

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, November 9, 2023**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, November 9, 2023, commencing at 7:00 pm

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<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 1 person via conference call 1 person in attendance	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2023-11-09-698	MOVED by Councillor Frank to add item; 6.(h) December Office Closure Dates	CARRIED
<u>DELEGATION</u>	<u>Gordon Armstrong – Masonic Lodge</u>	
2023-11-09-699	MOVED by Councillor Schindel to accept his presentation as information	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>October 12, 2023 Organizational Meeting</u>	
2023-11-09-700	MOVED by Councillor Schindel that the minutes of October 12, 2023 be accepted as presented	CARRIED
	<u>October 12, 2023 Regular Council Meeting</u>	
2023-11-09-701	MOVED by Councillor Schultz that the minutes of October 12, 2023 be accepted as presented	CARRIED
<u>POLICY &amp; BYLAW REVIEW</u>	<u>Bylaw Review</u>	
	• New 553-23 Procedural Bylaw	
2023-11-09-702	MOVED by Councillor Schultz to have First Reading of Bylaw 553-23 Procedural Bylaw	CARRIED
2023-11-09-703	MOVED by Councillor Frank to have Second Reading of Bylaw 553-23 Procedural Bylaw	CARRIED
2023-11-09-704	MOVED by Councillor Frank to bring forth Bylaw 553-23 Procedural Bylaw forward for Third Reading	CARRIED

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2023-11-09-705      MOVED by Councillor Schindel to have Third and Final Reading of Bylaw 553-23 Procedural Bylaw

CARRIED

The following Bylaw was reviewed;

- New 554-23 Garbage Bylaw

2023-11-09-706      MOVED by Councillor Schindel to bring back Bylaw 554-23 Garbage Bylaw with the changes made as discussed

CARRIED

Policy Review

- 5.1 Office Hours of Operation

2023-11-09-707      MOVED by Councillor Schindel regarding Policy 5.1 Office Hours of Operation to make changes to the third sentence under guidelines, to change it from saying "when vacation time is taken by the CAO, when" to striking the comma and "when" from the sentence and replacing it with "or"

CARRIED

- 5.7 Annual Budgeting Process

2023-11-09-708      MOVED by Councillor Schindel regarding Policy 5.7 Annual Budgeting Process, on the seventh point under the operational portion of the annual budget must include, instead of saying "recovery" it should say "recover"

CARRIED

The following Policies were reviewed without changes;

- 6.1 Snow Removal
- 8.1 Health & Safety
- 8.2 Work Alone

BUSINESS

2023-11-09-709

Drumheller Mail – Year in Review

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

CARRIED

2023-11-09-710

Christmas Bonus

MOVED by Councillor Schindel that CAO and Public Works Foreman be provided with an annual bonus in the amount of \$200 payable with a Visa Gift Card

CARRIED

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2023-11-09-711 AMENDMENT to previous motion by Councillor Schindel to include \$50 to our Casual Admin Assistant

CARRIED

2023-11-09-712 MOVED by Councillor Schindel that CAO coordinate a Christmas party for Council, Staff and family at a date to be determined.

CARRIED

2023-11-09-713 Columbarium 2 quotes to review  
MOVED by Councillor Frank to approve the quote option #1 from Sunset in the amount of \$25,274 + GST

CARRIED

Councillor Schultz called Recess at 8:30pm  
Back from Recess

2023-11-09-714 TAXervice – Tax Arrears Recovery Specialists  
MOVED by Councillor Schultz to approve outsourcing tax recovery to TAXervice for the property located at Plan 0810495 Block 2 Lot 9, Certificate Of Title #171257188

CARRIED

2023-11-09-715 December Payroll  
MOVED by Councillor Schultz to pay staff and council payroll on December 22, 2023

CARRIED

2023-11-09-716 ATCO – ULA study  
MOVED by Councillor Schindel to accept as information the ATCO contact for proposed work clearance by ATCO

CARRIED

2023-11-09-717 Commercial Lot Purchase Request  
MOVED by Councillor Frank to put a valuation of \$50,000 plus incurred costs on the proposed lot for sale, and have our CAO consult with Palliser to determine the proper procedure for this public sale

CARRIED

2023-11-09-718 December Christmas Hours  
MOVED by Councillor Schultz that the Village Office will be closed from December 22<sup>nd</sup>, 2023 to January 2<sup>nd</sup> of 2024, and also approve any additional vacation days needed during that closure for that pay period for our CAO

CARRIED

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FINANCIAL  
2023-11-09-719

October 2023 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Frank to accept the October 2023 Bank Reconciliation and Cheque Listing as presented

CARRIED

2023-11-09-720

2024 Budget  
MOVED by Councillor Schindel to accept as information at this time

CARRIED

COMMITTEE  
REPORTS

Tim Frank  
Drumheller District Solid Waste Association met October 26th. Discussions around EPR held. Solid Waste Manager Sonja will help any municipality register for EPR. Budget will be looked at in our November meeting.

Fire Association; Casino was successful. Next meeting November 20th

SAEWA – SAEWA has nothing new to report at this time.

Cemetery Board – Cemetery watering is complete and tank has been drained in readiness for winter. Location stakes are being put in place.

Wheatland Regional Corporation - Budget discussions held, along with Delegation from Redland. Connections to regional water line for Redland residents discussed and approved in principle. Technical discussions will now happen.

Coralee Schindel

WFCSS Board Meeting October 25, 2023. The WFCSS has some new board members since the municipalities held their organizational meetings. Darcy Burke is no longer the primary representative for Rockyford. Councillor April Geeraert will now be representing Rockyford and Darcy as Alternate. The board is sad to see him step back, as he brought a lot of knowledge and experience to the table. We look forward to working alongside Councillor Geeraert. Operations are going well. Senior Power 2023 was a success. With 78 tickets, 15 vendors, 9 speakers, and many wonderful doorprizes. A favorite among many was the Indigenous speaker, Francis Melting Tallow (Indigenous history of Siksika). WREMP Live Exercise held on September 28, we had 7+ ESS representatives at the Reception Centre, Budd from Strathmore FCSS and Crystal were in the ECC room. A great learning exercise and follow up meeting November 2nd. After School Program with WYN - held October 5th at CMJHS. Used Collective Cooking funding to provide some

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Ingredients to teach kids about making a healthy after school snack, chicken wraps. Played some games and provided helpful information to youth aged 11-14 years. ESS Regional Meeting - was held in Canmore September 26th. Lots of information was provided due to the recent wildfires in Alberta. Many policies and resources were reviewed and we may see changes in the near future. Good Food Box - early October saw 43 boxes sold, and 41 for the end of Oct. Meals on Wheels - numbers are up, many clients utilizing the delivery option. Three Hills numbers are up as well. Lunch & Learn was held on Oct 18, we had 15 people in attendance, our topic this month was E-prep presented by Joanne Simpson of AHS Addictions and Mental Health. Community Fee Assistance Program - slight increase in interest of this program. Sent application forms to a couple local sports agencies. Busy time of year and so hard to reach organizations. After some public input some adjustments have been made to the program. Updated information about the program being open to all ages, and parameters. Highly recommend checking out the website and contacting WFCSS with any questions. Collective Cooking - in Standard Nov 4th and they are working on a date for Strathmore at Hope Church. Collective Cooking for 1 is taking place a few locations in Nov. See the flyer or website for details. Compass for the Caregiver - two sessions set for this fall: Sept-Oct and Nov-Dec. Sept had to be cancelled due to no registrations. Elder Abuse Resource Awareness Coalition - Joanne Simpson and Crystal will be presenting IT's Not Right workshops in Wheatland County this upcoming fall. One Nov 14th and another to be announced for January. Social Prescribing for Older Adults - A proposal presented to WFCSS earlier this summer designed to increase the outreach for social workers who have senior clients. Included the social workers from the hospital, PCN, and Strathmore FCSS. It was agreed the program would be huge benefit to the local residents and the Link Worker will be based out of Strathmore FCSS and therefore they will hold the grant funding. UPDATE FOLLOWING OCT 23RD MEETING Womens Conference 2024 - first meeting held Sept 14th. Had 7 organizations in planning. Some great ideas for topics and a keynote already put in place. Tentative April 12, 2024. Wellness Bags - Had a meeting already and 9 organizations interested in planning. Pushing back into January, away from the holidays. ARC is planning a Community Conversation to take place on Wednesday, November 22 at the Strathmore Municipal Library. 5 for Life Book Sale starts soon and donations run until December. Bins are coming. Sale date January 27-28, 2024. Christmas Hamper Society - is in full swing and this year they will not be collecting food from the stores, as this takes away from the Food Bank in the most needed month. They will be focusing on providing hampers filled with enough food to cover

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xmas day breakfast and supper, and toy hampers. WFCSS Grant Applications met with Kim Kueber from FCSSAA , and was assisted in reducing irrelevant information from grant application forms. Will present a revised version in November. FCSSAA Conference - Crystal, Donna and I will be attending Nov 22-24 at West Edmonton Mall Conference Centre. I will be attending Indigenous Relationships & Engagement, Brilliant Boards Masterclass, Value of a Board, and Unicorns of Unity: Increase the Connection of Your Team. We are looking forward with the time spent together, and learning more to serve our community FCSS . Next meeting TBD as our regular meeting falls during the conference.

Les Schultz

Wheatland Housing Management Body... Meeting from October 19th 2023. Still waiting on estimates and specs on the roof repairs needed. A project manager has been hired to look after this as quite a large scope of work is needed. The CUPE Union contract was negotiated and signed and was presented to the Board for its approval and signature as well. Wheatland County representative Shannon Laprise had some comments for the board about the recent governance review that was done. It was a third-party review and has already been sent to the housing minister for the province. Ms. Laprise made the motion to amend the review to show Wheatland County in a more positive light, as this was not our review to change, the motion was defeated. The Action Plan that came from the governance review has already been started by the CAO and some changes made. We also made a motion to cease all legal action against Mr. Ikert which passed. 2 people have been evicted from the Lodge for non-payment of rent, this happened only after exhausting every effort to help them and speaking with the families of the residents. Tough decisions were made by staff after months of trying. Another Special meeting was held on Oct. 24th, 2023. Ended up being a zoom meeting due to the weather. The M3 engineering team was online along with the project manager for the proposed new build project summary. So far everything is moving forward on the assumption that we get the go ahead from the province.

WADEMSA – Wheatland and District Emergency Medical Services Association. Notes from Nov. 2nd, 2023, meeting. (council Nov.9th) Started with an Organizational meeting with Darcy Burke from Rockyford being nominated as Chairman and no others. Richard Wegener from Strathmore was nominated as Vice Chair and no others. Both accepted the positions. Regular meeting was called to order about 15 minutes later. There was no report from the Chair. All Financials

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were accepted as presented. The CAO report was presented and as of Oct. 31st there have been 3069 calls, which is about a 20% decrease from the same period last year. The new ambulances that were ordered come off the assembly line on Nov. 6th and 7th. Crestline does the inspections in Saskatchewan, and they should be all equipped with everything by mid-December. Having some trouble filling the Monday to Friday shifts as it seems some of the staff don't like the 5 on and 2 off shifts. Rob may have to alter it a bit to make it more desirable for members to fill it. Rob is going in for a double hip replacement on November 15th and will be off from work for as long as is needed. We wished him well with recovery. We had some discussion on requisitions for fire dispatch and the recommendation from the CAO was that he didn't see a need for an increase at this time, it's at 8 dollars per Capita at this time. A Bylaw Review Committee was formed to go over the Bylaws and bring back recommendations to the rest of the board. This committee consists of Myself and Rick Laursen from Wheatland County. We can have Adam Sommerfelt from Standard and Denise Peterson review any changes before bringing them back to a future board meeting.

Community Futures Wild Rose... from Nov. 2nd, 2023, for council on Nov.9th, 2023. We started with the organizational meeting. Amber Link from Wheatland County remains as Chair, with Wade Christie from Kneehill County as Vice Chair. Jason Montgomery from Strathmore remained as Treasurer. All other sub committees remained with the same people as well for another year. We moved into the regular meeting with the CAO reporting on many items to do with the head office and a conference she attended. There are currently 11 loans out for a total of \$807,000 dollars. 69 clients have RRRF loans that are due to be paid back soon and staff are dealing with making arrangements with the clients. The financials were presented and accepted and the bottom lines on the loan portfolio monthly report are that there were, 5 loans paid out at \$137,000 and the investment account balance is at \$888,564 and the CFLIP account balance is \$3,738,093. The Draft Procurement Policy is delayed until the new year until they research more and make sure they have it right. Short discussion on the memorial bench that was being planned for Karen Ursu the councillor from Beiseker who passed away. It's planned for along their new walking path but delayed now until spring. The next meeting is December 7th and it is also the Christmas party dinner held at Pizza 249s new location.

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- CAO REPORT  
2023-11-09-721      CAO, Public Works and JG Water Services Reports  
MOVED by Councillor Frank to accept the CAO, Public Works and JG Water Services reports as information  
CARRIED
- 2023-11-09-722      MOVED by Councillor Schultz to extend the meeting to 11:45pm  
CARRIED
- CORRESPONDENCE  
2023-11-09-723      Correspondence  
MOVED by Councillor Schultz to accept the following correspondence as presented;
- (a) Alberta Municipal Working Groups
  - (b) Weed Control Report
  - (c) 2022 Municipal Indicator Results
- CARRIED
- CONFIDENTIAL  
2023-11-09-724      Confidential  
MOVED by Councillor Schultz to go into confidential to discuss the following:
- (a) Request – Permitted Parking (as per s. 17(1) of the *FOIP Act*)
  - (b) Assessment Audit Report – Draft (as per s. 29(1) of the *FOIP Act*)
  - (c) CAO Performance Review (as per s. 17(1) of the *FOIP Act*)
- 2023-11-09-725      MOVED by Councillor Schultz to come out of camera  
CARRIED
- 2023-11-09-726      MOVED by Councillor Schultz to extend for another 15 minutes  
CARRIED
- 2023-11-09-727      MOVED by Councillor Schultz to direct the CAO to pursue requirements involved in issuing permitted parking.  
(Councillor Schindel Abstained from voting) - CARRIED
- 2023-11-09-728      MOVED by Councillor Frank to direct the CAO to explore Trailer parking within the village so we could have a concise and clear policy concerning trailer parking within the village.  
CARRIED



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2023-11-09-729      MOVED by Councillor Schultz to move the Assessment Audit Report Draft and the CAO performance review that we had in confidential to our next meeting

CARRIED

ADJOURNMENT      Adjournment  
2023-11-09-730      MOVED by Councillor Schultz to adjourn at 11:48 pm

CARRIED

These minutes approved this 8 day of February, 2024.

  
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Les Schultz  
Mayor

  
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Elizabeth Santerre  
Chief Administrative Officer