022

Reeve

Administrator

Report Date
2022-08-04 10:55 AM

Village of Hussar
Budgetary Control
For the Period 2022-01-01 - 2022-06-30

Page 1

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
REVENUES						
TAXES						
1000011000 - Municipal Property Taxes			187,017.71	189,814.00	(2,796.29)	1.5-
1000011200 - Alberta School Foundation Taxes			40,415.92	40,415.00	0.92	
1000011300 - Wheatland Lodge Taxes			1,396.54	1,396.00	0.54	
1000011400 - DI Property Tax Requisition			29.55	30.00	(0.45)	1.5-
Total TAXES:			228,859.72	231,655.00	(2,795.28)	1.2-
REVENUE FROM OWN SOURCE						
1000051000 - Property Tax Penalty		4,308.01	4,308.01	10,000.00	(5,691.99)	56.9-
1000054000 - ATCO Gas Franchise Fee		3,369.03	14,043.75	20,000.00	(5,956.25)	29.8-
1000055000 - Return On Investments		22.01	1,056.65	1,000.00	56.65	5.7
Total REVENUE FROM OWN SOURCE:		7,699.05	19,408.41	31,000.00	(11,591.59)	37.4-
ADMINISTRATION REVENUE						
1120041000 - General Services & Supplies		40.00	482.77	500.00	(17.23)	3.5-
1120041100 - Insurance/Lions/Sen/Lib/Ag.Soc.			(160.97)		(160.97)	
1120056000 - Rentals/ Lease Revenue			3,715.04	3,200.00	515.04	16.1
1120084000 - Provincial Operating Grant				24,203.00	(24,203.00)	100.0-
Total ADMINISTRATION REVENUE:		40.00	4,036.84	27,903.00	(23,866.16)	85.5-
RCMP & BYLAW SERVICES						
1260051000 - Animal Licenses		190.00	490.00	400.00	90.00	22.5
1260051500 - Provincial Fines Distribution				160.00	(160.00)	100.0-
Total RCMP & BYLAW SERVICES:		190.00	490.00	560.00	(70.00)	12.5-
PUBLIC WORKS						
1310041000 - PW Services/Supplies				2,000.00	(2,000.00)	100.0-
Total PUBLIC WORKS:				2,000.00	(2,000.00)	100.0-
ROADS & STREET LIGHTS						
1320054000 - Fortis Franchise		6,179.58	19,010.90	27,252.00	(8,241.10)	30.2-
Total ROADS & STREET LIGHTS:		6,179.58	19,010.90	27,252.00	(8,241.10)	30.2-
WATER SUPPLY/DISTRIBUTION						
1410040000 - Water Billing		4,047.00	46,568.99	69,768.00	(23,199.01)	33.3-
1410041000 - Water Services/Supplies			75.00	100.00	(25.00)	25.0-
1410041500 - Bulk Water Sales		95.70	111.95	2,000.00	(1,888.05)	94.4-
1410051000 - Water Penalty		84.94	507.07	1,000.00	(492.93)	49.3-
Total WATER SUPPLY/DISTRIBUTION:		4,227.64	47,263.01	72,868.00	(25,604.99)	35.1-
SANITARY SEWAGE SERVICE						
1420040000 - Sewer Billing		2,840.00	32,679.99	48,960.00	(16,280.01)	33.3-
1420051000 - Sewer Penalty		60.88	449.34	1,000.00	(550.66)	55.1-
Total SANITARY SEWAGE SERVICE:		2,900.88	33,129.33	49,960.00	(16,830.67)	33.7-

Report Date
2022-08-04 10:55 AM

Village of Hussar
Budgetary Control
For the Period 2022-01-01 - 2022-06-30

Page 2

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
SOLID WASTE						
1430040000 - Garbage Collection Billing		1,820.00	19,837.99	31,512.00	(11,674.01)	37.1-
1430051000 - Garbage Collection Penalty		39.31	311.54	500.00	(188.46)	37.7-
Total SOLID WASTE:		1,859.31	20,149.53	32,012.00	(11,862.47)	37.1-
CEMETERY						
1560041000 - Cemetery Revenue		800.00	1,152.38	1,300.00	(147.62)	11.4-
1560055000 - Cemetery Interest		0.65	3.68	5.00	(1.32)	26.4-
1560059000 - Cemetery Donations			860.00	1,000.00	(140.00)	14.0-
Total CEMETERY:		800.65	2,016.06	2,305.00	(288.94)	12.5-
PLANNING & DEVELOPMENT						
1610041000 - Development Permits		75.00	325.00	500.00	(175.00)	35.0-
1610084000 - Provincial Grant				23,000.00	(23,000.00)	100.0-
Total PLANNING & DEVELOPMENT:		75.00	325.00	23,500.00	(23,175.00)	98.6-
PARKS & RECREATION						
1720041000 - Campground Revenue		30.00	5,480.00	12,000.00	(6,520.00)	54.3-
1720056500 - Fish & Game Club Lease				500.00	(500.00)	100.0-
1720081000 - Grants from Others			5,000.00	6,800.00	(1,800.00)	26.5-
5320084000 - Provincial Conditional Grant		150,930.00	150,930.00		150,930.00	
5320085000 - Grants From Local Governments		56,637.54	112,164.54		112,164.54	
Total PARKS & RECREATION:		207,597.54	273,574.54	19,300.00	254,274.54	1317.5
Total REVENUES:		231,569.65	648,263.34	520,315.00	127,948.34	24.6
ASSETS						
Revenue Totals:		231,569.65	648,263.34	520,315.00	127,948.34	24.6
EXPENDITURES						
2000076000 - Alberta School Foundation Requisition		10,103.91	20,207.80	40,415.00	20,207.20	50.0
2000076200 - DI Property Assessment				30.00	30.00	100.0
2000076500 - Wheatland Lodge Requisition			1,396.00	1,396.00		
2000076600 - Royal Canadian Mounted Police Requisitio			5,093.00	6,760.00	1,667.00	24.7
COUNCIL & OTHER LEGISLATIVE						
2110013000 - Council EI Premiums		238.93	442.26	950.00	507.74	53.5
2110014000 - Council Training		213.58	338.58	1,800.00	1,461.42	81.2
2110015000 - Council Honorarium/Per Diem		3,650.00	6,850.00	14,500.00	7,650.00	52.8
2110021000 - Council Mileage & Expenses		986.98	1,285.88	3,000.00	1,714.12	57.1
2110051500 - Donations/Gifts			430.00	1,200.00	770.00	64.2
Total COUNCIL & OTHER LEGISLATIVE:		5,089.49	9,346.72	21,450.00	12,103.28	56.4

Report Date
2022-08-04 10:55 AM

Village of Hussar
Budgetary Control
For the Period 2022-01-01 - 2022-06-30

Page 3

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
GENERAL ADMINISTRATION						
2120011000 - Admin Salaries & Wages		4,644.15	24,572.98	48,200.00	23,627.02	49.0
2120011500 - Contracted Casual Labour			385.00	3,100.00	2,715.00	87.6
2120012000 - AMSC Benefits Employer Contribution		163.55	978.78	2,200.00	1,221.22	55.5
2120012500 - LAPP Employer Contribution		352.46	2,036.44	4,075.00	2,038.56	50.0
2120013000 - Admin CPP/EI Contributions		313.59	1,808.20	3,625.00	1,816.80	50.1
2120014000 - Administration Training		51.31	1,520.71	3,000.00	1,479.29	49.3
2120021000 - Admin Mileage & Expenses		677.50	2,972.13	2,300.00	(672.13)	29.2-
2120021500 - Postage/Courier/Freight		39.79	764.83	1,500.00	735.17	49.0
2120022000 - Advertising		617.30	617.30	1,000.00	382.70	38.3
2120022500 - Memberships			1,493.54	1,800.00	306.46	17.0
2120023000 - Accounting/Audit expense			12,500.00	12,500.00		
2120023500 - Legal Fees				1,500.00	1,500.00	100.0
2120024000 - Assessment Services		466.67	2,800.02	5,600.00	2,799.98	50.0
2120024500 - IT Services/Website		157.80	4,281.79	5,890.00	1,608.21	27.3
2120027000 - Insurance Premiums			5,676.11	6,725.00	1,048.89	15.6
2120051000 - Office Supplies & Services		1,494.70	5,786.13	6,000.00	213.87	3.6
2120054000 - Admin Utilities		295.16	2,074.54	4,250.00	2,175.46	51.2
2120080000 - Admin - Amortization Expenses				560.00	560.00	100.0
Total GENERAL ADMINISTRATION:		9,273.98	70,268.50	113,825.00	43,556.50	38.3
FIRE ASSOCIATION						
2230022500 - Radio License			153.84		(153.84)	
2230076000 - Fire Association Requisition				8,073.00	8,073.00	100.0
2230076500 - Fire Capital Contribution				1,000.00	1,000.00	100.0
Total FIRE ASSOCIATION:			153.84	9,073.00	8,919.16	98.3
EMERGENCY MANAGEMENT						
2240051000 - Emergency Supplies & Services				500.00	500.00	100.0
Total EMERGENCY MANAGEMENT:				500.00	500.00	100.0
AMBULANCE SERVICES						
2250076000 - WADEMSA Requisition			1,520.00	1,520.00		
Total AMBULANCE SERVICES:			1,520.00	1,520.00		
RCMP & BYLAW SERVICES						
2260035000 - Protective Services				550.00	550.00	100.0
Total RCMP & BYLAW SERVICES:				550.00	550.00	100.0
COMMON SERVICES						
2310011000 - Public Works Wages		1,996.58	17,953.11	37,625.00	19,671.89	52.3
2310012000 - Public Works Benefits		389.86	2,534.09	5,070.00	2,535.91	50.0
2310013000 - Public Works CPP/EI		225.99	1,519.15	3,550.00	2,030.85	57.2
2310025000 - Equipment Maintenance		391.38	972.50	3,000.00	2,027.50	67.6

Report Date
2022-08-04 10:55 AM

Village of Hussar
Budgetary Control
For the Period 2022-01-01 - 2022-06-30

Page 4

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2310025500 - Contracted Maintenance			1,019.88	1,500.00	480.12	32.0
2310025600 - Building Maintenance		135.00	7,537.58	8,000.00	462.42	5.8
2310026000 - Equipment Rentals				250.00	250.00	100.0
2310027000 - Insurance Premiums			1,527.98	1,550.00	22.02	1.4
2310035000 - Weed Inspector				360.00	360.00	100.0
2310051000 - PW General Supplies			492.67	4,450.00	3,957.33	88.9
2310051500 - Public Works Tools/Equipment		29.98	631.36	2,250.00	1,618.64	71.9
2310052500 - Cardlock Fuel		246.62	1,373.20	4,000.00	2,626.80	65.7
2310054000 - Public Works Utilites		486.80	3,332.01	5,600.00	2,267.99	40.5
2310077000 - Transfer to Equipment Reserve				10,000.00	10,000.00	100.0
2310080000 - Common - Amortization Expense				7,930.00	7,930.00	100.0
Total COMMON SERVICES:		3,902.21	38,893.53	95,135.00	56,241.47	59.1
ROADS/STREETS						
2320024000 - Roads Maintenance				1,500.00	1,500.00	100.0
2320025000 - Roads Contracted Maintenance		1,224.00	1,224.00	5,500.00	4,276.00	77.8
2320054000 - Utilities - Street Lights		1,631.69	9,983.49	20,500.00	10,516.51	51.3
2320080000 - Roads - Amortization Expense				70,130.00	70,130.00	100.0
Total ROADS/STREETS:		2,855.69	11,207.49	97,630.00	86,422.51	88.5
WATER SUPPLY & DISTRIBUTION						
2410021500 - Water Postage & Freight		59.17	242.10	500.00	257.90	51.6
2410023000 - Water Operations Contract		2,345.44	11,683.77	27,600.00	15,916.23	57.7
2410023500 - Water Testing				250.00	250.00	100.0
2410025000 - Water Contracted Maintenance		564.90	29,314.81	20,000.00	(9,314.81)	46.6-
2410026000 - Lease Payments				3,075.00	3,075.00	100.0
2410027000 - Insurance Premiums			1,575.79	1,580.00	4.21	0.3
2410051000 - Water Services/Supplies			142.21	150.00	7.79	5.2
2410053000 - Treatment Chemicals		426.98	1,631.78	4,800.00	3,168.22	66.0
2410054000 - Water Utilities		1,033.72	9,359.91	13,500.00	4,140.09	30.7
2410080000 - Water - Amortization Expense				38,630.00	38,630.00	100.0
Total WATER SUPPLY & DISTRIBUTION:		4,430.21	53,950.37	110,085.00	56,134.63	51.0
WASTEWATER						
2420023000 - Sewer Operations Contract		586.36	2,920.95	7,000.00	4,079.05	58.3
2420025000 - Contracted Maintenance		125.00	1,838.50	3,500.00	1,661.50	47.5
2420027000 - Insurance Premiums			928.37	930.00	1.63	0.2
2420051000 - Sewer Services/Supplies				120.00	120.00	100.0
2420054000 - Sewer Utilities		294.02	1,586.73	2,600.00	1,013.27	39.0
2420080000 - Sewer - Amortization Expense				22,338.00	22,338.00	100.0
2420083000 - Debenture Interest				965.00	965.00	100.0
Total WASTEWATER:		1,005.38	7,274.55	37,453.00	30,178.45	80.6

Report Date
2022-08-04 10:55 AM

Village of Hussar
Budgetary Control
For the Period 2022-01-01 - 2022-06-30

Page 5

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
GARBAGE COLLECTION/DISPOSAL						
2430011000 - Garbage Collection Wages		224.40	1,668.98	3,510.00	1,841.02	52.5
2430025000 - Transfer Site Maintenance		798.54	2,722.42	7,000.00	4,277.58	61.1
2430035000 - Transfer Site Labour		577.47	2,912.93	7,500.00	4,587.07	61.2
2430054000 - Transfer Site Utilities		37.94	175.49	500.00	324.51	64.9
2430076000 - Drum Solid Waste Requisition			7,877.40	7,880.00	2.60	
2430077000 - Drum Solid Waste Loan Payment 10y			653.76	654.00	0.24	
2430078000 - SAEWA Requisition			93.28	95.00	1.72	1.8
Total GARBAGE COLLECTION/DISPOSAL:		1,638.35	16,104.26	27,139.00	11,034.74	40.7
FAMILY/COMMUNITY SERVICES						
2510076000 - FCSS Requisition				1,320.00	1,320.00	100.0
Total FAMILY/COMMUNITY SERVICES:				1,320.00	1,320.00	100.0
CEMETERY						
2560011000 - Cemetery Wages		56.10	56.10	218.00	161.90	74.3
2560025000 - Cemetery Maintenance				686.00	686.00	100.0
2560051000 - Cemetery Goods & Services		1,264.76	1,264.76	6,000.00	4,735.24	78.9
2560054000 - Cemetery Utilities		68.15	424.17	1,200.00	775.83	64.7
2560080000 - Cemetery Amortization Expense				200.00	200.00	100.0
Total CEMETERY:		1,389.01	1,745.03	8,304.00	6,558.97	79.0
PLANNING & DEVELOPMENT						
2610022000 - Planning & Development Advertising		873.60	873.60	1,000.00	126.40	12.6
2610023000 - Planning & Development Consulting		3,066.00	18,100.08	23,000.00	4,899.92	21.3
2610076000 - Palliser Requisition			2,047.26	2,050.00	2.74	0.1
Total PLANNING & DEVELOPMENT:		3,939.60	21,020.94	26,050.00	5,029.06	19.3
PARKS/RECREATION						
2720011000 - Campground Wages		743.33	743.33	3,855.00	3,111.67	80.7
2720025000 - Campground Maintenance			437.50	5,000.00	4,562.50	91.3
2720027000 - Campground Insurance			337.39	245.00	(92.39)	37.7-
2720051000 - Campground Services & Supplies		24.94	24.94	1,200.00	1,175.06	97.9
2720054000 - Campground Utilities		260.30	2,159.97	4,325.00	2,165.03	50.1
2720080000 - Parks & Rec - Amortization Expense				43,768.00	43,768.00	100.0
Total PARKS/RECREATION:		1,028.57	3,703.13	58,393.00	54,689.87	93.7
ARENA/CURLING RINK						
2730011000 - School ground wages		28.05	28.05	700.00	671.95	96.0
2730025000 - School ground maintenance				1,500.00	1,500.00	100.0
Total ARENA/CURLING RINK:		28.05	28.05	2,200.00	2,171.95	98.7
COMMUNITY SERVICES/CULTURE						
2740076000 - Marigold Requisition			1,123.20	1,125.00	1.80	0.2
2740076500 - Hussar Library Contribution				500.00	500.00	100.0

Report Date
2022-08-04 10:55 AM

Village of Hussar
Budgetary Control
For the Period 2022-01-01 - 2022-06-30

Page 6

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2740080000 - Culture Amortization Expense				1,480.00	1,480.00	100.0
6410023000 - Water Capital Engineering						
6420023000 - Sewer Capital Engineering						
Total COMMUNITY SERVICES/CULTURE:			1,123.20	3,105.00	1,981.80	63.8
Total EXPENDITURES:		44,684.45	263,036.41	662,333.00	399,296.59	60.3
Expense Totals:		44,684.45	263,036.41	662,333.00	399,296.59	60.3
Net Surplus (Deficit):		186,885.20	385,226.93	(142,018.00)	527,244.93	371.3

Accounts Printed: 131

VILLAGE OF HUSSAR
CAO REPORT
August 11, 2022

Annexation

Annexation Application was submitted on July 21, 2022. A PDF Copy was sent to LPRT. Copies were mailed to Wheatland County and the Land and Property Rights Tribunal. PDF also sent to Palliser

AGM was the main focus since I got back from vacation.

FOIP request has been my other focus as that has a 30 day MGA required timeframe

Looking at a power flow collector – Z Trak 5 series for the ride on mower. There has been some damage to windows and siding this year and this would help when using the mower close to the houses near cutting areas and trailers in the campground.



Upcoming Office Closures/Meetings

Monday September 5 – Labour Day (Stat Holiday – Office Closed)

Possible training days:

- Thursday September 8, 2022 (9-2:30) Facility Management
- Wednesday September 14, 2022 (morning) ESS Basics
- Thursday September 15, 2022 (full day) Donation Management
- Wednesday September 28, 2022 (full day) ESS Coordinator
- Thursday October 6, 2022 (full day) RRCP & MAERS

Meeting Date	Resolution #	Resolution	Assigned to	Action/Comment	Date Completed
April 8 2021	2021-04-08-410	continue looking for new and used trucks	CAO	Rockyford has just purchased a bigger truck with sanding unit, they are offering to help. We can consider this in our 2023 budget. Will talk with the CAO to get a quote for them to sand the streets so we can add it to our budget.	ongoing
April 8 2021	2021-04-08-411	village sanding units	CAO	purchase after we know what truck we are getting	ongoing
Jun 10 2021	2021-06-10-454	look into the process to sell lot 6PUL 9 0310282 and subdivide it	CAO/Palliser	This is on hold due to residents complaint letter sent to Municipal Affairs.	on hold
Jun 30 2022	2022-06-30-215	proceed with a subdivision of the land located at 223 3rd Ave W and to begin the process to sell the portion of the lot	CAO/Palliser	This is on hold due to residents complaint letter sent to Municipal Affairs. On hold up to Dec 31, if needed. Speaking with complainant in Delegation Aug 11.	on hold
Oct 14 2021	2021-10-14-570	Armstrong Auto Bay quote to correct the concrete on the North bay that does not require the sidewalk to be removed	CAO	Clay was working with contractor to get a quote	in progress
Feb 3 2022	2022-02-03-031	2 Billion Trees grant application	CAO/Council	Application was not approved.	complete
Feb 3 2022	2022-02-03-039	Public Space privacy and filming legislation	CAO	I am creating a policy for our cameras.	in progress/ on hold
		Compliance Certificate policy	CAO	create a policy for compliance certificates	in progress/ on hold
Jun 30 2022	2022-06-30-214	begin the process of creating an urban Hen Bylaw	CAO	Michelle found other bylaws that I can use to help us create our bylaw, while I was away	in progress/ on hold
Jun 8 2022	2022-06-08-194	Gopher control policy	CAO	Michelle found other policies that I can use to help us create our policy, while I was away	in progress/ on hold
Feb 3 2022	2022-02-03-037	more information on IT services through Alberta Municipalities	CAO	Too expensive currently so MA is looking at having them come up with a program for Villages where once could house the infrastructure and others could access it from there at a cheaper rate. Will contact me in a few months with their proposal	on hold
Mar 17 2022	2022-03-17-093	Bulk Water - quote so we can send notice to residents	CAO/JG	followed up with JG, still waiting for a second quote. Received one so far, followed up to get more quotes	in progress
Mar 17 2022	2022-03-17-094	Possibility of creating a new multi position	CAO	This will be ongoing for a while	on hold
Apr 14 2022	2022-04-14-131	WCB Partnership in injury reduction	CAO/PW	update our health and safety program before applying for COR	on hold
Jun 8 2022	2022-06-08-193	Water research - wells vs. regional water	CAO	this will take time to get answers to all the questions	in progress/on hold
Jun 30 2022	2022-06-30-233	Sundowners letter to transfer building to the community group	CAO	letter sent. Will update once they respond	in progress
Jun 30 2022	2022-06-30-220	Campground grainbin gazebo	CAO/Lorilee	Will begin coordinating the construction of the grain bin gazebo at the campground. Locates will be completed prior to the work being done. Estimated to start after harvest	in progress
Jul 20 2022	2022-07-20-244	create a plan for maintenance and repair and put on our website	CAO/PW	Create a plan to communicate better to the public regarding proper care and maintenance to our taxpayers as well as other important information about things we are working on. Update as needed	on hold
Jul 20 2022	2022-07-20-246	Put forth an offer to the homeowner with provision that liability does not rest with the Village after it has been accepted	CAO	invite resident to discuss the potential offer from council for the repairs	in progress
Jul 20 2022	2022-07-20-247	RPR for school site to determine property lines	CAO	Asked Wheatland County and Golden Hills School Division and neither have a Real Property Report for the property. I have asked the surveyors to quote the cost	in progress
Jul 20 2022	2022-07-20-248	Large Item Pick up	CAO/PW/SS	Has been advertised for Aug 17. Nobody has registered so far	in progress
Jul 20 2022	2022-07-20-249	Letter to palliser to postpone subdivision	CAO	agreement has been signed between us and Palliser to postpone the subdivision up to Dec, 31 if needed.	complete

July P/W Report

- POT hole repairs seem to be holding up very well at this point.
- $\frac{3}{4}$ bucket of rock piles picked up from various points around the village
- Slope behind sites 7+9 at campground removed $\frac{3}{4}$ bucket of asphalt chunks. was hard to cut + whip. This area, should be much easier now.
- Picked up a full trailer of branches + such from campground, play ground and office area.
- Getting caught up with grass cutting + whipping. Carson is doing a good job.
- Working on field around Ball diamonds + gun Club.
- Once tractor work cutting grass is done will start Road + Alley grading work.
- a few repairs on the Ridem Mower this summer. Deck wheel, clutch adjustment for Blade, New Blade housing assy. and New Blades. all good News.
- Have been chipping away at the water plant grass + weeds. about 70% done.
- New Bike rack painted and in place behind Bank.
- Bike Rack from school ground in Shop for painting.

JGwaterservices Montly Summary For July 2022

- July 10, 2022 CL2 pump stopped working, had to clean
- July 14, 2022 Grays dig up ground on 1st Ave to check village line
- July 19, 2022 GIS course refresher.(Trevor and Murray)
- July 19, 2022 Repaired West well shack.(see Pictures)
- July 27, 2022 Michelle phoned, went and checked a leak on 3rd Ave. Put fitting back



Dear Mayor/Reeve and Council,

Over the past months I have been meeting with municipal leaders regarding the provincial government exploration of an Alberta police service. I heard loud and clear that Albertans want to be provided with more information on this topic. To meet this need, we have launched a website www.futureofABpolicing.ca.

I encourage all municipal leaders to visit the website and learn more about how Alberta is part of a growing national conversation on the future of RCMP contract policing, (see <https://www.futureofABpolicing.ca/canadian-context> for the details).

No decisions have been made on whether Alberta will transition to an Alberta provincial police, and Alberta's government is continuing to listen to a wide variety of viewpoints on this topic.

Warm Regards,

On behalf of Honourable Tyler Shandro
Minister of Justice and Solicitor General

204 Legislature Building
10800 - 97 Avenue, Edmonton AB T5K 2B6
Phone (780)-427-2339
ministryofjustice@gov.ab.ca

Community Business Investment Partnership (CBIP)

Collaborative initiative with municipalities for business improvement

What is the Community Business Investment Program (CBIP)?



CBIP is collaborative initiative between CF Wild Rose and its shareholder communities to provide an opportunity for municipalities to invest within their business community.

Through this partnership, municipalities provide their businesses with an interest free grant on loans up to \$10,000 over a three year term.

Municipalities establish their budget to allocate to the program and provide input, guidance and acceptance of eligible projects.

Program Objectives & Potential Project Initiatives?

- Municipalities will develop relationships with their local business community.
- Local businesses will remain competitive in the marketplace resulting in growth and expansion.
- Improve the exterior and interior of businesses.
- Purchase of equipment to increase growth or modernization.
- Technology upgrades (point of sale, e-commerce solutions, website development, etc.)
- Office space improvements.



What will CFWR provide?

CFWR will provide access to capital and will disperse funds in accordance to the eligibility and guidelines established by the municipality. Annual reports and interest statements will be provided and CFWR will collect monthly loan payments and conduct project reviews with participating businesses.

CFWR will create marketing materials for promotional purposes and will post on our website and social media.

Where
COMMERCE
and
COMMUNITY
meet

www.wildrose.albertacf.com

403.934.8888 ext. 3

Wendy Gerbrandt: wendyg@albertacf.com

On behalf of FortisAlberta

ALBERTA MUNICIPALITIES CUSTOMER RECEPTION

We would like to invite you to join us.

Wednesday, Sept. 21, 2022

6 – 10 p.m.

Drinks & Hors d'oeuvres

Dress: Business Casual

Fairmont Palliser, Oak Room

133 9 Avenue SW, Calgary AB

**FORTIS
ALBERTA**

SAD Provincial Crime Gauge

2022 vs. 2021
January to May

Criminal Code Offences



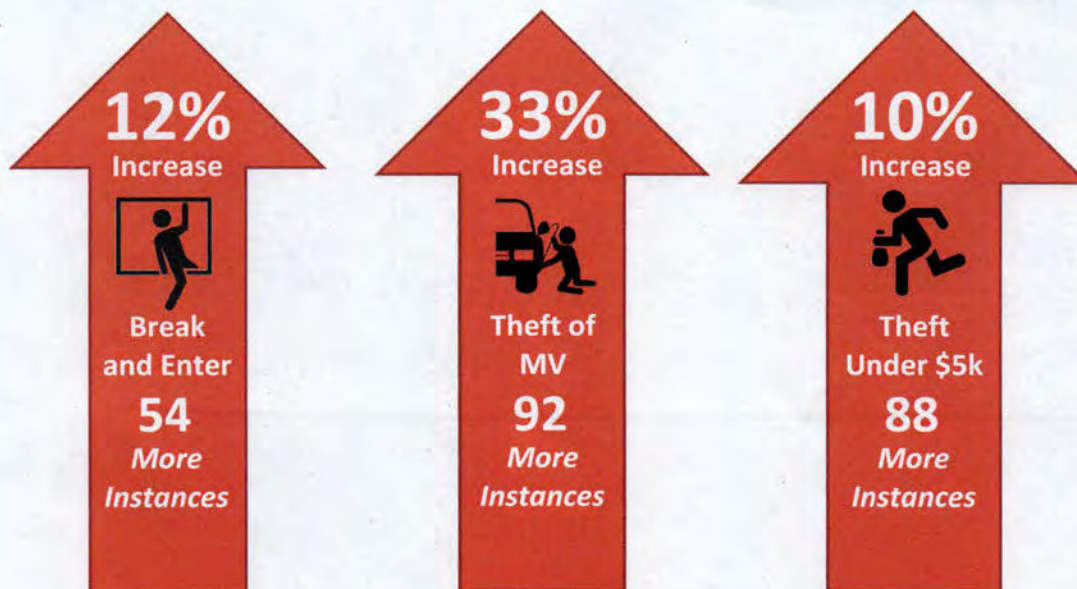
**Total
Criminal Code
Offences:**

<1%

Decrease

When compared to
January to May, 2021

Select Property Crime



Bassano Provincial Crime Gauge

2022 vs. 2021
January to May

Criminal Code Offences



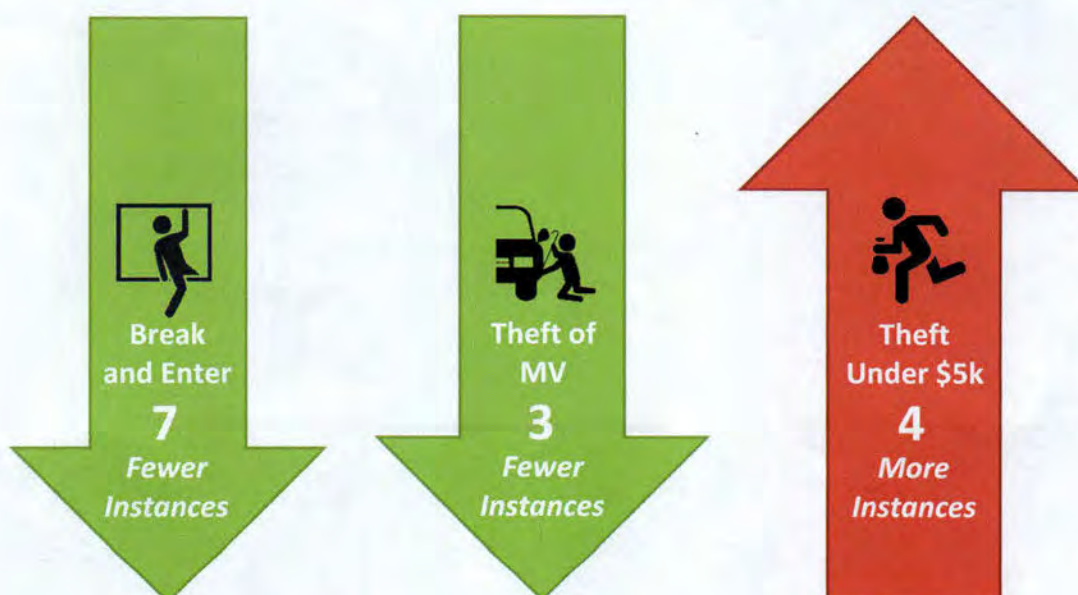
**Total
Criminal Code
Offences:**

35%

Decrease

When compared to
January to May, 2021

Select Property Crime



NOTE: If in both 2020 and 2021 a category had fewer than 20 offences, a percent change is not shown. All numbers without a '%' beside them represent counts.



Bassano Provincial Detachment Crime Statistics (Actual) January to May: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

June 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	1	0	0	0	N/A	N/A	-0.1
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	3	1	2	N/A	100%	0.5
Other Sexual Offences		0	0	2	20	0	N/A	-100%	2.0
Assault		11	7	5	14	4	-64%	-71%	-0.7
Kidnapping/Hostage/Abduction		0	0	1	0	1	N/A	N/A	0.2
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	4	3	3	5	N/A	67%	0.9
Uttering Threats		2	5	6	3	5	150%	67%	0.4
TOTAL PERSONS		13	17	20	41	17	31%	-59%	3.2
Break & Enter		4	15	16	8	1	-75%	-88%	-1.3
Theft of Motor Vehicle		3	2	1	3	0	-100%	-100%	-0.5
Theft Over \$5,000		3	9	0	0	2	-33%	N/A	-1.1
Theft Under \$5,000		9	9	6	5	9	0%	80%	-0.4
Possn Stn Goods		7	2	1	3	2	-71%	-33%	-0.9
Fraud		9	8	5	11	4	-56%	-64%	-0.7
Arson		0	0	0	0	1	N/A	N/A	0.2
Mischief - Damage To Property		0	0	7	9	6	N/A	-33%	2.1
Mischief - Other		9	12	3	7	4	-56%	-43%	-1.5
TOTAL PROPERTY		44	57	39	46	29	-34%	-37%	-4.1
Offensive Weapons		0	0	0	0	4	N/A	N/A	0.8
Disturbing the peace		11	2	3	1	1	-91%	0%	-2.1
Fail to Comply & Breaches		3	10	0	0	4	33%	N/A	-0.8
OTHER CRIMINAL CODE		2	1	3	8	7	250%	-13%	1.7
TOTAL OTHER CRIMINAL CODE		16	13	6	9	16	0%	78%	-0.4
TOTAL CRIMINAL CODE		73	87	65	96	62	-15%	-35%	-1.3



Bassano Provincial Detachment Crime Statistics (Actual) January to May: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

June 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		1	1	0	0	1	0%	N/A	-0.1
TOTAL FEDERAL		1	1	0	0	1	0%	N/A	-0.1
Liquor Act		4	1	1	4	2	-50%	-50%	-0.1
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		5	14	15	7	7	40%	0%	-0.3
Other Provincial Stats		6	23	11	10	10	67%	0%	-0.5
Total Provincial Stats		15	38	27	22	19	27%	-14%	-0.8
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		2	9	1	3	0	-100%	-100%	-1.0
Total Municipal		2	9	1	3	0	-100%	-100%	-1.0
Fatals		1	0	0	0	0	-100%	N/A	-0.2
Injury MVC		6	3	4	3	2	-67%	-33%	-0.8
Property Damage MVC (Reportable)		27	19	12	10	12	-56%	20%	-3.9
Property Damage MVC (Non Reportable)		14	4	4	4	2	-86%	-50%	-2.4
TOTAL MVC		48	26	20	17	16	-67%	-6%	-7.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Total Provincial Traffic		261	240	118	183	141	-46%	-23%	-29.7
Other Traffic		1	4	3	3	5	400%	67%	0.7
Criminal Code Traffic		10	8	7	6	5	-50%	-17%	-1.2
Common Police Activities									
False Alarms		22	4	3	5	2	-91%	-60%	-3.9
False/Abandoned 911 Call and 911 Act		11	7	5	3	1	-91%	-67%	-2.4
Suspicious Person/Vehicle/Property		19	15	15	19	13	-32%	-32%	-0.8
Persons Reported Missing		0	0	2	2	17	N/A	750%	3.6
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		3	13	9	17	11	267%	-35%	2.0
Form 10 (MHA) (Reported)		0	0	3	2	0	N/A	-100%	0.2



Bassano Provincial Detachment Crime Statistics (Actual) May: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

June 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	0	0	1	0	N/A	-100%	0.1
Other Sexual Offences		0	0	2	0	0	N/A	N/A	0.0
Assault		2	4	0	1	0	-100%	-100%	-0.7
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	1	1	1	0	N/A	-100%	0.0
Uttering Threats		0	1	1	1	3	N/A	200%	0.6
TOTAL PERSONS		2	6	4	4	3	50%	-25%	0.0
Break & Enter		1	8	2	1	0	-100%	-100%	-0.9
Theft of Motor Vehicle		2	1	1	0	0	-100%	N/A	-0.5
Theft Over \$5,000		2	8	0	0	1	-50%	N/A	-1.0
Theft Under \$5,000		3	4	1	1	0	-100%	-100%	-0.9
Possn Stn Goods		1	1	0	0	0	-100%	N/A	-0.3
Fraud		2	0	1	3	1	-50%	-67%	0.1
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		0	0	1	2	3	N/A	50%	0.8
Mischief - Other		3	2	0	0	0	-100%	N/A	-0.8
TOTAL PROPERTY		14	24	6	7	5	-64%	-29%	-3.5
Offensive Weapons		0	0	0	0	2	N/A	N/A	0.4
Disturbing the peace		4	1	1	0	0	-100%	N/A	-0.9
Fail to Comply & Breaches		1	3	0	0	1	0%	N/A	-0.3
OTHER CRIMINAL CODE		0	1	0	1	5	N/A	400%	1.0
TOTAL OTHER CRIMINAL CODE		5	5	1	1	8	60%	700%	0.2
TOTAL CRIMINAL CODE		21	35	11	12	16	-24%	33%	-3.3



Bassano Provincial Detachment Crime Statistics (Actual) May: 2018 - 2022

All categories contain "Attempted" and/or "Completed"

June 6, 2022

CATEGORY	Trend	2018	2019	2020	2021	2022	% Change 2018 - 2022	% Change 2021 - 2022	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	0	0	0	0	N/A	N/A	0.0
Liquor Act		2	1	1	0	0	-100%	N/A	-0.5
Cannabis Act		0	0	0	1	0	N/A	-100%	0.1
Mental Health Act		1	3	4	2	2	100%	0%	0.1
Other Provincial Stats		4	10	3	2	3	-25%	50%	-1.0
Total Provincial Stats		7	14	8	5	5	-29%	0%	-1.3
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	3	0	0	0	N/A	N/A	-0.3
Total Municipal		0	3	0	0	0	N/A	N/A	-0.3
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		1	0	1	1	0	-100%	-100%	-0.1
Property Damage MVC (Reportable)		3	3	2	2	2	-33%	0%	-0.3
Property Damage MVC (Non Reportable)		2	0	0	0	1	-50%	N/A	-0.2
TOTAL MVC		6	3	3	3	3	-50%	0%	-0.6
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Total Provincial Traffic		79	64	13	45	31	-61%	-31%	-11.5
Other Traffic		0	0	1	0	0	N/A	N/A	0.0
Criminal Code Traffic		3	7	1	3	1	-67%	-67%	-0.8
Common Police Activities									
False Alarms		3	3	0	1	0	-100%	-100%	-0.8
False/Abandoned 911 Call and 911 Act		1	2	3	0	0	-100%	N/A	-0.4
Suspicious Person/Vehicle/Property		8	6	2	8	2	-75%	-75%	-1.0
Persons Reported Missing		0	0	0	0	9	N/A	N/A	1.8
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		0	4	1	3	3	N/A	0%	0.5
Form 10 (MHA) (Reported)		0	0	0	0	0	N/A	N/A	0.0



Bassano Provincial Detachment Crime Statistics (Actual) January to May: 2018 - 2022

June 6, 2022

All categories contain "Attempted" and/or "Completed"

Category	Trend	2018	2019	2020	2021	2022	FLAG
Theft Motor Vehicle (Total)		3	2	1	3	0	Within Norm
Auto		0	0	0	0	0	Within Norm
Truck		2	1	1	3	0	Within Norm
SUV		1	1	0	0	0	Within Norm
Van		0	0	0	0	0	Within Norm
Motorcycle		0	0	0	0	0	Within Norm
Other		0	0	0	0	0	Within Norm
Take Auto without Consent		0	0	0	0	0	Within Norm
Break and Enter (Total)*		4	15	16	8	1	Within Norm
Business		3	13	9	3	1	Within Norm
Residence		0	1	4	5	0	Within Norm
Cottage or Seasonal Residence		0	0	0	0	0	Within Norm
Other		1	1	3	0	0	Within Norm
Theft Over & Under \$5,000 (Total)		12	18	6	5	11	Within Norm
Theft from a motor vehicle		3	1	1	1	2	Within Norm
Shoplifting		0	1	0	0	0	Within Norm
Mail Theft (includes all Mail offences)		0	1	0	0	0	Within Norm
Theft of bicycle		0	0	0	0	2	Issue
Other Theft		9	15	5	4	7	Within Norm

Mischief To Property		9	12	10	16	10	Within Norm
Suspicious Person/ Vehicle/ Property		19	15	15	19	13	Within Norm
Fail to Comply/Breach		3	10	0	0	4	Within Norm
Wellbeing Check		4	6	9	7	21	Issue
Mental Health Act		5	14	15	7	7	Within Norm
False Alarms		22	4	3	5	2	Within Norm

Traffic	Trend	2018	2019	2020	2021	2022	FLAG
Roadside Suspensions - alcohol related - No grounds to charge*		0	3	2	2	3	Within Norm
Occupant Restraint/Seatbelt Violations*		30	15	0	3	3	Within Norm
Speeding Violations*		109	103	73	111	61	Within Norm
Intersection Related Violations*		12	5	1	3	2	Within Norm
Other Non-Moving Violation*		52	55	20	26	39	Within Norm
Pursuits**		1	1	0	1	1	Within Norm
Other CC Traffic**		3	1	0	1	1	Within Norm

Actual" *Reported"

Categories flagged with "Issue" only indicate that the current number of offences are higher the statistical norm based on previous years.



Bassano Provincial Detachment - Break and Enters (includes unlawfully in a dwelling place)

All categories contain "Attempted" and/or "Completed"

June 6, 2022

June 30, 2021

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	2	1	1	3	1	0	0	0	0	4	0	0
Running Total	2	3	4	7	8	8	8	8	8	12	12	12
Quarter	4			4			0			4		
	2022											
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	0	0	1	0	0							
Running Total	0	0	1	1	1							
Quarter	1			TBD			TBD			TBD		
Year over Year % Change	-100%	-100%	-75%	-86%	-88%							

Bassano Provincial Detachment - Theft of Motor Vehicles (includes taking without consent)

All categories contain "Attempted" and/or "Completed"

June 6, 2022

June 30, 2021

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	0	0	2	0	1	1	0	0	2	0	0
Running Total	1	1	1	3	3	4	5	5	5	7	7	7
Quarter	1			3			1			2		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	0	0	0	0	0							
Running Total	0	0	0	0	0							
Quarter	0			TBD			TBD			TBD		
Year over Year % Change	-100%	-100%	-100%	-100%	-100%							



Bassano Provincial Detachment - Theft Under \$5,000

All categories contain "Attempted" and/or "Completed"

June 6, 2022

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	0	1	2	1	0	3	0	2	1	1	1
Running Total	1	1	2	4	5	5	8	8	10	11	12	13
Quarter	2			3			5			3		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	5	2	1	1	0							
Running Total	5	7	8	9	9							
Quarter	8			TBD			TBD			TBD		
Year over Year % Change	400%	600%	300%	125%	80%							

Bassano Provincial Detachment - Theft from Motor Vehicles

All categories contain "Attempted" and/or "Completed"

June 6, 2022

2021												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	0	0	0	0	0	2	0	1	1	1	0
Running Total	1	1	1	1	1	1	3	3	4	5	6	6
Quarter	1			0			3			2		
2022												
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Actuals	1	1	0	0	0							
Running Total	1	2	2	2	2							
Quarter	2			TBD			TBD			TBD		
Year over Year % Change	0%	100%	100%	100%	100%							

From: Brandy Cox
Deputy Minister

Our File Reference:

Your File Reference:

To: Stakeholders

Date: July 18, 2022

Subject: Government of Alberta (GoA) Mobile Wireless Services Contract and Procurement

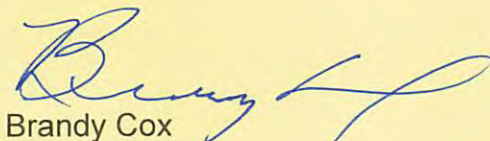
I am writing to inform you that a competitive procurement process is underway to select a vendor to provide wireless services to the GoA. The current 11-year contracts with TELUS and Bell expire on December 31, 2022, and must be replaced to ensure continuity of service.

The types of services provided under the current contracts include mobile wireless devices for purchase and service plans for mobile phones, laptops, and tablets. As you might expect, many public bodies like agencies, boards, commissions, municipalities, school boards, and publicly funded academic, health, and social services entities may have their own contracts with TELUS and Bell.

We expect access to GoA pricing will continue, but we will not know the exact details of the pricing offer until a new vendor is selected and the contract is finalized. However, all users, including entities that accessed GoA pricing, will continue to receive services under the terms defined in their contract.

The Negotiated Request for Proposals closes in late July 2022, and Service Alberta expects to execute a new contract by October 1, 2022, which will provide sufficient time to transition to the new contract.

In the interim, I encourage you to read the attached fact sheet. If you have any questions, please contact Geoffrey Wacowich, Executive Director or Infrastructure and Service Management, Service Alberta, at geoffrey.wacowich@goc.ab.ca.


Brandy Cox

Attachment

Procurement for Government of Alberta Wireless Services

The Government of Alberta (GoA) has issued a Negotiated Request for Proposals (NRFP) to provide interested vendors an opportunity to compete for the government's wireless services business.

Information for government departments and GoA-supported bodies

The current 11-year contracts (TELUS and Bell) to provide wireless services to the GoA expire on December 31, 2022 and must be replaced with a new one. The value of the current contract is approximately \$5.6 million per year and covers more than 20,000 GoA service plans.

To ensure good value for money and to comply with trade agreement obligations, Service Alberta has issued an NRFP to provide interested vendors an opportunity to compete for the business.

The final closing date for the staged NRFP is late July 2022. Service Alberta expects to have a new contract in place in October 2022.

What services are currently provided?

The services and products provided by the two service providers include mobile wireless devices for purchase, service plans (including service plans for third-party laptops, tablets, etc.) and a pay-per-use business model, whereby the device pricing and plan pricing are separate.

The current contract allows other public bodies (government agencies, boards, and commissions (ABCs), as well as school boards, hospitals, post-secondary institutions, and municipalities) to access preferential government pricing for their own contracts.

GoA employees also have the opportunity to access discounted prices for service plans for personal devices.

What the procurement means to ministries and other public-sector bodies

For now, everything is status quo. The existing contracts remain in effect until December 31, 2022. Current users, including other public bodies that may have accessed GoA pricing, will continue to receive services under the terms defined in their contract.

As for what the future looks like, the NRFP is a competitive procurement process. Because the terms of the new agreement will be subject to negotiation, we cannot say for certain what services and benefits will be offered.

The NRFP includes a provision to provide other public bodies (ABCs and municipalities, school boards, and publicly-funded academic, health, and social service entities) with access to GoA pricing, but the details of the offer will not be known until the negotiations are complete and the contract is awarded.

Keeping you informed

Service Alberta will provide updates at significant milestones throughout the NRFP process. To ensure continuity of service, we plan to have the new contract in place by October 1, 2022.

Milestones

May 16	NRFP posted.
June 6	Mandatory screening closing date.
July 22	Final closing date.
July-August	Evaluation and selection process, including vendor presentations, negotiations, etc.
September	Vendor selection and contract approval process.
October 1	Execution of contract. Transition period begins.

To learn more: www.alberta.ca/contract-opportunities-with-the-government-of-alberta.aspx

©2021 Government of Alberta | July 7, 2022 | Service Alberta

Classification: Protected A





UKRAINIAN CANADIAN CONGRESS
ALBERTA PROVINCIAL COUNCIL

КОНГРЕС УКРАЇНЦІВ КАНАДИ
ПРОВІНЦІЙНА РАДА АЛЬБЕРТИ

Date: August 2, 2022

To: Alberta Municipalities

From: Orysia Boychuk, President, Ukrainian Canadian Congress – Alberta Provincial Council

RE: Ukrainian Independence Day 2022 (August 24) & Alberta Ukrainian Canadian Heritage Day 2022 (September 7)

Ukraine's 31st Independence Day is approaching on August 24th, 2022, as well as Ukrainian Heritage Day on September 7, 2022. We would like to thank all the municipalities in Alberta that have acknowledged these important dates by lifting a Ukrainian flag or displaying a banner. This year more than ever it is important to acknowledge these dates and display Alberta's solidarity with Ukraine, those who have newly arrived fleeing the war and the diaspora that has worked tirelessly to assist the Ukrainian Nationals. The war was caused by Russian military aggression and has accounted for many lost lives, damaged infrastructure and displaced Ukrainians.

The Ukrainian Canadian Congress – Alberta Provincial Council (UCC-APC) is inviting all municipalities to raise the Ukrainian Flag, display a banner, or light up significant structures with blue and yellow colors on these 2 important dates. We appreciate all the support so many communities have provided to assist Ukrainians in their home country and on arrival to Alberta.

UCC-APC also encourages short ceremonies where possible and including all ethnic and refugee groups as appropriate. We would also appreciate receiving any photos or short notes about these events. UCC-APC will proudly display these photos on our social media pages and share with our national organization the Ukrainian Canadian Congress to showcase Alberta's commitment to this important cause and that we remain the cradle of Ukrainian settlement in Canada.

Orysia Boychuk, President

UCC-APC