



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, March 13, 2025 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF THE PREVIOUS MINUTES**
  - (a) February 13, 2025 Public Hearing
  - (b) February 13, 2025 Public Hearing
  - (c) February 13, 2025 Regular Council Meeting
- 4. DELEGATION**
  - (a) Brendan Fraser - Summer Daze Committee
  - (b) Luke Panek - YOLO
- 5. POLICY & BYLAW REVIEW**
  - (a) Bylaw Review
    - 566-25 Rates and Fees - Changes
  - (b) Policy Review
    - 5.1 Hours of Operation Policy - Changes
    - 5.6 Tangible Capital Assets
    - 5.8 Donation Policy
    - 5.9 Credit Card Use
    - 5.11 Asset Disposal
    - 5.15 Video Surveillance Policy - Changes
- 6. BUSINESS**
  - (a) Steel River Group
  - (b) Appoint Weed Inspector
  - (c) Animal License Request
- 7. FINANCIAL**
  - (a) February 2025 Bank Reconciliation and Cheque Listing
  - (b) Interim Operating Budget 2025
- 8. COMMITTEE REPORTS**
- 9. CAO, PW & JG Water Services Monthly Reports**
- 10. CORRESPONDENCE**
  - (a) RCMP report
  - (b) Letter from Ric McIver – JUPA
  - (c) Letter from Ric McIver – MAMPLE
  - (d) WHMB Letter – Audit Letter
  - (e) SAEWA - Memorandum of Understanding
  - (f) Wheatland proposed LUB amendment
  - (g) Standard – Letter of Support Frontier Diagnostic
  - (h) Letter from Ric McIver – Provincial Priorities Act
  - (i) Letter from Ric McIver – Budget 2025
  - (j) AB Munis – Budget 2025
  - (k) Letter from Ric McIver – ACP Funding Letter
- 11. CONFIDENTIAL**
  - (a) Hussar Infrastructure Funding Agreement (s. 16(1) of the FOIP Act – Third Party)
- 12. ADJOURNMENT**

Next Meeting: Thursday, April 10, 2025 in Council Chambers

**VILLAGE OF HUSSAR  
PUBLIC MEETING  
MINUTES  
Tuesday, February 13, 2025**

The Public meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday, February 13, 2025, commencing at 6:00 pm

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IN ATTENDANCE

Councillors: Les Schultz, Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)  
1 person online (Tracy from Palliser)

CALL TO ORDER

The meeting was called to order at 6:03 pm

PUBLIC  
DISCUSSION

- MDP Bylaw 531-21 Amendment

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 6:22 pm

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Les Schultz  
Mayor

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Elizabeth Santerre  
Chief Administrative Officer



**VILLAGE OF HUSSAR  
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IN ATTENDANCE

Councillors: Les Schultz, Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)  
1 person online (Tracy from Palliser)

CALL TO ORDER

The meeting was called to order at 6:22 pm

PUBLIC  
DISCUSSION

- Land Use Bylaw 563-24

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 6:42 pm

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

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Les Schultz  
Mayor

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Elizabeth Santerre  
Chief Administrative Officer

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 13, 2025**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, February 13, 2025, commencing at 6:46 pm

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IN ATTENDANCE

Councillors: Les Schultz, Tim Frank and Coralee Schindel  
Elizabeth Santerre (CAO)  
0 via conference call  
1 person in attendance

CALL TO ORDER

The meeting was called to order at 6:46 pm

ACCEPTANCE OF  
AGENDA

Add; under #6. Business, item (i) MPC Training  
under #6. Business, item (j) CAO Vacation

2025-02-13-1133

MOVED by Councillor Frank to accept the Agenda with those additions.  
CARRIED

APPROVAL OF  
MINUTES

January 9, 2025 Regular Council Meeting

2025-02-13-1134

MOVED by Councillor Schindel to accept the minutes as presented.  
CARRIED

POLICY & BYLAW  
REVIEW

Bylaw Review

The following Bylaw was reviewed without changes;

- 542-22 Tax Penalties
- 564-25 Utility Bylaw

2025-02-13-1135

MOVED by Councillor Schultz to give Utility Bylaw 564-25 SECOND Reading.

CARRIED

2025-02-13-1136

MOVED by Councillor Frank to give THIRD and FINAL Reading to Utility Bylaw 564-25.

CARRIED

2025-02-13-1137

• 565-25 Garbage Collection Fees  
MOVED by Councillor Schindel to give SECOND Reading to Bylaw 565-25 the Garbage Collection Fees Bylaw.

CARRIED

2025-02-13-1138

MOVED by Councillor Schultz to give THIRD Reading to Bylaw 565-25 the Garbage Collection Fees Bylaw.

CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 13, 2025**

2025-02-13-1139      MOVED by Councillor Schindel to have our CAO begin the process of adding 2 more non-powered sites number 14 and 15 into our campground as discussed.

CARRIED

2025-02-13-1140      

- 566-25 Rates and Fees

MOVED by Councillor Schindel to make the changes to Bylaw 566-25 Rates and Fees as discussed.

CARRIED

2025-02-13-1141      MOVED by Councillor Schultz to give FIRST Reading to Bylaw 566-25 the Rates and Fees Bylaw.

CARRIED

**DELEGATION**

**Resident - Snow Removal and Sidewalk Questions**

**Policy Review**

The Following Policies were reviewed with changes;

2025-02-13-1142      

- 5.1 Office Hours of Operation

MOVED by Councillor Schultz to make the changes to Policy 5.1 Office Hours of Operation that we discussed and bring back to the next meeting.

CARRIED

2025-02-13-1143      

- 5.15 Video Surveillance

MOVED by Councillor Schindel to make changes to Policy 5.15 Video Surveillance as discussed, to remove the pictures and amend the phrasing on public recording inside the Village Office.

CARRIED

The Following Policies were reviewed without changes;

- 5.4 Procurement
- 5.5 Financial Trust and Reserves
- 5.13 Certificate of Compliance
- 5.14 Community Groups

Councillor Schultz authorizes a 10 minute break from 8:17pm to 8:27

**BUSINESS**

2025-02-13-1144      **Dundas – Trees Letter**  
MOVED by Councillor Schultz to direct the CAO to send a letter to Mr. Dundas as we discussed.

CARRIED



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
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- 2025-02-13-1145      Alberta Association of Police Governance – Membership Conference  
MOVED by Councillor Frank to accept this as information at this time.  
CARRIED
- 2025-02-13-1146      National Standards Waste Survey  
MOVED by Councillor Frank to accept this as information at this time.  
CARRIED
- 2025-02-13-1147      Palliser Email – Municipal Affairs Statutes Amendment Act, 2024  
MOVED by Councillor Schindel to have the CAO make the necessary changes to the procedural bylaw to reflect the changes required by the Municipal Affairs Statutes Amendment Act 2024 and bring back to the April 2025 meeting.  
CARRIED
- 2025-02-13-1148      Letter from Hussar Ag Society  
MOVED by Councillor Schindel to have the letter from the Hussar Ag Society brought back to the meeting following news of our CRISP funding to discuss options.  
CARRIED
- 2025-02-13-1149      SLGM Mountain Refresher Municipal Administration Leadership Workshop  
MOVED by Councillor Schindel to approve the CAO attendance at the Society of Local Government Managers Mountain Refresher Workshop May 13<sup>th</sup> to 16<sup>th</sup> 2025, and apply for the Larry Majesky Bursary.  
CARRIED
- 2025-02-13-1150      MOVED by Councillor Frank to ask Administration to cover the office during the May 13<sup>th</sup> to 15<sup>th</sup>, 2025.  
CARRIED
- 2025-02-13-1151      AMENDMENT by Councillor Schindel to my previous motion regarding approving the CAO attendance and change the date from 2024 to 2025.  
CARRIED
- 2025-02-13-1152      Invitation to Regional Collaboration Meeting  
MOVED by Councillor Schultz to confirm our attendance to the Regional Collaboration Meeting February 26, 2025 for everyone.  
CARRIED
- 2025-02-13-1153      Appointment of the Returning Officer  
MOVED by Councillor Schultz to appoint the CAO Liz Santerre as our Returning Officer for the Village of Hussar.  
CARRIED



VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
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Thursday, February 13, 2025

2025-02-13-1154      MPC Training  
MOVED by Councillor Schindel to have CAO Liz contact Tracy regarding MPC Training potential dates in the evenings after 7pm on the 25<sup>th</sup>, 27<sup>th</sup> and 28<sup>th</sup> of February.

CARRIED

2025-02-13-1155      CAO Vacation  
MOVED by Councillor Schultz to have the CAO take next Thursday February 20<sup>th</sup> as a vacation day and have the Administration Assistant fill in.

CARRIED

FINANCIALS  
2025-02-13-1156      January 2025 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Schultz to accept the January 2025 Bank Reconciliation and Cheque Listing as presented.

CARRIED

2025-02-13-1157      2024 Budgetary Control Q4  
MOVED by Councillor Schultz to accept the Budgetary Control as information.

CARRIED

2025-02-13-1158      2025 Operational Budget  
MOVED by Councillor Schindel to accept the 2025 Operational Budget as information.

CARRIED

COMMITTEE  
REPORTS

Tim Frank

Fire Association – The Hussar Fire Dept. met February 10th. Discussion items included: Using Feradi Donation Funds we have in reserve for new first response AED machines in Village. Fire Chief to reach out to Barb Feradi to see if this is ok. We currently have 6 AED machines in Village, 3 of which need to be replaced. Topic of decoupling Villages Requisition to Mill Rate was brought forward to Board. I reiterated that amount the Village provided to the Fire Association would likely not change. Decoupling the requisition from our Mill Rate just gives the Village more flexibility. Total call volumes for Fire Department in 2024 = 56. 11 Medical, 9 Fire, 8 MVC, 4 Electrical Incidents, 8 Stand downs, and 13 No Response. So far this year we've had 6 calls. Currently Department has 15 members with 4 members being on leaves of absence. Goals for the Fire Department in 2025 include seeing all members getting 50 volunteer hours, being made up of truck checks, Training, Calls, and Meetings.



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
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Wheatland Regional Corp. - Upcoming Board Meeting February 19<sup>th</sup>

The Drumheller Solid Waste Board will meet Thursday February 20<sup>th</sup>

SAWEA – Wheatland County has stepped off of the SAWEA Board. Due to SAWEA's directive that a certain volume of waste must be consigned to this organization. This being impossible since all Waste belongs to Drumheller and District Solid Waste.

Cemetery Board – Nothing to report

Les Schultz

CFWR meeting Feb. 6th, 2025

- A consent agenda was accepted which includes previous meeting minutes and some financials and investment review committee minutes.
- The radio station Strathmore Now news reported on CFWR's Blog post and reported all the information in it. It was a surprise because its a first time for free advertising.
- The loan report says there are 16 loans out right now for a total of \$1,447,475.00. There are 2 loans in arrears and one of them will hinge on the sale of the building to pay arrears, and the other is a youth loan, and the client may send random payments but will not communicate with CFWR by email or phone.
- The renovations on the lower level of the office are approx. \$32,000 over budget at the moment but mostly due to new codes and things that were not factored in the original budget.
- 11 loans have been paid out this fiscal to the amount of \$736,333.00
- The March meeting has been changed from the 6th to the 13<sup>th</sup>, which is our council meeting date, so I will miss that one.
- The May meeting has been changed from the 8th to 22<sup>nd</sup>.

WADEMSA meeting Jan. 28, 2025

- The Chair gave a small report on a zoom meeting that the chair and vice-chair and interim CAO had with AHS. They are still trying to claw back our reserves that we have built up over a number of years, yet there is nowhere in the contract that says they have the ability to do so. They request statements and audits which they should already have but everyone agrees to re-send it all and wait for another response and go from there. Also to have our Auditor send a letter as well that will show everything is being properly done.
- Interim CAO reports that the call volume as of DEC. 31, 2024, was 3002 calls.
- The dispatch upgrade to the system is completed.
- Medic 2 is still not back from repairs after hitting a deer back in Oct. of 2024.
- There was a contract extension negotiated to carry forward until Sept. 30, 2026. And privacy details had



**VILLAGE OF HUSSAR  
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Thursday, February 13, 2025**

to be added to the contract to deal with the issues of ConnectCare that is now used. • Ryan expressed that he is thankful for the opportunity as interim CAO. • Requisition discussion. Currently the per capita rate is at \$8.00 but Donna is going to bring us a more detailed look at the breakdown in numbers for the next meeting before the board decides if the rate needs to be changed due to the higher cost of everything. • Next meeting is Feb. 18, 2025.

Wheatland Housing Management Body  
Meeting held Jan. 16, 2024.

• I joined a regular WHMB meeting by zoom and it worked ok for the most part but a lot of conversation was being missed by both parties as I could hear a couple people clearly, but they were having issues with some mics on the owl system, and I was missing a lot of info. When they went into camera, I just left the meeting. Anything pertinent I will catch up on when I get the minutes from that meeting. I also had 2 other in person, in camera personnel committee meetings during the day and have another on Feb. 14th at 10 AM. dealing with interviews for a Member at Large for the Board. • Also, I have a letter from WHMB that will be sent to the Alberta Ministers of Housing, to be distributed to Council about the stage we are at in the process of the new lodge project.

Coralee Schindel – No Report

2025-02-13-1159      MOVED by Councillor Schultz to accept the Committee Reports as presented.

CARRIED

CAO, PW, TSG  
WATER SERVICES  
REPORT

CAO, PW and TSG Water Services Reports

2025-02-13-1160      MOVED by Councillor Schindel to accept CAO, PW and TSG Water Services Reports as presented.

CARRIED

2025-02-13-1161      MOVED by Councillor Frank to sign the Audited Financials.

CARRIED

2025-02-13-1162      MOVED by Councillor Schultz to extend the meeting to 11:30pm

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
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CORRESPONDENCE The following Correspondence was discussed;

- (a) RCMP monthly Memo
- (b) Marigold
- (c) Letter of Support – Rockyford to Frontier
- (d) ATCO Gas – Franchise Agreement reapprovals
- (e) MP Martin Shields Statement on Re-Election

2025-02-13-1163 MOVED by Councillor Schultz to accept the correspondence as information.

CARRIED

CONFIDENTIAL Confidential

- (a) Hussar Fish and Game Agreement (as per s.16(1) of the *FOIP* Act – Third Party)

2025-02-13-1164 MOVED by Councillor Schultz to go in-camera at 11:03pm

CARRIED

2025-02-13-1165 MOVED by Councillor Schultz to come out of in-camera at 11:29pm

CARRIED

2025-02-13-1166 MOVED by Councillor Schultz to make the changes to the Agreement as discussed and sent to the Hussar Fish and Game for review and signing.

CARRIED

ADJOURNMENT Adjournment  
Councillor Schultz adjourns the meeting at 11:30 pm

These minutes approved this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Les Schultz  
Mayor

\_\_\_\_\_  
Elizabeth Santerre  
Chief Administrative Officer



# Village of Hussar

109 1<sup>st</sup> Avenue East, PO Box 100  
Hussar AB T0J 1S0  
www.villageofhussar.ca



March 6, 2025

Hussar Summer Daze Committee  
PO Box 59  
Hussar AB T0J 1S0

To Whom It May Concern,

**RE: Hussar SummerDaze 2025**

The Village of Hussar authorizes the Hussar Summer Daze Committee to utilize the Recreation areas to be used for Hussar SummerDaze, June 13-15, 2025, with the conditions that the Lions Club are approved for the following:

- Liquor license from AGLC
- Special event insurance

The Village of Hussar also authorizes the temporary closure of all of First and Second Avenues and Second Street West and First Street East for the Parade on Saturday June 14, 2025.

If you have any questions, please contact the Village Office. [office@villageofhussar.ca](mailto:office@villageofhussar.ca) or 403-787-3766.

Regards,

VILLAGE OF HUSSAR

Liz Santerre  
Chief Administrative Officer

## Summer Daze Committee agreement 2025

Council discussed the below terms at the Regular Council Meeting on \_\_\_\_\_, 2025. Council has agreed to allow use of the entire campground and camp kitchen for Friday June 13<sup>th</sup> to Sunday June 15<sup>th</sup>, 2025.

1. \$250.00 Damage Deposit will be paid by the Summer Daze Committee prior to the event. A walk around will be completed before and after the event, photos will be taken. The Damage Deposit will be reimbursed after a walk around with Summer Daze Committee, the Village CAO and Public Works.
2. Public Works will use the ride on mower to cut the ball diamond area. The tractor will be used to cut the field that surrounds the baseball diamonds on the week prior to the event. (Completed by June 13<sup>th</sup>)
3. The cost of having the toilets sucked out prior to the event will be paid by the Village. The Summer Daze Committee will be responsible to suck out the toilets after the event at their own cost.
4. Washrooms – The Village will ensure the washrooms are cleaned out and the scent additive is used prior to the event.
5. Toilet paper and garbage bags will be the responsibility of the Summer Daze Committee.
6. Weed Spraying will be completed by a Certified Sprayer and paid for by the Village.
7. Summer Daze Committee will pay \$\_\_\_\_\_ and \$\_\_\_\_\_ for electrical usage at the grounds for the event weekend. This includes the camp shelter electrical for bouncy castles on Saturday.
8. Gopher control at the baseball diamonds will be provided by the Village. Any further gopher control will be completed by the Summer Daze Committee.
9. No glass – We have a no glass policy
10. Fire Pit – Above ground firepits are allowed (if there are no fire bans in place). A \$50.00 flat fee will be taken from the damage deposit if a firepit is removed from the upper campground. (This fee is for time and equipment needed to move the firepit back to the upper campground).
11. The Gate used for the entrance during the event will be stored offsite after the event
12. Parking is allowed at the Riding Arena and Fire Trucks along the back alley, east of the Sani Dump.
13. On Saturday June 14<sup>th</sup>, 2025 the temporary closure of 1<sup>st</sup> and 2<sup>nd</sup> Avenue and 2<sup>nd</sup> Street West and 1<sup>st</sup> Street East for the Parade. 2<sup>nd</sup> Street West for the Show and Shine.
14. Jan/Feb 2026 we will review the bills and the village cost proposal so that we can come to a solid agreement prior to Summer Daze 2026

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Liz Santerre, CA  
Village of Hussar

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Summer Daze Committee Rep

# SMALL COMMUNITIES, BIG OPPORTUNITIES

## Roadmap to Relocators

Learn more about a personalized approach to get noticed by new relocators and investors, connect with a unique network of other small community managers, and gain support for your housing and infrastructure initiatives.

**See how YOLO Nomads can help give your small community the BIG opportunities it deserves!**





In the conversations we've had with hundreds of economic development managers, council members and mayors of small communities throughout North America — ***we realized a problem they all have in common:***

**Small communities are not getting the resources or attention they deserve to support the growth of new residents.**

**And they're also being underestimated for the vital role they play in helping to solve the housing crisis, while the focus remains mostly on large metropolitan areas.**

For instance, there's plenty of available land for new housing development, but builders are hesitant to invest in smaller towns and villages until they know for certain the houses will be filled.

**Plus, building up the infrastructure to support an influx of new residents requires funding, investments and grants** — something that small communities have to go head-to-head with the big cities for. *(Big cities who have an unmentionable amount more in resources and budgets to allocate to these efforts.)*

Yes, there are thousands of relocators, remote workers and investors moving to smaller communities after the pandemic and the declining quality of life in the big cities.

[www.yolonomads.com](http://www.yolonomads.com)

But welcoming them properly requires dedicated resources to support housing and infrastructure initiatives. It also requires attention given to promoting small communities so new relocators, investors and business owners know the opportunities that exist.

That's why at YOLO Nomads, we've built a community collective to bring small towns, villages and remote regions together who are on the same mission to overcome these issues.

A mission to no longer be overlooked and overshadowed by the big cities. And to prepare small communities to support and attract a new wave of residents.

Most importantly, we're here to help those living in big cities realize there's a better alternative to long commutes, lack of community and rising costs.

**We're excited about the possibility to grow the mission with your community alongside us.** To collaborate together in your initiatives to prepare and promote your community for new residents, as well as support those seeking a better quality of life outside the big cities.



Luke Panek & Patrick Brunelle  
Co-Founders, YOLO Nomads





## Attracting New Residents, Investors & Relocators to Small Communities

NOW is the time to make your community stand out so developers, investors and relocators see it as an amazing option — and not just a name they've never heard of.

Millions in urban centers are feeling stuck and leaving in droves. They're losing hope on their dream of owning a home, raising a family, and being able to enjoy a high quality of life.

Instead, they're looking for smaller cities and towns that offer a sense of community, less traffic, more nature, and more affordable living conditions.

And this mass exodus has been fueled even further thanks to the growth in remote jobs, which make it possible to work from anywhere.

[www.yolonemads.com](http://www.yolonemads.com)

Nearly

# 90%

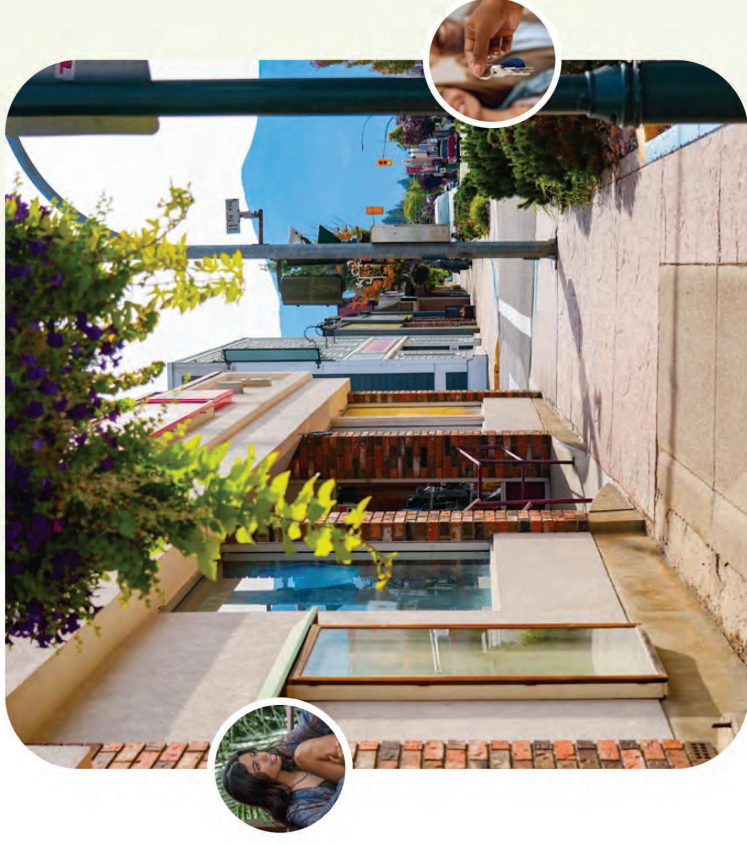
of Canadian renters feel that owning  
a home is out of reach.



(2024 Housing Survey, Habitat for Humanity)

**BUT attracting them to your small community feels a bit like the chicken or the egg scenario:**

- 1) First, you need more housing and infrastructure to support a growing population. This involves securing more government funding, as well as more collaboration from housing developers.
- 2) At the same time, you need more residents in order to support those new housing and infrastructure initiatives. That means you need to actively market your town to reach new relocators, remote workers and investors, so you're not just another name they've never heard of.



We also understand that those working in smaller communities “wear many hats,” where several responsibilities may ladder up to a single role.

Many don't have the dedicated resources or expertise to market their communities properly to reach potential new residents and businesses.

Instead, this often falls to the bottom of the list of priorities behind keeping up with snow removal, park beautification, community events and more.

**The opportunity for growth is  
there for the taking.**



[www.yolonemads.com](http://www.yolonemads.com)

# 61%

of Canadians leaving the big city **are relocating to towns and cities with 10,000 people or less.**

*And that number only continues to grow as more and more employees start working fully remote.*

Source:



Statistics  
Canada

Statistique  
Canada





## Why YOLO Nomads?

With YOLO Nomads, you get access to a **full-stack marketing team** that is ready to help your community **attract new Residents, Investors and Relocators**.

Tap into our combined 50+ years of experience and marketing knowledge, without having to grow your team or hire any new personnel.

We've already **partnered with over 70 small communities in North America** to help introduce an alternative to big city residents.

We'll be sure to apply our marketing expertise, as well as insights we've learned from other community campaigns, to reach the right people for your community.

Plus, you **get access to the network of other small communities looking to partner together on various initiatives** like collective grant writing, sharing consulting services, collaborating together with housing developers, exchanging knowledge and learnings on topics like economic development, and more.

[www.yolonomads.com](http://www.yolonomads.com)





And we also work together with various **regional economic development organizations** who are also focused on quality living in smaller communities, such as:





## Our Mission

Our co-founders, Luke Panek and Patrick Brunelle, are native Canadians who have chosen a similar path for themselves: They're both remote workers who left the city behind to discover a better quality of life in smaller communities.

They started YOLO Nomads as a way to help the millions of others who are tired of big city living to discover there's a better alternative.

## Join the mission

And help us spread the word about small communities filled with big opportunities for relocation, remote work, investment — and an overall better quality of life!

[www.yolonomads.com](http://www.yolonomads.com)



## What We Offer: 3 Options to Collaborate

We offer the following **3 OPTIONS to collaborate together** and help you prepare and promote your community to attract potential new Residents, Investors and Businesses.



**OPTION 1:**  
Marketing Package  
  
**\$1,950 USD** (Annual Fee)  
+ \$2,000 (one-time setup fee)



**OPTION 2:**  
Map Package  
  
**\$1,950 USD** (Annual Fee)  
+ \$2,000 (one-time setup fee)



**BEST VALUE!**

**OPTION 3:**  
Map + Marketing Package  
  
**\$1,950 USD** (Annual Fee)  
+ \$3,500 (one-time setup fee)

## OPTION 1: Marketing Package

### WHAT'S INCLUDED:

We'll build a custom community marketing campaign to promote your community.

This package centers around **creating a custom Community Hubpage and Relocation Guide PDF** to collect new leads for your community, which highlights a specific topic(s) of your choice, such as relocation incentives, investment or new business opportunities, real estate, reasons to visit, and more.

[www.yolonomads.com](http://www.yolonomads.com)

We'll then activate a custom strategy to promote your Hubpage and Relocation Guide through various marketing avenues, including:

- ✓ Social media advertising
- ✓ Blog articles
- ✓ Press release
- ✓ Social media posts
- ✓ Email campaigns
- ✓ Dedicated landing page for your Relocation Guide





## Timeline & Getting Started

**Marketing Projects Timeline:** 3 Months  
**Ads Timeline:** Ongoing (beginning in Month 3)

Here are details of  
what you can expect:

### WEEKS 2-4:

#### Community Hubpage + Relocation Guide Creation

We'll get started right away on the content for your Community Hubpage and Relocation Guide. You'll receive an email within 3 weeks of your first info call to review these items together and discuss next steps.

### WEEKS 3 & 4:

#### Relocation Guide + Hubpage Design

Once we have your approval on the content, we'll move forward with the designed Relocation Guide PDF and your Community Hubpage design.

MONTH 1

### WEEK 1:

#### Info Gathering Call

This is the official project kick-off where we'll gather details to create your custom Relocation Guide PDF and Community Hubpage. We'll discuss strategy and what you'd like to include in each.

MONTH 2

### WEEKS 1 & 2:

#### Your Feedback

We've built in 2 weeks for you to review and approve your Community Hubpage and Relocation Guide content.

### WEEKS 1 & 2:

#### Additional Marketing Assets Creation

We'll create content for your custom Social Media Ads, Hubpage/Blog Articles, Press Release, Social Media Posts, and the Email Sequence and Landing Page for your Relocation Guide.

MONTH 3

### WEEK 4 & ONGOING:

#### Ads Published + Metrics Review Call(s)

We'll publish your first set of ads, based on the approved strategy and budget. As each new set of ads runs, we'll share a detailed metrics report on a call together.

You can choose to run as many Facebook & Instagram ads as you like!

### WEEK 3:

#### Marketing Assets Review + Ad Launch Call

We'll send you a detailed email with links to all of your community marketing assets, and we'll set up a call to review together. We'll also confirm your recommended ad strategy (Facebook & Instagram) on this call, including content, budget and targeted cities.

*We recommend inviting anyone from your team who helps with marketing or social media to participate on this call.*

**\*If you need more time to share with different members of your team, no problem! We can adjust the timeline as necessary.**

## OPTION 2: Map Package

### WHAT'S INCLUDED:

We can also support your community through the development of an **Interactive Community Map**.

Your professional Community Map goes beyond what Google Maps offers, and is a great resource for current and potential new residents. You'll be able to include as many listings and businesses as you'd like — with customizable features that you won't find on any other map!

We'll work with you to embed the Map on any website(s) of your choice.

And since many users access the Map on-the-go, we'll be sure the experience is optimized for mobile and tablet devices, in addition to desktop.

[www.yolonemads.com](http://www.yolonemads.com)

Choose the categories you'd like to highlight in your Interactive Map, including:

- ✓ Sights and attractions
- ✓ Accommodations
- ✓ Parks and trails
- ✓ Emergency services
- ✓ Indigenous-owned businesses
- ✓ Restaurants
- ✓ Festivals and events



## Timeline & Getting Started

Map Timeline: 1.5 Months

Here are details of what you can expect:



### MONTH 1

#### WEEK 1:

##### Info Gathering Call

This is the official project kick-off where we'll gather details to create your custom Interactive Map. We'll discuss the filters, listings, businesses and attractions you'd like to include.

#### WEEKS 2-4:

##### Map Setup + Review Call

We'll get started right away on setting up the first 50-75 listings for your Map. You'll receive an email within 3 weeks of your first info call to review your Map together and discuss any changes you'd like to make.

We'll also give you training on how to add listings, and provide you with a personalized email you can send to local businesses to set up their own listings.



### MONTH 2

#### WEEKS 1 & 2:

##### Map Finalization + Step-by-Step Call to Add to Your Website

We'll update the Map with any final changes requested. You'll also have time to add any additional listings you'd like using the Add-a-Business tool.

Once you're ready to launch your Community Map, we'll schedule a call to walk you through step-by-step how to add it to the website of your choice.

**\*Keep in mind you can still continue to add listings even once your Map is live!**

[www.yolonemads.com](http://www.yolonemads.com)

**BEST VALUE!**

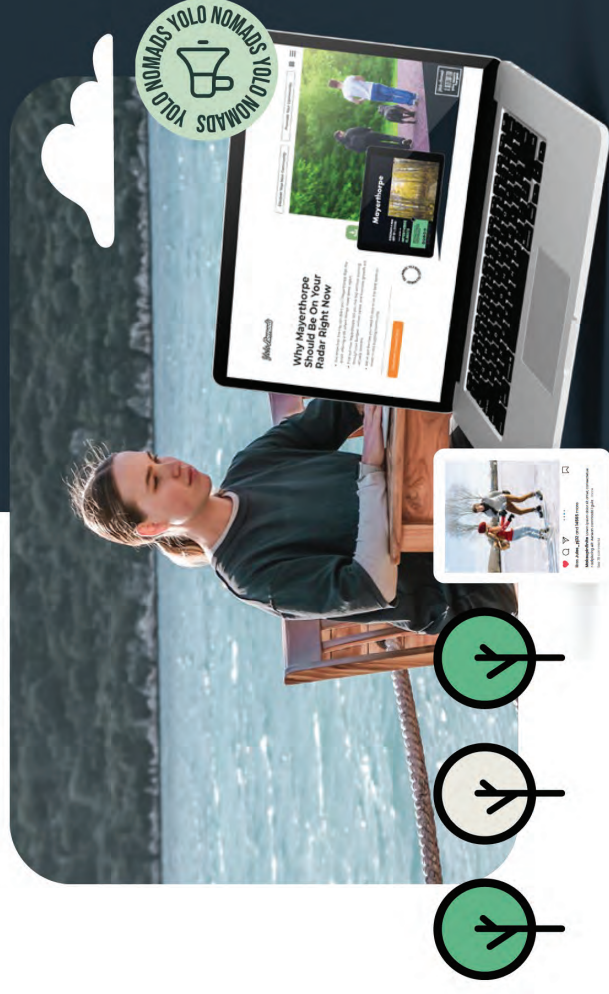
## OPTION 3:

### Map + Marketing Package

#### WHAT'S INCLUDED:

This package gives you the best of both worlds! You'll receive everything from Option #1 and Option #2, including the custom community marketing campaign and interactive map.

[www.yolonomads.com](http://www.yolonomads.com)





## Timeline & Getting Started

**Marketing Projects + Map Timeline:** 3 Months  
**Ads Timeline:** Ongoing (beginning in Month 3)

Here are details of  
what you can expect:

### WEEKS 2-4:

#### Community Hubpage & Relocation Guide Creation AND Map Setup

We'll get started right away on the content for your Community Hubpage and Relocation Guide. We'll also set up the first 50-75 listings for your Community Map.

You'll receive an email within 3 weeks of your first info call to review these items together and discuss next steps. We'll also train you on how to add listings to your Map, and provide you with a personalized email you can send to local businesses to set up their own listings.

### WEEKS 3 & 4:

#### Relocation Guide + Hubpage Design

Once we have your approval on the content, we'll move forward with the designed Relocation Guide PDF and your Community Hubpage design.

At the same time, we'll create content for your custom Social Media Ads, Hubpage/Blog Articles, Press Release, Social Media Posts, and the Email Sequence and Landing Page for your Relocation Guide.

### WEEK 3:

#### Marketing Assets Review + Ad Launch Call

We'll send you a detailed email with links to all of your community marketing assets, and we'll set up a call to review together. We'll also confirm your recommended ad strategy (Facebook & Instagram) on this call, including content, budget and targeted cities.

*We recommend inviting anyone from your team who helps with marketing or social media to participate on this call.*

### END OF MONTH 3 & ONGOING:

#### Ads Published + Metrics Review Call(s)

We'll publish your first set of ads, based on the approved strategy and budget. As each new set of ads runs, we'll share a detailed metrics report on a call together.

You can choose to run as many Facebook & Instagram ads as you like!

### WEEK 1:

#### Info Gathering Call (Marketing Campaign + Map)

This is the official project kick-off where we'll gather details to create your custom Relocation Guide, Community Hubpage and Interactive Map. We'll discuss strategy and what you'd like to include in each.

### WEEKS 1 & 2:

#### Your Feedback

We've built in 2 weeks for you to review and approve your Community Hubpage and Relocation Guide content, as well as your initial Map listings.

### WEEKS 1 & 2:

#### Additional Marketing Assets Creation

We'll create content for your custom Social Media Ads, Hubpage/Blog Articles, Press Release, Social Media Posts, and the Email Sequence and Landing Page for your Relocation Guide.

### WEEK 4:

#### Map Finalization + Step-by-Step Call to Add to Your Website

We'll update the Map with any final changes requested. You'll also have time to add any additional listings you'd like using the Add-a-Business tool.

Once you're ready to launch your Community Map, we'll schedule a call to walk you through step-by-step how to add it to the website(s) of your choice.

*Keep in mind you can still continue to add listings even once your Map is live!*

**\*If you need more time to share with different members of your team, no problem! We can adjust the timeline as necessary.**

[www.yolonemads.com](http://www.yolonemads.com)



## Getting Started & Next Steps

Once you've chosen your preferred option from our 3 packages, getting started is quick and easy!

**Here are next steps to officially launch our partnership together**

### **STEP 1:**

#### **Sign the agreement**

We'll send you a link to review and sign the contract agreement digitally, which details everything that is included in your selected package.

Once you've submitted the document, we'll schedule the project kickoff call within 24 hours of receiving your agreement

### **STEP 2:**

#### **Complete your payment**

You have 90 days after signing the agreement to submit your payment. If you complete your payment within 30 days, we'll apply a 10% discount off the total amount for your first year.

You can submit your payment one of the following ways:  
bank/wire transfer or credit card.

*(In special circumstances, we'll also accept a physical paper check.)*

We're really excited to get things started. If you have any questions, please don't hesitate to contact us at [luke@volonomads.com](mailto:luke@volonomads.com).

Thank you again for being part of the mission to promote a better quality of life and help the millions who are tired of big city living discover there's a better alternative.

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**Looking forward to working together!**

Luke and Patrick



# Village Prices (same for Multi Village Package)

## Discount For Villages

### Professional Marketing Package #1

**\$1,950 USD/YEAR**

+ \$500 one-time setup fee

DOES NOT INCLUDE AD SPEND

BOOK A DISCOVERY CALL

- ✓ Social Ads Management
- ✓ Create one custom lead asset
- ✓ Professional Community HUB Page setup
- ✓ Promote your HUB in newsletter
- ✓ Three blog articles a year positioning your community in front of locals and visitors
- ✓ Press release copy and publishing
- ✓ Quarterly meeting to present strategy metrics

### Interactive Map Package #2

**\$1,950 USD/YEAR**

+ \$500 one-time setup fee

BOOK A DISCOVERY CALL

- ✓ Fully customizable interactive map
- ✓ Embed your map on any website
- ✓ Optimized for mobile users
- ✓ Customize your map filters: attractions, parks/trails, accommodations & more!
- ✓ Full-service setup, no coding needed!

[CLICK TO SEE LIVE MAP EXAMPLE](#)



### Marketing Pack + Interactive Map

**\$1,950 USD/YEAR**

+ \$1000 one-time setup fee

BOOK A DISCOVERY CALL

DOES NOT INCLUDE AD SPEND

- ✓ Fully customizable interactive map
- ✓ Social Ads Management
- ✓ Create one custom lead asset
- ✓ Professional Community HUB Page setup
- ✓ Promote your HUB in newsletter
- ✓ Three blog articles a year positioning your community in front of locals and visitors
- ✓ Press release copy and publishing
- ✓ Quarterly meeting to present strategy metrics



Includes everything from Package #1 and #2!

*Yolo Nomads*



**FROM WINDING  
RIVERS TO  
ECONOMIC POTENTIAL:**

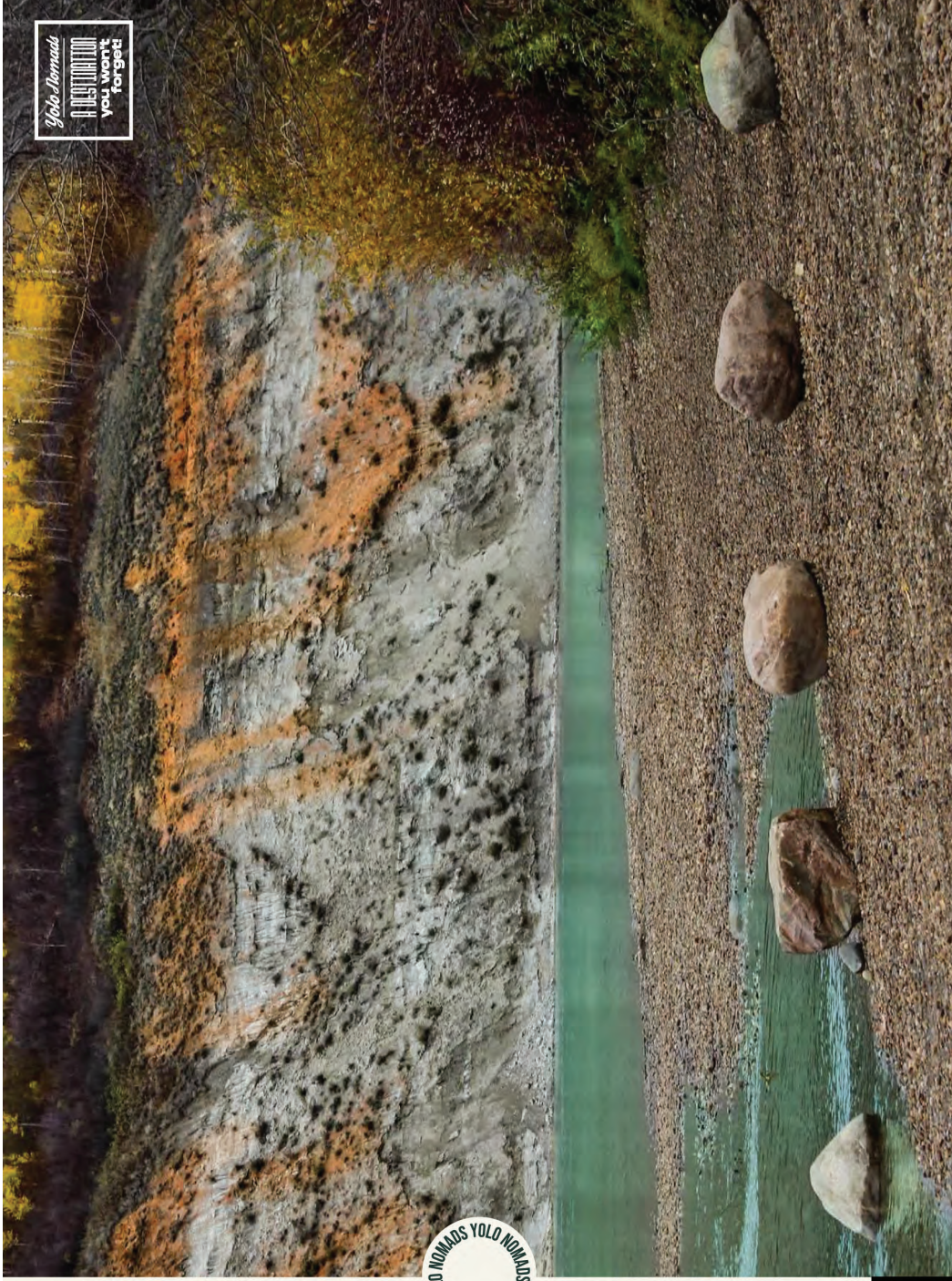
**The Year-Round**

# **GUIDE**

**TO DEVON**



Step into Devon, Alberta for outdoor fun,  
delightful sun-soaked summers, and beautiful winters!



*Yolo Nomads*  
A destination  
you won't  
forget!



# You only Live once

Don't wait for adventure to find you... it's on you to seek it out.

Go and look for a new experience in the vast and scenic landscape of the Alberta countryside!

Feeling like you're trapped in the concrete jungle? Craving the freedom of wide open spaces?

Then **Devon** is the perfect fit for you.

In our modern age of instant gratification and smartphone addiction, certain timeless treasures have slipped our grasp.

But don't worry. Transformative, soul-stirring experiences can still be found.

**You just need to look in the right places.**







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# What Makes Devon Special?

## Devon Quick Facts

- **Province:** Alberta
- **Population:** 6,545 people
- **Time zone:** Mountain time
- **Elevation:** 709m
- **Founded in:** 1947
- **Territory:** Treaty 6 territory, a traditional meeting grounds, gathering place and traveling route of the Cree, Saulteaux, Blackfoot, Métis, Dene and Nakota Sioux.

Situated within Leduc County, on the southern bank of the North Saskatchewan River, Devon is a charming town where quality of life is a top priority.

A spectacular botanical garden, a 348-acre nature reserve, and numerous public parks ensure that nature is at the forefront of life in Devon. Connecting to nature and with each other—is an integral part of the local culture.

Devon is a place where people take the time to say hello to each other and establish meaningful connections. It's a place where neighbors become friends and friends feel like family.

For Devonians, community matters and this is reflected in many of the programs and events that make up daily life in the town.

For those lucky enough to call Devon home, it allows them to establish a more natural pace of living. In Devon, you'll find not only the time but also the opportunities to explore the great outdoors, to be active, to invest in the community, and to create meaningful traditions with your family.

It's where everyone can find their niche, supported by excellent schools, healthcare, and affordable housing.

If you're living in a big city, then you know the challenges in trying to live your best life.





## The challenges of Urban Life

Big cities are not what they used to be.

**Inflation:** Residents grapple with the relentless rise in living costs, making daily expenses a constant battle.

**Crime Rates:** An uptick in urban crime creates an undercurrent of unease that shadows city living.

**Housing Prices:** Skyrocketing costs for cramped spaces are making the dream of comfortable living and family planning an urban mirage.

**Overcrowding:** The struggle for personal space is real in the city's crowded streets and packed public spaces.

**Nature Deficit:** The concrete jungle overshadows green spaces, leaving a yearning for natural surroundings unfulfilled.

**Stressful Lifestyles:** The fast-paced urban hustle leaves little room for relaxation, putting mental well-being on the line.



## So, why Devon?

Situated less than 30 km from the City of Edmonton, the Town of Devon offers all of the benefits of small-town living, without being completely disconnected from the perks of an urban environment.

**Connection:** Various initiatives, events, and programs aim to foster this sense of connection within the community.

**Safety:** With crime rates significantly below the provincial average, Devon is a very safe place to call home.

**Affordability:** Devon's prices are, on average, 54% lower than the national average, making homeownership opportunities affordable.

**Natural beauty:** Besides the river itself, residents benefit from a network of trails in the river valley and various natural forests.

**Outdoor lifestyle:** Regular outdoor activity is a way of life in Devon, thanks to its advantageous location.

**Business-friendly environment:** Plenty of innovative ways to collaborate with the business community and promote entrepreneurship.

**Location:** Devon is bordered by highways 60 and 19, connecting to major transportation routes.



# Getting to Devon

## From Edmonton International Airport:

While there is not, as yet, a dedicated bus route from Edmonton International Airport to Devon, it is relatively easy to get to the town from the airport. You can either rent a car or hire a taxi.

**Car rental agencies** - there are eight of them at the airport - are located on the ground level of the parkade, outside Door 8.

Edmonton International Airport also has service agreements with **several taxi companies**. You can catch a taxi outside Door 9 on the arrivals level. If you prefer to use a rideshare provider such as Uber, you can meet your driver next to the rideshare banner outside Door 10.

## From Edmonton:

There are no direct bus routes from Edmonton to Devon; however, it is fairly simple to catch an **Uber**. The average cost for this trip is around \$42. You could also rent a car in Edmonton.

Whether you are traveling in your own car or a rented car, getting to Devon from Edmonton is fairly straightforward.

From West Edmonton, take Highway 16 to Highway 60 (exit 371) and then travel south. From South Edmonton, take Highway 2 south to Highway 19 (exit 525) and then travel west.

## Getting around:

The town of Devon is easily walkable, but you will need a car if you want to travel to any nearby attractions or towns.





# Where to Have Fun in Devon

Whether you're a nature-lover or sports enthusiast, you're bound to find something to pique your interest in and around Devon.

## Step into paradise...

The magnificent [University of Alberta Botanic Garden](#), 5 km north of Devon on Highway 60, is a floral paradise. This 240-acre garden features collections of lilacs, lilies, peonies, and roses and three indoor showhouses.

The Japanese-inspired garden created in the kaiyou style or the newly-completed Mughal-style contemplative Aga Khan Garden are the perfect places to search for inner peace and tranquility.

Near the botanical garden, you'll find the [Clifford E. Lee Nature Sanctuary](#) - a 348-acre reserve that is maintained by volunteers and can be accessed freely all year round.

The sanctuary's established trails allow you to explore a variety of natural habitats where you can catch a glimpse of some of the birds and animals that call this park home.





## Enjoy nature's playground

Devon is home to a picturesque 18-hole golf course—the [Devon Golf and Conference Center](#)—that is transformed into cross-country ski trails in the winter months. After playing a round of golf, you can stop off at the Greens Restaurant and Patio for a well-earned beer or meal.

If you're something of an adrenaline junkie, you'll love the fact that the environs around Devon offer both skiing and water-skiing!

**Situated just 15km away from Devon is the largest and most popular ski and snowboarding resort in the greater Edmonton area.**

[Rabbit Hill Snow Resort](#) has over 40 acres of ski and snowboard trails, a tube park and extensive snowmaking and grooming equipment.

For skiing of a different kind, the [Shalom Water Park](#)—just east of Devon—has a huge man-made lake and excellent water-skiing facilities.



Another attraction close to Devon that adds excitement to the area is Rad Torque. Previously known as the Castrol Raceway, [Rad Torque](#) is a 320-acre motorsport complex situated close to Edmonton International Airport.

During the racing season, Rad Torque hosts various popular events including Monster Truck Throwdown, Rocky Mountain Nationals and Hot August Night (the largest Jet Car event in Canada).



# Where to stay

During the summer season, the [Devon Lions Campground](#) is a popular destination. This popular campground offers a range of camping facilities, including washrooms and a laundromat, to ensure a comfortable stay.

Long weekends and monthly sites book up quickly at the campsite, so be sure to plan your stay in advance!

If you want to visit Devon during the winter season, there are two affordable hotels in town – the [Key West Inn](#) and the Devon Hotel.

If you prefer something a little more cozy and personal, we recommend the Devon Riverside Bed & Breakfast or the Devonian Way Bed & Breakfast.

**Be sure also to check out a range of [Airbnb options in the area!](#)**





# How to Stay Active in Devon

In the city, physical activity requires way too much planning and time (especially with all the commuting). You have to fit it into your schedule and find somewhere—often indoors—to do it. In Devon, physical activity is just a way of life.

## **Staying active is easy when it is fun.**

Paddle down the Saskatchewan River, go skating in the park with your kids, or play with your dog at Devon's dedicated dog park. There's also a network of multi-use nature trails on your doorstep, and a host of dedicated sporting associations just waiting to welcome you into their ranks.



## Sporting associations that you can join in Devon include:

- [Parkland Walkers](#)
- [Devon Bicycle Association](#)
- [Devon Nordic Ski Club](#)
- [Parkland Racers Ski Club](#)
- [Devon Slow Miler Run Club](#)

## There is also a yoga studio and a Tae Kwon Do club!

Devon is a community that values physical activity and social interaction. As such, it has a range of sporting facilities that sports enthusiasts of all ages can use.

## These include:

- Several soccer fields for team sports and recreational play.
- Three basketball courts.
- Four outdoor tennis courts.
- Ball diamonds - Paragon Ballpark or the single diamond on River Drive - for baseball and softball players.
- The Devon Community Pool - a seasonal outdoor facility offering a 25-meter pool and a wading pool for children.
- A skate park.
- Riverview Bike Park, which includes a wooden skills area, pump track and dirt jumps.

The town also boasts the Dale Fisher Arena, which is home to the Devon Minor Hockey Association, Devon Skating Club, NAX Hockey Academy, and the Barons Men's League.

Throughout the fall and winter, the residents can take advantage of free public skating at certain times of the day. The arena is being expanded to include a second sheet of ice, allowing it to host larger regional and/or international tournaments.





# Top 10 Summer Activities for the Family

Long summer days in Devon provide the perfect opportunity to create happy, lasting memories with your family. And what better way to do this than by exploring Devon's natural resources?

Picnic in the park

Gone fishing

Hike the River Valley Trails

Try summer tubing at Rabbit Hill

Go river tubing!

Back on the saddle

Paddle from Devon to Edmonton

Go water skiing

Take a guided river tour

Visit the Farmers' Market





## 1 Picnic in the park

Pack a basket full of your favorite treats, grab a blanket, and head to Centennial Park or Devon Voyageur Park, where picnic tables and benches make outdoor eating easy. Soak up the sunshine while your kids engage in some fun water play at the Devon Spray Park.

## 2 Hike the River Valley Trails

Hiking is a great way to instill in your children a love of both nature and physical activity. As part of the [River Valley Alliance](#), Devon has more than 24 km of trails crisscrossing the river valley and town, and it is working towards connecting the entirety of the North Saskatchewan River Valley with nature trails.

The difficulty levels of the trails vary, so you are sure to find something that suits your family. Check out the [AllTrails website](#) for trail maps, reviews, and photos from 20 scenic trails in the Devon area.

## 3 Paddle from Devon to Edmonton

If you have older kids and are looking for a slightly more vigorous river-based activity, you can paddle from Devon to Edmonton in a canoe or kayak. Depending on the river's flow and your level of skill or fitness, the trip usually takes between four and six hours.

Check out [Canoeheads](#) or [Totem Outfitters](#) for canoe rental options.

## 4 Go river tubing!

Trust us, your kids will love this activity, and given that it will keep everyone occupied for a couple of hours without too much effort, you will too. River tubing—which involves lounging in an inflatable tube as you drift down the river—is a great way to explore the North Saskatchewan River on a hot summer's day.

[River Lifestyle Co.](#) is a local company in Devon that rents out river tubing equipment. You can choose between two float options. The shorter route, which lasts about an hour, begins at Voyageur Park and finishes at Devon Lions Campground.

The longer route lasts two to three hours, begins at a private property location about a 15-minute drive from Devon, and finishes at the campground.

## 5 Take a guided river tour

A guided river tour is a great way to learn more about the North Saskatchewan River and the creatures that live in or alongside it. As an added bonus, you don't have to paddle!

[Black Gold River Tours](#) is a Devon-based company that offers a variety of tours and packages.



## 6 Back on the saddle

Once you've honed your bike skills at the Riverview Bike Park, you'll be ready to take on Devon's varied biking trails.

The Devon Bicycle Association works with the Town of Devon to build new biking trails and maintain the existing community trails.

The club hosts regular group rides throughout the main riding seasons and runs a yearly youth mountain-biking program.

## 7 Try summer tubing at Rabbit Hill

Think ski resorts are only a winter thing? Think again. In 2023, the Rabbit Hill Snow Resort started running a summer tubing activity every weekend in the summer months. This adrenaline-packed activity is bound to please your kids. The days are divided up into two-hour slots, and during your slot, you are entitled to unlimited tubing.

To avoid disappointment, it is best to reserve your tickets in advance.

## 8 Go water skiing

When you live close to one of the top ten water-ski facilities in the world, you've got to learn how to ski. Trust us, you'll want to return once you've been to the 40-acre Shalom Park just east of Devon. Again and again.

This family-friendly park offers Learn to Ski camps for those who are just beginning and for those who want to brush up their skills.

## 9 Gone fishing

Not surprisingly, given the proximity to the Saskatchewan River, fishing is a much-loved pastime in Devon. Coldeye, Shorthead Redhorse, Walleye, and White Suckers are among the species you can hope to catch in the region.

Popular spots to cast your line include Devon Bridge, Devon Lions Campground, and Devon Voyageur Park.

The Jim Nelson Memorial Trout Pond, stocked twice a year by the Devon Fish & Game Club, is also a good place to go fishing.

## 10 Visit the Farmers' Market

The whole family will enjoy going to the farmers' market and one of the perks of living in the countryside is that you may very well know the farmers!

Every Thursday afternoon during the summer season, the Devon Lions Farmers Market offers a wide selection of local goods. These include locally grown vegetables, fresh produce, baked goods, farm-raised eggs, handmade jewelry, and clothing.



# Top 10 Winter Activities for the Family

While snuggling up under a plaid in front of a roaring fire is one of the undeniable pleasures of winter, you can't do that the whole winter. Sub-zero temperatures are no excuse to stay indoors!

Bundle up warmly and grab your skates or skis...

Ice skating in the park

Try fat biking

Hit the hills

Movie night!

Take in the lights

Carve up the slopes

Cross-country skiing or snowshoeing

Get to know the town and its history

Game nights

Celebrate Christmas in the park





### 1 Ice skating in the park

Ice skating is a treasured feature of Devon's winter culture, and there are several places where you can skate for free. In addition to the Dale Fisher Arena—where the rink is open to the public during certain hours—the community also offers a full-size outdoor rink for leisurely skating that can be used freely by all until 10 pm.

Additional outdoor rinks are in Centennial Park and the Ravines housing division.

### 2 Hit the hills

Okay, more specifically, we're talking about the hill in River Valley East at the bottom of the golf course road where everyone goes tobogganing in winter. Pack in a thermos of hot chocolate and some snacks because you might be there for a while.

Climbing repeatedly up the hill is totally worth the thrill of the descent!

### 3 Take in the lights

Brighten up your winter nights by taking a drive to the nearby **Rad Torque** motorsport complex. During winter, Rad Torque puts on a Christmas lights display known as the Canadian Tire Magic of Lights. This drive-through experience features 2.5 km of festive LED-lighted displays and animations.

### 4 Cross-country skiing or snowshoeing

There's nothing quite like strapping on a pair of skis or snowshoes to appreciate a snow-covered landscape's silence and glistening beauty.

Devon is a popular spot for Nordic skiing thanks to a **network of groomed trails** that stretch over an expansive area that includes the golf course and Devon Lions Campground. The trails, which can be used freely by both novice and experienced skiers, are maintained by volunteers from the **Devon Nordic Ski Club**.





## 5 Game nights

Ready to prove to your family that you are the ultimate property mogul who has no problem buying up hotels? You're on! We're talking about Monopoly, of course.

The town of Devon regularly hosts family game nights at the [Devon Community Centre](#). There's a huge variety of games to choose from, including your old favorites, new puzzles, and cooperative games.

Game nights are free, so feel free to drop in anytime!

## 6 Try fat biking

Riding bikes is an activity that the whole family can do together and there is no reason why this should stop in winter. Fat biking is a wonderful way to enjoy Devon's snow-covered multi-use trails.

[The Devon Bicycle Association](#), which hosts an annual fat biking race, puts in a lot of effort to groom and pack the trails throughout the winter season so that they are bike ready.

You don't need to own your own bike to try fat biking.

[Shift Happens Bicycle Repair](#) in Devon rents out fat bikes and related equipment. Check out this [Trailforks page](#) to learn more about Devon's fat biking routes.

## 7 Movie night!

Okay, technically, you'll be going to the library, but we promise there will be a movie involved. On select Saturdays, the Devon Public Library screens a movie on its big screen. The whole family can go for free, and the library even throws in some popcorn and refreshments! You can register ahead of time on the library [website](#).

## 8 Carve up the slopes

With the largest and most popular ski and snowboarding resort in the greater Edmonton area just 1.5km away, skiing is likely to become one of your family's preferred winter activities.

With over 40 acres of ski and snowboard trails, [Rabbit Hill Snow Resort](#) caters to skiers of every level of expertise.





## 9 Get to know the town and its history

Being part of a small town means knowing its history and sharing in the collective identity of the town.

[The Devon Historical Society](#) collects facts, photographs, stories, and artifacts that tell the story of Devon's past.

These collections are in the [Devon Historical Museum](#), which is managed by the historical society. Exhibits include old photographs, historical uniforms, sports equipment, and a distinctive silver collection.

## 10 Celebrate Christmas in the park

Ready to make new traditions with your family? For kids, few things beat Christmas tradition, and Devon knows how to get into the festive spirit.

Over the festive period, Devon Lions Campground is transformed into a Christmas wonderland with lights, decorations, storytelling, hot chocolate, maple syrup taffy, horse-drawn sleigh rides, and a visit from Santa!





# Local Hidden Gems

## Eat, Drink, & Explore!

In addition to a number of well-known Canadian restaurants and fast-food franchises—such as A&W, Boston Pizza, Dairy Queen, Domino Pizza, Subway, and Tim Hortons—Devon is also home to much-loved local eateries that you won't find elsewhere.

Eat like a local and grab a hearty homemade breakfast at Norma Dee's Kitchen!

For lunch, try some authentic Thai food from [\*\*Phalika's Thai Food Truck\*\*](#) or English-style fish-and-chips from [\*\*Superior Fish & Chips\*\*](#). For dinner, you can't beat the all-you-can-eat buffet at [\*\*Taste of China\*\*](#) on a Friday or Saturday evening.

If there's a big hockey game on, you'll likely find the locals gathered to watch it at [\*\*Marci's Bar Grill Pizza\*\*](#). The atmosphere is great, and there's also likely to be a special on the chicken wings and beer!



## The Best Local Shops

If you're looking for nourishment for the soul, look no further than **2 Ravenz Metaphysical**, where you can stock up on crystals, candles, essential oils, and tinctures. Owner Jo-Dean also offers various healing services such as reflexology, reiki, crystal healing, flower therapy, and spiritual life coaching.

At the nearby **Mainstreet Mud**, you can pick up one-of-a-kind pottery items and learn how to create your own from the studio's owners, Sally and Sylvia.

You'll find more local art and artisans at the Artisan Market, which is hosted by the **Devon Arts Society** at the Devon Community Center on the second Sunday of every month.





# Why Devon is Great for Families

Before moving to a new town, you want to be sure that your kids will be okay. You want to know not only if the town offers decent schooling and facilities but also whether your kids will manage to fit in, find new friends, and flourish.

Devon checks all the boxes.

## Quality education for all-round development

In Devon, your child can attend school from kindergarten through grade 12.

The public schools are part of the Black Gold School Division, which focuses on a well-rounded educational experience that includes extracurricular activities such as music, theater, niche clubs, sports, and community involvement.

In addition to the [Robina Baker Elementary School](#) and [Riverview Middle School](#), the Devon community is also home to two private, faith-based schools, [the Holy Spirit Catholic School](#) and the [Devon Christian School](#). From grade 10, students can attend [John Malan High School](#).

Once your children have finished high school, they will have access to some of Canada's top post-secondary institutions, such as the University of Alberta, Northern Alberta Institute of Technology, and MacEwan University, all within 30 minutes of Devon.



## Encouraging healthy, active lifestyles

Participation in sports contributes to your child's social, mental, and physical well-being. In Devon, your kids will have no trouble finding sporting activities they enjoy.

Options include:

- [Figure skating](#)
- [Minor league baseball](#)
- [Minor league hockey](#)
- [Soccer](#)
- [Rhythmics](#)
- [Ballet and dance](#)
- [Swimming](#)



The Town of Devon strongly emphasizes creating an inclusive community where all residents can lead healthy, active lives regardless of their economic circumstances. As such, a number of programs are available to help parents pay for sporting activities.

- **The Participation Fund:** This fund provides financial assistance—up to \$250 per family per year—for programs run by the Town of Devon. Families who receive AISH, EI, or Alberta child/adult health benefits are automatically eligible for this assistance.
- **Canadian Tire Jumpstart Funding:** A community-based charitable program, Canadian Tire Jumpstart® provides financial assistance to those in need so that children between the ages of 4 and 18 can participate in organized sports and recreation such as hockey, dance, soccer and swimming.
- **KidSport Funding:** This organization provides financial assistance to families in need to help to pay for sport registration fees and equipment costs.



## Opportunities to build social connections

Modern society's increase in virtual social networks makes it harder for children to develop real social connections and skills. It has become increasingly difficult for parents to ensure that their children spend less time glued to their screens and more time discovering the world.

Through a variety of programs, the Town of Devon provides opportunities for children to not only explore their passions but also create a network of nurturing social connections.



## Children who are socially connected are happier and healthier.

The town produces a seasonal recreation program guide that provides you with information about all the events and programs planned for the season.

You can find the guides on the [town website](#).

**The Devon Public Library** has a regular program of events and clubs for children and teens. These include a weekly family storytime session for young children and an after-school activity program (think Lego club, crafts, and book parties) for children over the age of six.

For teenagers, the **Local Youth Experience** provides a space for connection and inspiration. Clubs and programs, which are developed based on interests, cover everything from arts to athletics to cooking... and it's completely free!

## Top amenities and facilities

In addition to top-notch schools, parks and sporting facilities, Devon boasts all the facilities and services you would expect from a much larger town.

It is home to **Devon General Hospital** - a 21-bed acute- and continuing-care facility that includes an emergency department and laboratory and radiology services.

The town has a full-service Royal Canadian Mounted Police (RCMP) detachment that is very active in the community. Comprising eight RCMP members and three support staff, the Devon RCMP Detachment runs various initiatives related to crime prevention, community engagement, and education.

Citizens on Patrol is a volunteer-based organization that works closely with the Devon RCMP to enhance policing and public safety.

Devon also has its own fire department, which is made up of a well-trained group of about 35 dedicated volunteers. These volunteers provide fire protection, rescue and education to the residents of Devon.

**The Devon Public Library** offers so much more to the community of Devon than books, media and social activities.

It also runs the **Community Adult Learning Program**, which allows residents and newcomers to develop:

- **Employability skills**
- **Literacy skills (including digital literacy)**
- **English language learning**
- **Life skills such as preparing and filing your income taxes**

Dedicated and experienced educators teach the classes, and the relaxed, non-threatening learning environment helps mature learners thrive.

**Newcomers to the community who don't speak English as a first language can benefit from conversation classes, language assessments, and preparation for immigration exams.**





# Discovering community in Devon

Devon is a special place to call home, and one key reason for this is that, for Devonians, community matters.

Residents make a concerted effort to get to know each other through a program called [Neighborly Devon](#).

This program, which encourages social interactions between neighbors, is based on the concept that socially connected neighborhoods feel safer, are healthier, and are happier.

For more information about Neighborly Devon, contact Ki Wilson, Family & Community Support Coordinator, at P: 780-987-8325 or E: [FCSS@devon.ca](mailto:FCSS@devon.ca).

There are also several community groups and organizations that you can join. The [Town of Devon website](#) has a directory of all the local organizations.



## Events & Festivals

The community bonds formed through neighborhood parties, sporting association, and cultural groups are strengthened by community events such as:

- **Devon Days:** a five-day family carnival in June.
- **Canada Day Celebrations:** a celebration in Centennial Park with live music, games and a fireworks display.
- **Devon Music Jam and Dance:** a monthly event at the Devon Lions Campground where the whole family can enjoy local music and dancing.
- **Family Halloween Dance:** a spooky intergenerational dance party complete with decorations, dancing and games.





# Top Job Prospects in the Area

While Devon offers many opportunities to improve your quality of life, you might be wondering how it compares from an economic perspective.

Will you be able to start that dream business or find a job in Devon? Yes, and yes. And with a focus on work-life balance, Devon is a top destination for advancing your economic prospects.

In 2018, the average total household income in Devon was \$116,210, which was 6.8% higher than the provincial average.

According to **statistics from 2021**, the employment rate in the town is 59%, with an unemployment rate of 10%.

The town's proximity to Edmonton means that, regardless of your skill set and occupation, you are likely to find work relatively near home. Two-thirds of Devonians have a short commute to work within Edmonton's metro region.



## Top labor sectors in Devon

In addition to construction, the top labor sectors in Devon include public administration, professional, scientific, and technical services, accommodation and food services, and retail trade.

The Devon Industrial Park, which is situated at the junction of highways 60 and 19, is home to:

- A provincial research and development center.
- Oil and gas supply chain.
- Light manufacturing.
- Transportation, energy and innovation companies.
- An expanding supply/service sector.

The provincial research and development center, which employs approximately 130 people, is focused on developing new technology to reduce the environmental impact of fossil fuels.

Based on existing enterprises, there is an opportunity in manufacturing subsectors—in supply components and production facilities—that would add value to the business community.

The town [website](#) has information about commercial properties available for sale or lease.

The tourism sector in Devon is growing, and there are opportunities for entrepreneurs to create businesses that provide visitors with unique experiences related to the river valley and trail system.

While Devon is home to many restaurants, the accommodation facilities available could be developed further. If you've considered running a B&B or opening a boutique hotel, this may be the opportunity you have been looking for.





## Location, location, location

From an economic perspective, one of Devon's key strengths is its location. The town is strategically situated between the Leduc/Nisku and Acheson Industrial Parks and is bordered by two major transportation highways—highways 60 and 19.

The town's proximity to Edmonton International Airport allows easy access to air cargo services, including 11 airlines, eight integrated couriers, freighter carriers, three independent cargo handlers, more than 40 freight forwarders and customs brokers, and six cargo-handling terminals.

## Business-friendly policies

The economic focus of the Town of Devon centers on land development, commercial retail expansion, and fostering entrepreneurship. Construction is one of the major job sectors in Devon, and in 2023, major construction projects in the area were carried out for \$18.5 million.

The Town of Devon has no business tax to encourage business development and entrepreneurship. It also has particularly low residential and non-residential municipal tax rates and low utility costs (including gas, water, and sewerage).



# calling Devon Home

## Tips for relocating

### 1. Get familiar with the town

You've got this far in our guide, so you're already well on your way. In an ideal world, you'll get the chance to visit Devon before moving there, but if this is not the case, you can still get a feel for the town by scouring the town's [website](#) and [social media pages](#).

### 2. Find a new home

Finding a new home can be a daunting task... especially if you don't live in the community. Get started by looking at property listings online.



When looking at properties, consider the following questions:

- Is it within your budget?
- Does it cover your needs?
- Is it near to facilities that are important to you?
- Do you like the feel of the neighborhood?

Devon has a wide span of homes containing three to four bedrooms, and there are a number of new housing developments in Devon to suit various needs. Over the past year, the average single-family home in Devon sold for \$480,000.

Remember that you don't need to buy straight away. If you cannot visit Devon before moving to the town, renting a property may be more reasonable while you get settled.

Ready to get started? Real estate agents operating in Devon include:

- [Justin Griffith's Real Estate](#)
- [Jordan & Associates](#)
- [Royal LePage](#)
- [Move Faster](#)
- [Realtor](#)
- [Alquinn Homes](#)



### 3. Plan your move

Whether you are moving across the province or across the country, relocation involves a lot of planning and administration.

- Keep a checklist of everything you need to do before, during, and after the move.
- Label all your boxes clearly so you'll know where to find things when unpacking.
- Keep important documents and personal items separate to access them easily.
- Before you move, make eating and sleeping arrangements for the day—or days—following your arrival.

### 4. Get involved

The sooner you get involved in your new community, the easier the transition will be. If they don't do it first, introduce yourself to your neighbors when you arrive. You can be certain that you'll receive a warm welcome in Devon.

No need to wait until you've moved to Devon to touch base with the school your child will attend or to sign up for clubs or associations.

Drop them an email or call them to let them know you'll join the community.

You can find contact details for all the local associations on the Devon [website](#).



## Important resources

As a resident of Devon, you can benefit from a number of important resources and services, many of which are offered at little or no cost.

**Services offered** include short-term support for individuals or families experiencing major life stress or change such as a separation, divorce or loss.

This program also helps families in need of parenting strategies or budgeting advice.

Devon Family & Community Support Services (FCSS) offers several programs to support mental well-being, including subsidized counselling and workshops. **The Devon FCSS Facebook page** provides information about upcoming events and programs.

The Town of Devon also participates in the Canadian Volunteer Income Tax Program and, as such, offers residents who are required to submit simple tax returns with a **free tax service** every year between March and April.

Another service you'll quickly get used to?

Devon has its **OWN APP** that allows residents to submit service requests—such as complaints about potholes, noise or trail issues—directly to the town.





## Let's Get in Touch contacting Devon

If you are considering investing in Devon or making it your new home, don't hesitate to contact the town.

Email: [info@devon.com](mailto:info@devon.com)  
Phone: 780-987-8300

**Physical address:**  
Municipal Office Contact

Town of Devon Municipal Office  
1 Columbia Avenue West  
Devon, AB T9G 1A1



Discover more enchanting destinations like

**Devon**

by visiting

**YOLO Nomads!**

**BYLAW 566-25**  
**VILLAGE OF HUSSAR**

**BEING A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF  
ALBERTA FOR THE PURPOSE OF ESTABLISHING FEES, RATES, AND CHARGES  
FOR SERVICES PROVIDED BY THE MUNICIPALITY**

WHEREAS It is necessary to establish rules and provisions to regulate the licensing and control of animals in the Village of Hussar.

NOW THEREFORE pursuant to the Municipal Government Act (2000) M-26 and all amendments thereto, the Municipal Council of the Village of Hussar in the Province of Alberta hereby enacts as follows:

**1. SECTION 1 – SHORT TITLE**

1.1 This Bylaw may be known as the “Fees, Rates, and Charges Bylaw”.

**2. SECTION 2 – GENERAL**

2.1 The fees, rates, and charges contained in Schedule “A” and forming part of this Bylaw, shall be the fees, rates, and charges in effect for the provision of goods and services stated.

2.2 Schedule “A” may be amended from time to time by bylaw and any such amendment shall form part of this Bylaw.

**3. SECTION 3 – SEVERABILITY**

3.1 It is the intention of Council that each separate provision of this Bylaw shall be deemed independent of all other provisions herein and it is the further intention of Council that if any provision of this Bylaw is declared invalid, all other provisions hereof shall remain valid and enforceable.



#### **4. SECTION 4 – REPEAL & ENACTMENT**

4.1 Bylaw 558-24 is hereby repealed.

4.2 This Bylaw shall come into full force upon third and final reading, and be effective \_\_\_\_\_ unless otherwise indicated in Schedule “A”.

Read a First time this 13 day of February, 2025

Read a Second time this \_\_\_\_ day of \_\_\_\_\_, 2025

Read a Third time this \_\_\_\_ day of \_\_\_\_\_, 2025

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
CAO

## Schedule A - Fee Schedule

### ADMINISTRATIVE and PUBLIC WORKS

#### Information Requests

General Administration	\$30 /hour
FOIP Act	\$ 25 /request
FOIP Records Retrieval/preparation	\$ 30 /hour

#### NSF Chques

1st NSF Cheque	\$ 30 /each
2nd NSF Cheque	\$ 50 /each

No further will be accepted

#### Photocopying, etc. (Policy 5.2)

Per Page	\$ 0.25 /page
Council Meeting Package	\$ 10 /each
Council Meeting Package	\$ 20 /each
Printed Land Use Bylaw	\$ 10 /each

#### Taxes

Tax Penalty (July 1)	12%
Tax Penalty (January 1)	12%
Tax Certificate	\$ 40 /each
Tax Assessment Appeals	\$ 50 /each
Tax Recovery	Actual Cost + \$30/hr Admin Fee
Advertise for Tax Sale (per roll number)	Actual Cost + \$30/hr Admin Fee

Hawker Peddler's License	\$ 50 /each
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Title Search	\$ 10 /each
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Mowing of Private Lots Due to Unsightly Premise	\$ 125 /hour
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### ANIMAL LICENSES (Animal Control Bylaw)

Annual License Fee Spayed/Neutered Animal (First 2 Animals)	\$ 15 /each
Annual License Fee Unaltered Animal (First 2 Animals)	\$ 30 /each
Annual License Fee Third Animal (Spayed/Neutered)	\$ 60 /each
Annual License Fee Third Animal (Unaltered)	\$ 100 /each
Annual License Fee for Transitional Animal (Spayed/Neutered)	\$ 200 /each
Annual License Fee for Transitional Animal (Unaltered)	\$ 250 /each
Bylaw Services - Public Request	\$ -

### CAMPGROUND (Policy)

#### Powered Site (site 1-7)

Daily	\$ 30 /night
Weekly	\$ 175 /7 days
Monthly	\$ 600 /30 days

#### Non-Powered Site (Site 8-15)

Daily	\$ 20 /night
Weekly	\$ 140 /7 days
Monthly	\$ 400 /30 days

#### Non-Powered Site (Group Camping Site 16-22)

Daily	\$ 10 /day/unit
Weekly	\$ 50 /7 days/unit
Monthly	\$ 200 /30 days/unit

Camp Shelter (Reservation Only)	\$ 30 /day
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Gazebo (Reservation With/Without Power)	\$ 30 /day
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Gazebo (When Not Reserved. No Power)	\$ -
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Entire Campground (Reservation Only) (Does not include Group Camping)	\$ 375 /night
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Entire Campground (Reservation Only) (Includes Group Camping/Ball Diamonds)	\$ 450 /night
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CEMETERY SERVICES			
Cemetery Fees			
	Burial Plot	\$	400 /each
	Burial Site Supervision (with Site Marking)	\$	50 /hour
	Columbarium Niche	\$	1,200 /each
	Columbarium Plaque Services	AT COST +\$30 admin fee	
	Memorial Wall Plaque	AT COST	
DEVELOPMENT (Land Use Bylaw)			
Compliance Certificate			
	Within 1 week of request	\$	75 /each
	Same Day Service- if submitted prior to noon	\$	150 /each
Development Permit		Development with	Development
	Deck Construction	\$ 25 /each	\$ 500 /each
	Fence	\$ - /each	\$ 500 /each
	Discretionary uses not listed in fees	\$ 25 /each	\$ 500 /each
	Accessory Building	\$ 50 /each	\$ 500 /each
	Building Addition	\$ 150 /each	\$ 500 /each
	New Construction	\$ 200 /each	\$ 2,000 /each
	New Construction Discretionary use or variance request	\$ 350 /each	\$ 2,000 /each
	Demolition Permit	\$ 250 /each	\$ 500 /each
	Change of Permitted use to Discretionary Use	\$ 400 /each	\$ 500 /each
Subdivision			
	Subdivision Time Extension	\$ 100 /each	
	Servicing Agreement (minor)	\$ 200 /each	
	Servicing Agreement	AT COST	
	Development Agreement	AT COST	
	Subdivision/Development Appeal Board Hearing	\$ 250 /each	
	Special Meeting of the Subdivision Approval Committee	\$ 250 /each	
Miscellaneous			
	Encroachment Agreements - includes registration	\$ 1,000 /each	
	Special Meeting of Council	\$ 250 /each	
	Subdivision/Development Appeal Board Hearing	\$ 400 /each	
	Application for Extension of Development Permit	\$ 50 /each	
	Rezoning & Reclassification	\$ 250 /each	
	LUB Amendment (plus Palliser & Advertising fees)	\$ 100 /each	
HEN AND QUAIL (Hen and Quail Bylaw)			
Hen and Quail Fees			
	Hen & Quail License Fee, includes Coop development permit (accessory building)	\$ 50 /each	
	Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$ 25 /year	
	PRINTED Complete information package	\$ 10 /each	
UTILITIES (Utilities Bylaw and Garbage Collection Fee Bylaw)			
Water Service			
	Monthly	\$ 72 /month	
	Annual	\$ 864 /year	
Sewer Service			
	Monthly	\$ 17 /month	
	Annual	\$ 204 /year	
Garbage Service			
	Monthly	\$ 27 /month	
	Annual	\$ 324 /year	
Extra Garbage Bag Tag (bundles of 5 or 10)		\$ 1 /tag	
Utility Late Payment Penalties		3% /month	
Curb Stop Shut Off Fee		Actual Cost + \$30/hr Admin Fee	

# Office Hours of Operation

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Date Approved by Council: September 10, 2015

Resolution: 09.09.15

Review Date: November (review with budget)

Related Bylaw: N/A

Amendments: 2017-01-23-16, 2020-06-11-144, 2022-11-10-342; 2023-11-09-707; 2024-02-13-1142

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## **Purpose**

This policy has been adopted to provide guidelines for the normal business hours of operation for the Village of Hussar Municipal Office.

## **Guidelines**

The Village of Hussar Office will be open Monday to Thursday from 8:00 am to 12:00 pm and from 1:00 pm to 4:00 pm.

The Village Office will be closed between 12:00 pm and 1:00 pm for lunch.

The Village Office will be closed during all Holidays as per Personnel Policy 4.7. When vacation time is taken by the CAO, or the CAO is attending training or meetings the office may remain open by the Administrative Assistant.

The CAO may take the afternoon before Council meeting, providing nothing urgent is to be taken care of in office. The office may remain open by the Administrative Assistant, at the discretion of the CAO. If not, the Village Office will be closed from 1pm-4pm,

The Village Office will be closed for Christmas Break from December 25 to December 31 of each year. Employees will receive pay for holidays as per Personnel Policy 4.7 during this time. On any day during the office closure which is not a holiday as per Policy 4.7, employees will be required to utilize Vacation days to receive full pay for this period. If the employee does not have the required Vacation days to cover the office closure days, council may approve additional vacation days.

The public will be notified of any Office closure via public notice posted at the Village Office, Post Office and on the Village of Hussar's Social Media Sites.



# Tangible Capital Assets

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Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: March

Related Bylaws: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to promote sound corporate management of capital assets in compliance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

## **Scope**

All tangible property owned by the Village of Hussar, either through construction, purchase or donation and which qualify as capital assets are addressed in this policy. In accordance with PSAB 3150, *Tangible Capital Assets* are non-financial assets having physical substance that:

- are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for sale in the ordinary course of operations.

Subsequent expenditures on a recorded tangible capital asset that:

- increase output or service capacity;
- increase the service life;
- lower associated operating costs; or,
- improve the quality of the output

should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expenses in the period.

## **General Guidelines**

### **EFFECTIVE DATE**

This policy will take effect as of January 1, 2016.

### **EFFECT ON PRIOR YEAR FINANCIAL STATEMENTS**

Prior year adjustments may be made to financial statements for any of the following reasons:

- Capital assets were excluded from previous years' financial statements for any reason;
- Capital assets were included in the previous years' financial statements that were previously disposed of;

- Capital assets were included in the incorrect asset class in previous years' financial statements;
- The value of capital assets included in previous years, financial statements were under or overstated;
- The estimated useful life of a capital asset utilized for the purposes of amortization in previous years' financial statements is not the same estimated useful life to be utilized as per this policy; and,
- The amortization method used in the previous years' financial statements is not the same as that utilized under this policy.

All prior year adjustments will be made as of December 31, 2015.

Any prior year adjustments regarding the purchase value or date of a capital asset must be accompanied by proof of purchase value and date, or must be approved by Council resolution.

Any prior year adjustments regarding the disposal date and sale value of a capital asset must be accompanied by proof of disposal date

#### **ASSET CLASSIFICATION**

Assets will be classified in Major, Minor and Subclasses as outlined in this section.

- *Major* – a group of TCAs that is significantly difference in design and use;
- *Minor* – a classification within a major class that has unique characteristics
- *Subclass* – a further classification that may be required due to unique TCA criteria, applications, methodologies and asset lives.

Assets recorded in the Major classification will include:

- *Land* includes land purchased or acquired for value for parks and recreation, building sites, infrastructure and other program use, but not land held for resale;
- *Land Improvements* includes all improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences;
- *Buildings* includes permanent, temporary or portable building structures such as offices, garages, storage and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space;
- *Engineered Structures* include permanent structures such as roads, sidewalks, water and sewer and utility distribution and transmission systems including plants and substations. Minor classifications in the Engineered Structures major classification will be:
  - *Roadway System* includes assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel and includes roads, bridges, sidewalks and signage;
  - *Water System* includes systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pumps and lift stations, plant and equipment, reservoirs and fire hydrants.



- *Wastewater System* is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment facility.
  - *Storm System* includes assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes main, services, catch basins, pump and lift stations, outfalls, swales and retention ponds.
- *Machinery and Equipment* includes equipment that is heavy equipment that may be used for construction infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structure class.
- *Vehicles* includes rolling stock that is used primarily for transportation purposes.
- *Cultural and Historical Assets* includes works of art and historical treasures that have cultural, aesthetic or historical value that are worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements; however, the existence of such property should be disclosed. Buildings declared as heritage sites may be included in this asset classification.

### **ACQUISITION**

Capital assets are recorded at a historical cost and are recognized as assets on the Village's Statement of Financial Position on date of receipt for capital goods or when the asset is put into use. Costs are defined as the gross amount of consideration given up to acquire, construct, develop or better a capital asset and includes all costs directly attributable to acquisition, construction, development or betterment of the asset, including installing the asset at the location and in the condition necessary for its intended use.

The cost of a contributed capital asset, including a capital asset in lieu of a developer charge is considered to be equal to its fair market value at the date of contribution. Fair Market Value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act. Capital grants will not be netted against the cost of the related TCA.

The cost of a leased TCA is determined in accordance with *Public Sector Guidelines PSG-2, Leased Tangible Capital Assets*. A capital lease is a lease with contractual terms that transfer substantially all the benefits and risk inherent in ownership of the property. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met:

- There is reasonable assurance that the lessee will obtain ownership of the leased property by the end of the lease term,
- The lease term is of such duration that the lessee will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span,
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement,
- There is a bargain purchase option (a low buyout) at the end of the lease.

**THRESHOLDS**

Thresholds are determined for each major asset categorization and determine whether expenditures are to be capitalized as assets and depreciated or treated as a current year expense.

Expenditures that meet both the criteria of a tangible capital asset and exceed the following thresholds are to be recorded as a TCA on the Statement of Financial position and amortized:

Asset Description	Threshold
Land	-
Land Improvements	2,000
Buildings	10,000
Engineered Structures	10,000
Machinery and Equipment	2,000
Vehicles	2,000
Cultural and Historical	-

All tangible capital assets that do not exceed these thresholds will be expensed in the period in which they are acquired.

**USEFUL LIFE AND AMORTIZATION METHODS**

Appendix A shows the maximum expected life for all major TCAs. The actual length of the useful life for an asset will depend on the asset quality and its intended use. In some situations, the useful life may be expected to be longer than the recommended life. In such instances the Village will need to provide adequate documentation supporting the decision to extend the life beyond the recommended maximum.

In the event that an asset does not fit into the above classes, reference will be made to the recommended maximum useful life guidelines in Appendix A of the Tangible Capital Asset Implementation Toolkit published by Alberta Municipal Affairs and other local jurisdiction policies.

All capital assets will be amortized using the straight-line method of amortization. The straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same in each period. The amortization amount is determined by dividing the asset's original cost by its estimated useful life in years. In the year an asset is acquired or put into service and the year of disposal, an amount equal to 50% of the annual amortization will be expenses.

The useful life of an asset may require revision during its life due to significant events such as physical damage, technological developments, a significant change in use, etc. The effect of this change will be recorded in the year of revision and future years.

**VALUATION OF ASSETS**

When available, the actual historical cost will be used to determine the current value of an asset. However, when the actual cost is not available, current value will be determined by discounting the



replacement cost using an appropriate Price Index for the asset. The calculated historical cost will then be reduced by the accumulated amortization in order to calculate the net book value of the asset.

This valuation will only apply to the implementation of the asset recording system (or corrections to the previous years' financial statements based on the implementation date of this Policy). All future assets will be recorded at actual cost. Contributed or donated assets will be valued at fair market value.

### **DIVISION OF ASSETS**

For the purposes of capitalization and amortization, the two methods of defining a capital asset are whole asset approach and component approach. The Village may choose which approach to utilize based on the needs of the Village for the asset(s) in question. The Village may also choose to record assets as group assets.

- The whole asset approach considers an asset to be an assembly of connected parts. Costs of all parts would be capitalized and amortized as a single asset by year of acquisition;
- Under the component approach different components are individually capitalized and amortized. This should be used when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating use of different amortization rates.

### **GROUP/POOLED ASSETS**

Group/Pooled assets are those similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be pooled as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance.

**SCHEDULE A: MAXIMUM USEFUL LIFE**

Major Class	Minor Class	Sub-Class	Estimated Useful Life (Years)
Land			-
Land Improvements	Parking Lot	Gravel Parking	15
		Asphalt Parking	25
	Fences		20
	Playgrounds		15
	Landscaping		25
Buildings	Permanent		50
	Portable/Temporary		25
Engineered Structures	Roadway Systems	Asphalt Roads	20
		Gravel Roads	25
		Gravel Alleys	15
		Curb & Gutter	30
		Sidewalks	30
	Water Systems	Distribution System	75
		Treatment Plants	45
		Pumping Stations	45
		Reservoir	45
		Wells	45
		Hydrants	75
	Wastewater Systems	Collection System	75
		Pumping Stations	45
		Lagoons	45
	Storm Systems		75
	Machinery & Equipment	Administration	Computers
Office Furniture			20
Heavy Equipment		10	
Small Equipment		10	
Communications		10	
Vehicles	Trucks		10
	Trailers		10
Cultural/Historical			-



# Donations Policy

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Date Approved by Council: October 11, 2018

Resolution: 2018-10-11-178

Review Date: March

Related Bylaws: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to provide authority for Administration to set up an account to collect and track donations on behalf of not-for-profit organizations and issue charitable donation receipts.

## **Eligibility Criteria**

All not-for-profit organizations who operate facilities or provide services within the Village of Hussar may request that the Village provide tax deductible charitable donation receipts on behalf of their organization.

Administration is authorized to approve any requests from organizations who operate facilities within the Village, provide services solely within the Village, or whose registered society address is within the Village. All other requests must be approved by Village of Hussar Council.

Not-for-profit groups are not required to be registered societies under the *Societies Act* or other provincial legislation. Unregistered groups may be required to provide proof that they are a not-for-profit organization prior to receiving approval under this policy.

Charitable donation receipts will not be issued for volunteer help, services, or gifts of materials, supplies, or equipment unless approved by Village of Hussar Council.

Tax deductible donation receipts will be issued and funds disbursed to organizations as required by this policy and the *Income Tax Act (Canada)*.

## **Receipt of Donations**

All donations must be made in the form of cash, cheque, money order or e-transfer.

Cheques must be made out to the "Village of Hussar" and include a memo or note that clearly indicates the organization, project or event to which the donation is being made.

Cash donations must be made in-person at the Village Office.

Donations made by e-transfer must be sent to "office@villageofhussar.ca" and require that the donor contact the Village Office by email, phone or in person prior to sending the e-transfer.

Administration will set up separate general ledger accounts to record donations received and distributed to organizations.

Administration will provide tax deductible charitable donation receipts for donations received by cheque or e-transfer to the donor by mail as soon as reasonably possible.

Administration will provide tax deductible donation receipts for cash donations made in person at the Village Office immediately. If for any reason a tax deductible donation receipt cannot be provided immediately, a standard receipt will be provided immediately and a tax deductible donation receipt will be sent to the donor by mail as soon as reasonably possible.

Refunds will not be issued for donations.

A listing of donor information, including donor name and mailing address, purpose of donation, donation amount, and date of donation will be provided to organizations to which donations have been made upon the request of the organization. This information may only be utilized by the organization to provide thanks to individual donors or to contact donors in relation to their donation and is protected under the *Freedom of Information and Protection of Privacy Act*.

### **Disbursement of Donations**

Donations for operations or general donations to an organization will be provided in the form of a cheque to the organization as soon as reasonably possible.

Donations made towards capital projects, capital or major purchases, special projects, or special events, whether or not occurring on Village property, will be provided in the form of a cheque to the organization as soon as Administration is satisfied of the following:

- any required permits or approvals for the project, purchase or event have been received by the organization; and,
- the total amount of donations disbursed does not exceed the total estimated cost less any other revenues, including grant and casino revenues, that has been provided to the organizations specifically for the purpose of the project, purchase or event;

Administration may request any documents, including but not limited to: permits, quotations, invoices, receipts, grant applications, and financial statements that will enable the Village to determine satisfactory completion of the above requirements.

Should Administration refuse to disburse all donated funds received to an organization, they must provide written reasons for the refusal to the organization so that the organization may correct or complete any requirements.

Should the Village receive excess donations for a capital project, capital or major purchase, special project, or special event, than those required by the organization, Administration will hold those undisbursed donations in trust for the organization until such a time that they may be disbursed to the organization.

Should the Village hold excess donations as above, Administration will provide the organization with options for actions the organization may take in order to have the funds disbursed. These actions may include:

- increasing planned spending on the capital project, capital or major purchase, special project or special event;
- contacting individual donors to request that money be spent elsewhere by the organization.

Administration may review notes and memos placed on individual donations, if provided by the donor, to determine if funds may be used elsewhere by the organization, but will not contact donors on behalf of the organization.

All undisbursed donations must be held in trust by the Village of Hussar on behalf of the organization until such time as they are disbursed. Funds held in trust must be listed by individual organization on the Village of Hussar Audited Financial Statements.

A listing of donor information, including donor name and mailing address, purpose of donation, donation amount, date of donation, and disbursement information will be provided to organizations to which donations have been made upon the request of the organization. This information may only be utilized by the organization to provide thanks to individual donors or to contact donors in relation to their donation and is protected under the *Freedom of Information and Protection of Privacy Act*.



# Credit Card Use

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Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: March

Related Bylaws: N/A

Amendments:

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Legislation Reference: The *Municipal Government Act*, Part 8, Section 248

## **Purpose**

The Village issues a credit card to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts, etc. The Village credit card shall only be used for the purpose of goods and services for official business of The Village of Hussar. Credit cards shall be used only in warranted circumstances.

## **Guidelines**

A credit card shall only be issued to the Chief Administrative Officer and in accordance with this policy. The card limit shall be set at \$5,000. The allowable purchase limits shall be within the Administrative Policy 5.4 Procurement Policy guidelines and as approved in the Village's budgets.

## **Responsibility of Credit Cardholders**

1. An employee shall be required to enter into a Cardholder Agreement presented as Schedule A.
2. The employee shall ensure that all credit card purchases are in compliance with the Village of Hussar's Procurement Policy.
3. A credit card shall only be used by the employee to whom the card is issued.
4. The employee issued the credit card is responsible for its protection and custody.
5. The employee using the credit card must submit receipts in a timely manner to reconcile against the monthly credit card statement.
6. A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Village policies and budgets.
7. Lost or stolen credit card shall be immediately reported
8. Employees must immediately surrender their credit card upon termination of employment. The Village reserves the right to withhold the final payroll payout until the card is surrendered.

## **Loyalty or Reward Points**

9. Loyalty points or rewards accrued or earned by the use of a Village credit card shall accrue to the Village of Hussar.
10. Redemption of loyalty points or rewards accrued under a Village credit card is limited to business purposes
11. Employees are encouraged to use a Village credit card instead of a personal credit card for business expenses.

**Responsibility of the CAO**

12. The CAO is responsible for issuance and cancellation of credit cards
13. The CAO is responsible for reconciliation of receipts and documentation to the monthly statements. Accounting and payment of expenses.

**Non-Compliance**

14. Violation of the policy may result in revocation of a credit card use privileges
15. An employee found guilty of unauthorized use of a Village credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes
16. An employee shall be required to reimburse the Village for all costs associated with improper use through direct payment and/or payroll deduction.

## Schedule A

**Credit Cardholder Agreement**

Requirements for use of the Village Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of the Village of Hussar.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the Village of Hussar, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Village of Hussar will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: \_\_\_\_\_

Received by: \_\_\_\_\_

Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Credit Card Returned**

Authorized Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# Asset Disposal Policy

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Date Approved by Council:

Resolution: 2021-10-14-565

Review Date: March (with Tangible Capital Assets)

Related Bylaws: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to ensure the best method of asset disposal for any asset that has outlived their useful lives and/or are no longer required for operational reasons.

## **Objectives**

The objectives of the asset disposal policy are to:

- Safeguard the Village's assets against inappropriate disposal or loss
- Ensure that the disposal is advertised to the public (if applicable)
- Ensure that all people who are interested in the asset have an equal opportunity to purchase the asset
- Ensure that assets are sold at no less than fair market value unless otherwise approved by Council
- Improve and enhance the control over asset disposal

## **General Guidelines**

### **DISPOSAL CONSIDERATIONS**

In assessing the asset considered for disposal, the following should be considered:

- Asset can still deliver the services at acceptable quality level
- Asset can still deliver services effectively and efficiently
- Asset has reached the end of its useful life
- Asset has become uneconomical to operate and maintain
- The technology of the assets is outdated
- Assets have negative effects on the community and environments

### **APPROVAL OF ASSET DISPOSAL**

"Schedule A" Asset Disposal Forms will be presented to Council during a regular council meeting. Council shall be responsible for assessing and approving the asset disposal through a resolution.

### **ADVERTISEMENT**

If applicable, the approved disposal shall be publicly advertised through the appropriate media as specified in the asset disposal form. "Schedule A".

**DISPOSAL METHODS**

The following methods of disposal shall be used:

- *Public Auction*

The advantages of auctions:

- The process is open to the public
- It may maximize the number of potential buyers when selling the assets
- All potential buyers have equal opportunities to purchase the assets.
- The transaction may be settled at fair market value.

The disadvantages of auctions:

- The commission fees may be higher than the selling fees for private sales.
- The marketing fees for public auction may be higher than private sales

- *Trade-in*

The disposed asset may be traded-in on purchasing new assets. This method is applicable to the vehicles and equipment categories of assets. The CAO is responsible for receiving a trade-in quote from the vendor and must ensure the value is fair and reasonable. The trade-in value must be approved by Council before entering into the trade-in agreement

- *Tender*

The value of the disposed assets and the prospect of maximizing the disposal value need to be considered when selecting this method. A reserved bid shall be set for all assets proposed to be disposed by this method. The tenders shall be advertised for two consecutive weeks. The results of the tender shall be presented to Council with a recommendation of the successful bidder.

If all received tenders are below the predetermined reserved bid, a request for decision shall be prepared and submitted to Council requesting to dispose an asset below the reserve bid to the highest bidder.

- *Donation*

Surplus assets can be donated to registered charities, not-for-profit organizations, and other governments. The transfer of the disposed asset shall be approved by Council before transferring the ownership and physical assets.

- *Other*

Other methods of disposal may be utilized as authorized by the CAO and Council

**SCHEDULE A: ASSET DISPOSAL FORM**

<b>SECTION A: INFORMATION ABOUT THE DISPOSED ASSET</b>	
Type of Asset	
Description of the Asset	
Serial Number	
Date Acquired	
Original Cost	
Expected Useful Life	
Estimated Fair Value	
<b>SECTION B: PROPOSED DISPOSAL PLAN</b>	
Estimated Date of Disposal	
Reason for Disposal	
Advertisement Plan	
Disposal Method	
Disposal Value	
Purchaser Name	
Other Comments	
<b>SECTION C: APPROVAL OF DISPOSAL</b>	
Chief Administrative Officer Signature: _____	
DATE: _____	
<b>MOTION:</b>	



# Video Surveillance Policy

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Date Approved by Council: 2022-09-29

Resolution: 2022-09-29-302

Review Date: February

Related Bylaw:

Amendments: 2025-02-13-1143

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## **Purpose**

This policy has been adopted to establish the procedures for video surveillance at municipally owned properties in accordance with the Freedom of Information and Protection of Privacy Act (FOIP) Division 1, 33 (a), (b), (c).

## **Policy Statement:**

The Village of Hussar recognizes the need to balance an individual's right to privacy and the need to ensure the safety and security of the Municipality's employees, clients, visitors and property. While video surveillance cameras are installed for safety and security reasons, the Municipality's video surveillance systems must also be designed to minimize privacy intrusion. Proper video surveillance, where deemed necessary, is one of the most effective means of helping to keep the Municipality's facilities and property operating in a safe, secure, and privacy protective manner.

## **Application:**

This policy applies to all types of camera surveillance systems, surveillance monitors and camera recording devices used for security purposes at municipally owned properties. This policy does not apply to video surveillance used for employment related or labour-related information nor to the video recording, audio recording or broadcast of Council or Committee Meetings. If recording of Council or Committee meetings occurs, disclosure must be made to the participants and attendees through posted signs.

## **ROLES & RESPONSIBILITIES:**

The Chief Administrative Officer is responsible for

- approval of installation of video cameras at municipally owned properties based on Security Threat Assessment for the specific facility;
- implementation, administration and evaluation of the Policy and associated procedures;
- yearly evaluations of video surveillance system installations to ensure compliance with the Policy;
- review of the Policy annually as per the 3.4 Policy & Bylaw Review Policy, and forward recommendations for changes, if any, to Council for approval;
- disclosure of information from the video surveillance system as Head for the Municipality under FOIP;
- ensuring that information obtained through video surveillance is used exclusively for lawful purposes;

- any site under their responsibility with a video surveillance system; ensuring that the site complies with this policy, plus any site-specific procedures that may be required;
- conducting Security Threat Assessment to determine the requirement for a video surveillance system;
- overseeing day-to-day operations of the video surveillance system, and ensure all aspects of the video surveillance systems are functioning properly;
- ensuring monitoring and recording devices are stored in a safe and secure location, and are password protected, if required;
- documenting all information regarding the use, maintenance, and storage of records in the applicable logbook, including all instances of access to, and use of, recorded material to enable a proper audit trail;
- ensuring that no personal information is disclosed without proper approval;
- ensuring that no copies of data/images in any format (hardcopy, electronic, etc.) is taken from the video surveillance system without proper approval;
- recording all requests for access to video records

All municipal staff shall:

- adhere to the Video Surveillance Policy and not access or use information contained in the video surveillance system, its components, files or database for personal reasons, nor dispose, destroy, erase or alter any record without proper authorization and without following the Policy.

### **SECURITY THREAT ASSESSMENT (Schedule 1)**

Before deciding to install video surveillance, the following factors must be considered:

- the use of video surveillance cameras should be justified on the basis of verifiable, specific reports of incidents of crime or significant safety concerns;
- an assessment must be conducted on the effects that the proposed video surveillance system may have on personal privacy, and the ways in which any adverse effects can be mitigated;
- the proposed design and operation of the video surveillance systems should minimize privacy intrusion.

### **PUBLIC CONSULTATION**

The Municipality acknowledges the importance of public consultation when new or additional video surveillance systems are considered for municipally owned buildings and property. The extent of public consultation may vary depending on the extent of public access.

When new or additional video surveillance installations are being considered for open public spaces such as streets or parks, the Municipality shall consult with relevant stakeholders and the public to determine the necessity and acceptability. When new or additional video surveillance systems are being considered for municipally owned or operated buildings to which the public are invited, such as a library, art gallery, or municipal office, notice shall be provided at the site with an opportunity for public feedback. When new or additional systems are contemplated inside municipal buildings or staff parking lots where there may be a high risk to staff or clients, consultation shall not be required.

**DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT**

Video surveillance currently recorded by the Municipality is stored directly to hard drives. Other methods of recording/storage are acceptable provided requirements of this policy are met.

When designing a video surveillance system and installing equipment, the following must be considered:

- Given the open and public nature of the Municipality's facilities and the need to provide for the safety and security of employees and clients who may be present at all hours of the day, the video surveillance systems may operate at any time in a 24-hour period.
- The video equipment should be installed to only monitor those spaces that have been identified as requiring video surveillance. Front office, front door - including parking, shop and shop parking.
- Operators' ability to adjust cameras should be restricted, if possible, so that they cannot adjust or manipulate cameras to overlook spaces that are not intended to be covered by the video surveillance program.
- Visible and/or hidden surveillance cameras may be installed, however, equipment should never monitor the inside of areas where the public and employees have a higher expectation of privacy (ex. washrooms).
- Only authorized staff, or those accompanied by authorized staff, shall have access to the recording equipment.
- Monitors are displayed on the front counter of the Village Office.

**NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS**

To provide notice to individuals that video is in use:

- The Municipality shall post signs, visible to members of the public, at all entrances and/or prominently displayed on the perimeter of the grounds under video surveillance.
- A sample notice is included as Schedule 2. Other formats of signage may be used, where appropriate, provided it includes the required notification requirements.
- Notice may also be provided via the Village of Hussar website.

**PERSONAL ACCESS TO INFORMATION REQUEST PROCESS**

The Municipality recognizes that an individual whose personal information has been collected by a video surveillance system has a right to access his or her personal information under FOIP Act. All inquiries related to or requests for video surveillance records shall be directed to the CAO. A person requesting access to a record should submit the prescribed "Request Form" under the Freedom of Information and Protection of Privacy Act along with the prescribed fee. Processing of the request will be in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.

If access to a video surveillance record is required for the purpose of a law enforcement investigation, the requesting Officer must complete the Municipality's Law Enforcement Officer Request Form (Schedule 3) and submit it to the CAO.



## **CUSTODY, CONTROL, RETENTION AND DISPOSAL OF VIDEO RECORDS/RECORDINGS**

The Village of Hussar retains custody and control of all original video surveillance records. Video records are subject to the access and privacy requirements of FOIP, which includes but is not limited to the prohibition of all municipal staff from access or use of information from the video surveillance system, its components, files, or database for personal reasons.

Since short retention periods minimize risk of improper use and disclosure, the Municipality shall ensure that there is a standard retention period for video surveillance records.

A record of an incident will only be stored longer where it may be required as part of a criminal, safety, or security investigation or for evidentiary purposes. Video requiring viewing by law enforcement shall be copied from the hard drive and set aside in a clearly marked manner in a locked area until retrieved by the law enforcement agency. If personal information on video is used for law enforcement or public safety purposes, the recorded information shall be retained for one year after its use. Following investigation and any corresponding legal action, the law enforcement agency shall be required to destroy the video. If staff has reason to believe that the video contains personal information for law enforcement or public safety purposes, they shall notify the police and immediately make a copy from the hard drive. Copies made from the hard drive should be secured in such a way that they cannot be recorded over.

The Municipality will take all reasonable efforts to ensure the security of records in its control/custody and ensure their safe and secure disposal. Disposal methods will depend on the type of storage device.

## **PUBLIC RECORDING INSIDE THE VILLAGE OFFICE**

In Canada, when in public spaces where you are lawfully present you have the right to photograph anything that is in plain view. To ensure safety and security of records in our control/custody we ask that no recording be conducted inside the Village Office. The area allowed for recording is on the public's side of the desk. A "Restricted Area – Employees Only" sign will be placed in the Village Office so that members of the public will not be allowed access behind the front desk. Only authorized staff will be allowed access in restricted areas.

**SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT**

To determine the requirements for a Video Surveillance System

Site Name: \_\_\_\_\_

Location: \_\_\_\_\_

Proposed Video Location: \_\_\_\_\_

Requestor: \_\_\_\_\_

Date: \_\_\_\_\_

1. Is there already a video surveillance system and/or camera on site? If so, describe and advise if the set-up adheres to the Village of Hussar's Security Video Surveillance Policy. (Use separate page if required). \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Video surveillance should only be considered after other measures of deterrence or detection have been considered and rejected as unworkable. Have the following security countermeasures been considered and rejected as unworkable?

Security Countermeasure	Yes	No	Comment
a) Security Procedure	_____	_____	_____
b) Duress Buttons	_____	_____	_____
c) Door Locking Hardware	_____	_____	_____
d) Alarm System	_____	_____	_____
e) Access Control System	_____	_____	_____
f) Signage	_____	_____	_____
g) Security Guard/Officer Patrols	_____	_____	_____
h) Lighting	_____	_____	_____
i) Other	_____	_____	_____

3. The use of each video surveillance camera should be justified based on verifiable, specific reports of incidents of crime or significant safety concerns. Are there any documented incidents of crime or significant safety concerns in any of the following formats?

Documentation Formats	Yes	No	Comment
a) Security Occurrence Reports	_____	_____	_____
b) Police Reports	_____	_____	_____
c) H&S Consultants Report	_____	_____	_____
d) H&S Committee Minutes	_____	_____	_____
e) Internal Minutes	_____	_____	_____
f) Other	_____	_____	_____

4. An assessment should be conducted on the effects that the proposed video surveillance system may have on personal privacy and the ways in which any adverse effects can be mitigated. Have the following effects and mitigation strategies been considered?

Effects & Mitigation Strategies	Yes	No	Comment
a) The location of the proposed camera is situated in an area that will minimize privacy	_____	_____	_____

intrusion?	_____	_____	_____
b) Is the proposed camera location one where the public and employees do not have a higher expectation of privacy (i.e. not in a washroom or change room, etc.)?	_____	_____	_____
c) Is the location of the proposed video camera visible?	_____	_____	_____
d) Can the video surveillance be restricted to the recognized problem area?	_____	_____	_____
e) Is space allocated for proper video surveillance signage?	_____	_____	_____
f) Has a drawing been attached showing the video location?	_____	_____	_____
g) Other	_____	_____	_____

5. The proposed design and operation of the video surveillance systems should minimize privacy intrusion. Have the following design and operation factors been considered for each proposed camera location?

Design & Operation Factors	Yes	No	Comment
a) Can the proposed camera be restricted through hardware or software to ensure that Operators cannot adjust or manipulate cameras to overlook spaces that a threat assessment has not been completed for?	_____	_____	_____
b) Is the reception equipment going to be located in a strictly controlled access area?	_____	_____	_____
c) Can the Video Surveillance Monitor be installed in such a way that it will be hidden from public view?	_____	_____	_____
d) Other	_____	_____	_____

Comments \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

_____	_____	_____	_____
Completed By (Print)	Signature	Date	Position Title



## SCHEDULE 2 – NOTICE OF COLLECTION

The logo for LOREX, featuring the word "LOREX" in a bold, blue, sans-serif font. The letter "O" is stylized with a white dot in the center, resembling an eye or a camera lens.

This area may be monitored by Video Surveillance Cameras (Closed-Circuit Television -CCTV).

The personal information collected by the use of the CCTV is used for the purpose of promoting public safety and reduction of crime at this site.

Questions about the collection of the personal information may be addressed to the CAO of the Village of Hussar, PO Box 100, 109 1<sup>st</sup> Avenue East, Hussar, AB T0J 1S0 Phone: (403) 787-3766.

**SCHEDULE 3 - LAW ENFORCEMENT OFFICER REQUEST FORM**

## RELEASE OF RECORD TO LAW ENFORCEMENT AGENCY

(under Section 40(1)(g)(q)(r)(gg) of the Freedom of Information and Protection of Privacy Act)

TO: Village of Hussar

I, \_\_\_\_\_, of the \_\_\_\_\_  
(Print Name of Police Officer) (Print Name of Police Force)

request a copy of the following record(s):

Date \_\_\_\_\_ Time Period: \_\_\_\_\_ to \_\_\_\_\_

Municipal Facility: \_\_\_\_\_  
(Village Office)to aid an investigation undertaken with a view to a law enforcement proceeding or from which  
a law enforcement proceeding is likely to result.

I confirm that the record will be destroyed by the \_\_\_\_\_ Police after use by the agency.

\_\_\_\_\_  
Signature of Officer\_\_\_\_\_  
DateReturn completed original forms to the CAO at the Village of Hussar Office, 109 1<sup>st</sup> Avenue East,  
PO Box 100, Hussar, AB T0J 1S0Personal information is collected under the authority of the FOIP for the purpose of creating a record relating to  
release of video surveillance record to law enforcement agency. Questions about the collection may be addressed  
to the CAO at the Village of Hussar Office, 109 1<sup>st</sup> Avenue East, PO Box 100, Hussar, AB T0J 1S0 Phone (403) 787-  
3766.

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Council  
Meeting Date: March 13, 2025  
Title: Steel River Group

Agenda Item Number: 6a.

### **BACKGROUND/DISCUSSION:**

I had a conversation with Steel River Group. They offer grant support. Below are some takeaways from our meeting to address some of our needs.

1. **Canadian Housing and Infrastructure Fund (CHIF)**  
This fund is designed to assist municipalities with infrastructure expansion, specifically drinking water, waste water, storm water, and solid waste that directly support the increase of new homes in the community. The planning stage is closed, however the direct delivery stream is open to implement projects. 50% of eligible costs can be covered by the funding for municipalities under 30,000 people. Deadline is March 31<sup>st</sup>.
2. **Community Infrastructure – The Green Municipal Fund (GMF)**  
For community infrastructure projects, I would recommend looking into the GMF. This fund provides financing and grant combination to municipalities for green infrastructure projects, specifically for feasibility and implementation of retrofits and new-builds of community buildings. It could be an excellent opportunity to secure financial support for environmental infrastructure improvements within the Village.
3. **GICB Overview**  
Another grant I would like to bring to your attention is the Green and Inclusive Community Buildings (GICB) fund. It supports the retrofit and/or new construction of community infrastructure including community, culture and recreation facilities (e.g. community centres; libraries, public sports and recreation facilities; cultural buildings; child and youth centres; community adult learning centres; seniors' activity centres). It is currently closed, however has been funded until 2029 and will come online again in the fall. Steel River Group supported a number of communities with previous applications and would be happy to support your community with this funding. Retrofits can receive up to 80% funding up to \$10M and new builds can receive up to 60% funding up to 10M.
4. **Empowering First Nation, Metis and Inuit Communities Through Engagement and Reconciliation**  
Steel River Group empowers Indigenous communities through meaningful engagement and reconciliation. We can support your municipality with cultural awareness training, developing relations frameworks, community engagement and partnership building, and crafting Reconciliation Action Plans (RAPs). Through these efforts we can collaboratively advance truth and reconciliation, healing, and fostering purposeful relationships. Our commitment drives lasting change, advancing self-determination and positive relationships for future generations. Let us know if you require support in any of these areas, and we can schedule a focussed follow up meeting to discuss your community goals.

Given the capacity challenges the Village is currently facing, Steel River Group believes they are well-positioned to offer the necessary expertise and support to help move these initiatives forward. Whether it's assisting with funding applications, project management, or strategy development, they are ready and eager to contribute.

### **RECOMMENDATION:**

1. Motion to have CAO invite Steel River Group to a meeting as a delegation
2. Motion to accept as information at this time.



# Canada Housing Infrastructure Fund

## Overview

Canada Housing Infrastructure Fund (CHIF) aims to accelerate new construction, rehabilitation and expansion of housing—enabling drinking water, wastewater, stormwater, and solid waste infrastructure, directly supporting the creation of new housing supply and improved densification.

## At a Glance



**UP TO 40%**

Funding for municipal governments



**UP TO 50%**

Funding for municipal governments with a population of 30,000 and under



Up to

**\$100 MILLION**

Of funding per project

## Additional Information

- The minimum total eligible cost for the project is at least \$1 million.
- Under the direct delivery stream, projects must be substantially completed by September 2031

## KEY PROGRAM

1

### Direct Delivery Stream

Housing, Infrastructure and Communities Canada (HICC) will deliver up to \$1 billion over eight years directly to eligible recipients. At least 10% of the funding envelope will be dedicated to Indigenous recipients.



## ELIGIBLE PROJECTS

### Capital Or Planning Projects For Housing

Related to:

Drinking Water

Wastewater

Stormwater

Solid Waste



## EXPANSION ON ELIGIBLE INITIATIVES

**Drinking Water:** Expanding treatment plants or replacing mains for future housing.

**Wastewater:** Sewer expansions or overflow controls to enable new developments.

**Stormwater:** Dry ponds or permeable pavement to support housing growth.

**Solid Waste:** Recycling centres or waste diversion programs for construction debris.

**Planning:** Housing infrastructure assessments or stormwater plans for new zones.



## Application Timeframe

- Eligible applicants can apply until March 31, 2025, 15:00 Eastern Daylight Time.



Indigenous-owned company  
www.steelrivergroup.com  
640, 1100-1st Street SE, Calgary, AB  
T2P 3N9



**STEEL RIVER**  
GROUP



# Green Municipal Fund

## Overview

The Green Municipal Fund (GMF) vision is for Canadian municipalities to lead the way to achieving Canada's climate change and sustainability targets. GMF aims to be the go-to resource and partner for municipalities in Canada that are accelerating their transformation to resilient net-zero communities. GMF drives municipal progress using solutions that address wider outcomes across subsectors.

## KEY PROGRAMS

1

### Loans/Grants

Grants are available for municipal environmental projects. Loans are also available to municipalities at competitive rates, and most recipients receive an additional grant of **up to 15** percent of their loan amount.

2

### Funding

GMF funding covers projects at all stages, from plans and studies, to pilot projects, to capital projects.

## At a Glance



Funding amount varies on a project by project basis



Up to

**\$5 MILLION**

Of low interest loans available

## Additional Information

- Applicants with high-ranking projects may be eligible for a loan of up to \$10 million, combined with a grant for 15 per cent of the loan amount.

## ELIGIBLE PROJECTS



Development and deployment of local energy generation systems



Transition of municipal fleets to zero-emission vehicles



Programs for home energy upgrades and their implementation



Building climate adaptation strategies and implementing resilience projects



Construction and planning of sustainable community buildings



Sustainable construction, retrofits, and planning for affordable housing

*Projects funded by the GMF must have 3 qualities: significant environmental benefits, significant social benefits, and a strong business case.*

 Indigenous-owned company  
[www.steelrivergroup.com](http://www.steelrivergroup.com)  
640, 1100-1st Street SE, Calgary, AB  
T2P 3N9

 **STEEL RIVER**  
GROUP

## Village of Hussar

### Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 13, 2025
Title:	Intermunicipal Agreement for Weed Inspection Jan 2025 to Dec 2027
Agenda Item Number:	6b.

#### **BACKGROUND/DISCUSSION:**

Wheatland County is requesting the appointment of Albert Anderson as a designated Weed Inspector for the Village of Hussar from January 2025 to December 2027.

Fee inspection rate will remain the same at \$75 per hour and will not exceed \$1000 in a calendar year.

#### **RECOMMENDATION:**

1. Motion to appoint Wheatland County Employee Albert Anderson as the designated Weed Inspector for the Village of Hussar for January 2025 to December 2027



## Village of Hussar

### Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	March 13, 2025
Title:	Resident request for approval of 3rd animal
Agenda Item Number:	6 c.

#### **BACKGROUND**

[REDACTED] They have 3 animals and are requesting approval of the registration of a 3rd animal. Attached in the application for registration.

#### **RECOMMENDATION:**

1. Motion to approve the 3<sup>rd</sup> animal.
2. Accept as information at this time

# Village of Hussar

109 1<sup>st</sup> Avenue East, PO Box 100

Hussar AB T0J 1S0

www.villageofhussar.ca



## Animal License Registration

The Village of Hussar Annual Animal License fees is:

- \$15.00 for each of the first two spayed or neutered animal(s)
- \$30.00 for each of the first two un-spayed or un-neutered animal(s)
- \$60.00 for third animal spayed or neutered animal(s) (application must be approved by the Village prior)
- \$100.00 for third animal un-spayed or un-neutered animal(s) (application must be approved by the Village prior)

**All Dogs and Cats (whether indoor or outdoor) are subject to the provisions of the Animal Control Bylaw #555-24 and must be registered with the Village of Hussar**

Licenses may be purchased at the Village of Hussar Office or by filling out this form and sending by mail or email, along with payment. The numbered dog tag you receive for each license will be valid for the lifetime of the animal as long as the license is renewed annually between January 1-31<sup>st</sup> each year. Should a tag be lost or stolen, please notify the Village Office immediately to cancel the tag – a replacement will be re-issued for free.

### Village of Hussar Animal Control Bylaw #555-24

4.1 An owner shall keep within the boundaries of the Village no more than two (2) licensable animals unless:

- 4.1.1 The Owner has applied to the Village for a third (3rd) Animal License and the application has been approved. The Owner must pay the required fees for additional animals as set out in the Rates and Fees of this Bylaw.

The total number of Licensable Animals does not exceed three (3) per household.

4.4 An owner whose animal is at large is guilty of an offense.

4.5 An owner whose animal incessantly barks, howls or makes any other noise which thereby disturbs the quiet or repose of any person is guilty of an offense.

4.7 An owner who allows an animal to deposit body waste on any property other than that which the owner is the lawful owner is guilty of an offense.

See Village of Hussar Animal Control Bylaw #555-24 for a complete list of provisions and Schedule A for a complete list of penalty fees. <https://www.villageofhussar.ca/council/bylaws>

Owner Name (s):

Email:

Work/Cell Phone:

Home Phone:

Ad

Po Box #

Hussar, AB T0J 1S0

Animal Name:

Breed:

Color(s):

Approx. Birth Date:

☒ Dog / Cat

☒ Male / Female

☒ Neutered / Spayed

\*Must provide proof from Vet for Neuter/Spay\*

# Village of Hussar

109 1<sup>st</sup> Avenue East, PO Box 100

Hussar AB T0J 1S0

[www.villageofhussar.ca](http://www.villageofhussar.ca)



Tattoo # \_\_\_\_\_ Microchip # 2204724

Form information must be accurate and complete. Otherwise, application may be deemed invalid.

I authorize Village of Hussar to disclose the information provided on this form to local Vet Clinics and Enforcement Agencies to ensure confirmation of ownership and proper notification in the event that my dog(s) are missing or found. The personal information in this form is collected under the authority of s.33(c) of the *Freedom of Information and Protection of Privacy Act* (FOIP) and is used solely for collecting information regarding your dog license application at the Village of Hussar. Questions about collection of this information can be directed to the FOIP Coordinator at (403) 787-3766 or [office@villageofhussar.ca](mailto:office@villageofhussar.ca)

Signature of Owner

Feb 26/25

Date

For annual renewal reminder in January please contact me by:

Email:

Mail: \_\_\_\_\_

\*Photos can be submitted and kept with the animals application

## NOTES:

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VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE February 28, 2025

STATEMENT BALANCE 221,549.49

ADD: OUTSTANDING DEPOSITS

Equipment Reserve on GL twice	10,152.78	
Cheques Deposited Mar 1 for Feb 28	21,885.77	
		32,038.55

LESS: OUTSTANDING CHEQUES

9638 Hussar Property Association	1.00	
9760 Entandum	188.97	
9786 VOID	-	
9787 VOID	-	
9791 Receiver General for Canada	176.17	-
9792 Marigold Library	1,080.76	-
9793 Jepson Petroleum	622.58	-
9795 Alberta Municipal Services Corp	4,460.31	-
9796 Cleartech Industries	1,904.97	-
9797 Drumheller and District Solid Waste	653.76	-
9798 Telus Communications	122.47	-
9799 Telus	37.75	-
9800 WADEMSA	1,312.00	-
9801 Wheatland County	808.76	-
9802 Worker Compensation Board	628.08	-
9805 Alberta Municipal Services Corp	627.78	-
9806 Canada Revenue Agency	1,877.06	-
9808 Michelle Plante	287.50	-
		- 15,863.68

OUTSTANDING TRANSFERS

Someone paid 50 cent cash balance was .49 four -	0.01	
Cemetery to be transferred -	200.00	Fixed at bank in March
on GL twice	54,292.00	
MSI to transfer at bank	6,913.00	
Need to transfer from cem account to gen at bar -	400.00	Fixed at bank in March
		- 61,805.01

RECONCILED BALANCE	175,919.35
GL BALANCE (3000012700)	175,919.35
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,220.28	Interest
Community Account (Rate .05)	GL BALANCE	3,220.28	\$ 0.13
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	4,301.99	Interest waiting for statement

Community Account (Rate .05)	GL BALANCE	4,302.13	\$ 0.14	
	Variance	- 0.14		
Cemetery Common Share Account 10499317 (3000013000)	STATEMENT	30.58	Interest	
Common Share	GL BALANCE	30.58	\$ -	
	Variance	-		
Mayors Memorial Trust Term Account 723112380412 (3000013400)	STATEMENT	1,249.86	Interest	
6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	GL BALANCE	1,249.86	\$ -	
	Variance	-		
Cemetery Reserve 722821002853 (3000013500)	STATEMENT	4,770.06	Interest	waiting for statement
High Interest Savings (Rate .35)	GL BALANCE	4,770.86	\$ 0.80	
	Variance	- 0.80		
FGTF Grant Term Account 723112220006 (3000013700)	STATEMENT	-	Interest	
12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	GL BALANCE	-	\$ -	
	Variance	-		
Common Share 10497733 (3000030000)	STATEMENT	3,000.48	Interest	
Common Share	GL BALANCE	3,000.48	\$ -	
	Variance	-		
Village Reserves 15037021 (3000032000)	STATEMENT	199,522.64	Interest	
High Interest Savings (Rate .35)	GL BALANCE	199,522.64	\$ 42.36	
	Variance	-		
Walking Trail Trust Term Account 15137870 (3000032220)	STATEMENT	1,142.69	Interest	
6 Month Term (Fixed .15% Maturity Date - March 4, 2024)	GL BALANCE	1,142.69	\$ -	
	Variance	-		
MSI Capital Term Account 15137904 (3000032400)	STATEMENT	-	Interest	
12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	GL BALANCE	-	\$ -	
	Variance	-		
Equipment Reserve Account 722821632733(3000033000)	STATEMENT	20,300.41	Interest	
High Interest Savings (Rate .35)	GL BALANCE	20,305.41	\$ 4.31	
	Variance	- 5.00		
Special Events Account 722821632741 (3000034000)	STATEMENT	941.41	Interest	
High Interest Savings (Rate .35)	GL BALANCE	941.41	\$ 0.16	
	Variance	-		
Emergency Management 722821646022 (3000035000)	STATEMENT	2,387.51	Interest	
Savings Account (Rate .05)	GL BALANCE	2,387.51	\$ 0.09	
	Variance	-		
Centennial 722821666012 (3000036000)	STATEMENT	3,253.65	Interest	
Savings Account (Rate .05)	GL BALANCE	3,253.65	\$ 0.12	
	Variance	-		
Village Business Save more Account 723112964231 (3000013700)	STATEMENT	50,276.79	Interest	
	GL BALANCE	50,276.79	\$ 53.94	
	Variance	-		

## 2025 Operating Budget

### General

Account #	Description	2023 Budget	2024 Budget	2024 Actual	2025 Budget
1000011000	Municipal Property Taxes	( 175,770.18)	( 184,229.00)	( 183,426.20)	( 192,580.00)
1000011200	Alberta School Foundation Taxes	( 40,808.73)	( 40,722.54)	( 40,503.61)	( 40,722.54)
1000011300	Wheatland Lodge Taxes	( 1,541.00)	( 1,849.00)	( 1,841.22)	( 1,300.00)
1000011400	DI Property Taxes	( 30.81)	( 41.79)	( 41.79)	( 41.95)
1000051000	Property Tax Penalty	( 10,000.00)	( 7,000.00)	( 6,698.96)	( 7,000.00)
1000054000	ATCO Gas Franchise Fee	-	( 20,500.00)	( 20,037.31)	( 17,264.00)
1000055000	Return on Investments	( 1,000.00)	( 1,000.00)	( 215.18)	( 300.00)
1000084000	Provincial Conditional Grant				
2000023000	Infrastructure Study				
2000076000	Alberta School Foundation Fund	40,808.73	40,722.54	40,722.54	40,722.54
2000076200	DI Property Tax Requisition	30.81	41.79	41.79	41.95
	Wheatland Lodge Capital Interest		-		-
2000076500	Wheatland Lodge Requisition	1,541.00	1,849.00	1,098.00	1,300.00
2000077000	Operating Contingency	-			
2000079000	Transfer to Reserves				
		( 186,770.18)	( 212,729.00)	( 210,901.94)	( 217,144.00)

### Council

Account #	Description	2023 Budget			
2110013000	Council CPP Deductions	950.00	800.00	682.77	750.00
2110014000	Council Training	1,300.00	1,300.00	1,090.00	1,300.00
2110015000	Council Honorarium/Per Diem	14,500.00	14,500.00	14,975.00	15,000.00
2110021000	Council Mileage & Expense	3,500.00	3,200.00	4,323.24	4,400.00
2110051500	Donations/Gifts	1,000.00	1,000.00	999.90	1,000.00
		21,250.00	20,800.00		22,450.00

### Elections and Census

Account #	Description	2023 Budget			
2121122000	Election & Census Advertising	-	-	-	1,500.00
2121151000	Election & Census Supplies	-	-	-	1,000.00
		-	-		2,500.00

### Administration

Account #	Description	2023 Budget			
1120041000	General Services And Supplies	( 800.00)	( 800.00)	( 924.00)	( 1,000.00)
1120056000	Rentals/ Lease Revenue	( 3,200.00)	( 3,750.00)	( 3,923.50)	( 3,750.00)
1120059000	Dividends/Rebates				
1120084000	Provincial Operating Grant	( 48,406.00)	( 48,406.00)	( 48,406.00)	( 48,406.00)
1720081000	Grants from Others - Bursary SLGM	-	-	( 1,200.00)	-
2120011000	Admin Salaries & Wages	43,500.00	46,000.00	45,999.96	47,610.00
2120011500	Contracted Casual Hours	4,800.00	4,000.00	4,062.50	4,200.00
2120012000	AMSC Benefits Employer Contribution	4,672.00	5,273.00	5,525.00	5,600.00
2120012500	LAPP Employer Contribution	750.00	3,900.00	323.92	4,003.00
2120013000	Admin CPP/EI Contributions	3,700.00	3,700.00	3,626.73	3,700.00
2120014000	Administration Training	2,500.00	2,000.00	1,052.34	2,200.00
2120021000	Admin Mileage & Expenses	2,500.00	2,100.00	1,839.20	2,100.00
2120021500	Postage/Courier/Freight	1,500.00	1,500.00	1,410.88	1,300.00
2120022000	Advertising	1,000.00	1,000.00	-	1,300.00
2120022500	Memberships	1,800.00	1,900.00	1,834.92	1,900.00
2120023000	Banking Charges & Audit expense	14,500.00	15,700.00	15,500.00	16,400.00
2120023500	Legal Fees	1,000.00	1,000.00	1,789.56	1,300.00
2120024000	Assessment Services	5,700.00	5,800.00	5,774.97	5,900.00



2120024500 IT Services/Website	5,000.00	7,600.00	7,283.68	8,000.00
2120027000 Insurance Premiums	7,732.00	7,831.00	7,992.44	8,950.00
2120051000 Office Supplies & Services	6,000.00	4,500.00	9,966.16	4,500.00
	-		^the appeal	
2120054000 Admin Utilities	3,750.00	4,000.00	3,829.65	4,000.00
2120080000 Admin - Amortization Expenses	560.00	560.00	560.00	560.00
	58,558.00	65,408.00	63,918.41	70,367.00

#### Fire

Account #	Description	2023	Budget		
2230022500	Radio License	-	-	-	-
2230076000	Fire Association Requisition	8,150.00	8,250.00	8,250.00	8,250.00
2230076500	Fire Capital Contribution	1,000.00	1,000.00	1,000.00	1,000.00
		9,150.00	9,250.00	9,250.00	9,250.00

#### 2028 Centennial Event

Account #	Description	2023	Budget		
3000036000	Village of Hussar Centennial Event Reserve	750.00	750.00	750.00	750.00

#### Emergency Management

Account #	Description	2023	Budget		
2240051000	Emergency Supplies & Services	100.00	100.00	100.00	100.00

#### Ambulance/Emergency Services

Account #	Description	2023	Budget		
1250011400	WADEMESA Requisition				
2250076000	WADEMESA Requisition	1,312.00	1,312.00	1,312.00	1,312.00
		1,312.00	1,312.00	1,312.00	1,312.00

#### RCMP & Bylaw Enforcement

Account #	Description	2023	Budget		
1260051000	Animal Licenses	( 600.00)	( 1,000.00)	( 725.00)	( 800.00)
1260051500	Provincial Fines Distribution	( 160.00)	( 160.00)	-	( 160.00)
2000076600	RCMP	6,410.00	9,937.00	9,937.00	9,937.00
2260035000	Protective Services	550.00	550.00	-	500.00
		6,200.00	9,327.00	9,212.00	9,477.00

#### Public Works

Account #	Description	2023	Budget		
1310041000	PW Services/Supplies	( 1,000.00)	( 500.00)	-	( 500.00)
1720081000	Grants from Others - Summer Student)	( 1,800.00)	( 2,250.00)	( 1,909.00)	( 2,000.00)
2310011000	Public Works Wages	40,000.00	39,000.00	37,976.26	38,100.00
2310012000	Public Works Benefits	5,088.00	5,265.00	5,266.80	5,300.00
2310013000	Public Works CPP/EI	3,725.00	3,900.00	3,498.06	3,600.00
2310014000	Public Works Training	500.00	250.00	-	250.00
2310025000	Equipment Maintenance	4,500.00	9,500.00	9,647.15	5,000.00
2310025500	Contracted Maintenance	1,500.00	1,500.00	1,355.30	1,500.00
2310025600	Building Maintenance	2,500.00	3,500.00	1,960.56	4,500.00
2310026000	Equipment Rentals	500.00	250.00	-	400.00
2310027000	Insurance Premiums	1,733.00	1,743.00	1,743.00	1,945.00
2310035000	Weed Inspector	250.00	300.00	240.00	300.00
2310051000	PW General Supplies	3,000.00	2,500.00	1,866.31	2,500.00
2310051500	Public Works Tools/Equipment	2,700.00	1,500.00	1,304.97	1,500.00
2310052500	Cardlock Fuel	4,500.00	4,200.00	4,266.59	4,500.00
2310054000	Public Works Utilities	5,750.00	5,750.00	5,497.29	5,700.00
2310077000	Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00	10,000.00

2310080000 Common - Amortization Expense

7,930.00	7,930.00	7,930.00	7,930.00
91,376.00	94,338.00	90,643.29	90,525.00

#### Roads

Account #	Description	2023 Budget				
1320054000	Fortis Franchise	( 31,000.00)	( 32,000.00)	( 31,096.83)	( 33,000.00)	
2320023000	Roads Engineering	-				
2320025000	Roads Contracted Maintenance	9,000.00	6,500.00	5,628.88	7,000.00	
2320024000	Roads Maintenance	1,500.00	3,000.00	467.00	2,500.00	
2320054000	Utilities - Street Lights	21,000.00	24,000.00	21,093.24	23,000.00	
2320080000	Roads - Amortization Expense	70,130.00	70,130.00	70,130.00	70,130.00	
		70,630.00	71,630.00	66,222.29	69,630.00	

#### Water

Account #	Description	2023 Budget				
1410040000	Water Billing	( 79,516.00)	( 85,680.00)	( 84,933.91)	( 90,720.00)	
1410041000	Water Services/Supplies	( 100.00)	( 100.00)	-	( 100.00)	
1410051000	Water Penalty	( 1,050.00)	( 1,400.00)	( 1,179.92)	( 1,200.00)	
2410021500	Water Postage & Freight	500.00	550.00	639.89	650.00	
2410023000	Water Operations Contract	27,600.00	29,500.00	28,977.51	30,500.00	
2410023500	Water Testing	250.00	250.00	2,330.65	2,400.00	
2410025000	Water Contracted Maintenance	24,000.00	20,000.00	13,214.68	20,000.00	
2410026000	Lease Payments	3,166.00	3,250.00	3,261.72	3,360.00	
2410027000	Insurance Premiums	1,699.00	1,784.00	1,784.00	4,136.00	
2410051000	Water Services/Supplies	152.00	155.00	245.00	250.00	
2410053000	Treatment Chemicals	4,800.00	4,800.00	4,645.32	4,800.00	
2410054000	Water Utilities	17,000.00	22,000.00	15,613.32	20,000.00	
2410077000	Transfer to Reserves	1,499.00	4,891.00		5,910.00	
2410080000	Water - Amortization Expense	38,630.00	38,630.00		38,630.00	
		38,630.00	38,630.00	( 15,401.74)	38,616.00	

#### Wastewater

Account #	Description	2023 Budget				
1420040000	Sewer Billing	( 29,664.00)	( 20,160.00)	( 20,183.95)	( 21,420.00)	
1420051000	Sewer Penalty	( 1,000.00)	( 800.00)	( 421.34)	( 500.00)	
2420023000	Sewer Operations Contract	7,000.00	7,500.00	7,244.41	7,800.00	
2420025000	Contracted Maintenance	3,675.00	3,700.00	4,627.02	3,700.00	
2420027000	Insurance Premiums	1,001.00	1,051.00	1,051.00	1,073.00	
2420051000	Sewer Services/Supplies	120.00	120.00	-	120.00	
2420054000	Sewer Utilities	3,500.00	4,500.00	3,299.14	4,500.00	
2420077000	Transfer to Reserves	14,872.00	4,040.00		4,677.00	
2420080000	Sewer - Amortization Expense	22,338.00	22,338.00		22,338.00	
2420083000	Debenture Interest	496.00	-		-	
		22,338.00	22,289.00	( 4,383.72)	22,288.00	

#### Solid Waste

Account #	Description	2023 Budget				
1430040000	Garbage Collection Billing	( 31,512.00)	( 32,136.00)	( 31,226.74)	( 34,020.00)	
1430051000	Garbage Collection Penalty	( 500.00)	( 600.00)	( 475.61)	( 500.00)	
2430011000	Garbage Collection Wages	3,600.00	3,600.00	3,306.00	3,600.00	
2430025000	Transfer Site Maintenance	7,000.00	8,700.00	7,745.07	8,700.00	
2430035000	Transfer Site Labour	7,875.00	7,900.00	9,486.75	10,000.00	
2430054000	Transfer Site Utilities	525.00	550.00	485.37	550.00	
2430076000	Drum Solid Waste Requisition	7,646.29	9,015.00	9,014.40	8,653.00	
2430077000	Transfer to Reserves	4,611.96	2,212.00		4,331.00	
2430078000	SAEWA Requisition	99.75	105.00	262.40	132.00	
2430077000	Loan Interest	654.00	654.00	653.76	654.00	
		-	-	( 748.60)	2,100.00	

#### WFCSS

Account #	Description	2023 Budget
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2510076000 FCSS Requisition	1,500.00	1,376.00	1,375.22	1,376.00
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<b>Cemetery</b>				
<b>Account #</b>	<b>Description</b>	<b>2023 Budget</b>		
1560041000	Cemetery Revenue	( 2,000.00)	( 2,000.00)	( 2,800.00)
1560055000	Cemetery Interest	( 5.00)	( 5.00)	( 533.25)
1560059000	Cemetery Donations	( 1,000.00)	( 1,000.00)	( 2,955.00)
1560077000	Transfer from Reserves/Perpetual Account	( 6,000.00)	( 27,143.00)	( 5,282.00)
2560011000	Cemetery Wages	225.00	300.00	-
2560021500	Cemetery Postage/Freight	-	-	-
2560025000	Cemetery Maintenance	687.00	687.00	-
2560051000	Cemetery Goods & Services	6,693.00	27,761.00	29,195.22
2560054000	Cemetery Utilities	1,200.00	1,200.00	1,022.75
2560080000	Cemetery Amortization Expense	200.00	200.00	200.00
		-	-	-

<b>Planning &amp; Development</b>				
<b>Account #</b>	<b>Description</b>	<b>2023 Budget</b>		
1610041000	Development Permits	( 650.00)	( 600.00)	( 960.00)
1610084000	Provincial Grant	-	-	-
2610022000	Planning & Development Advertising	1,000.00	1,000.00	1,000.00
2610023000	Planning & Development Consulting	-	630.00	630.00
2610076000	Palliser Requisition	3,000.00	4,000.00	4,000.00
		3,350.00	5,030.00	3,670.00
				5,030.00

<b>Campground</b>				
<b>Account #</b>	<b>Description</b>	<b>2023 Budget</b>	<b>2024 Budget</b>	<b>2024 Budget</b>
1720041000	Campground Revenue	( 4,000.00)	( 4,700.00)	( 7,008.69)
1720056500	Fish & Game Club Payments	( 500.00)	( 500.00)	( 500.00)
1720059000	Campground Donations	-	-	-
1720081000	Grants from Others	-	-	-
2720011000	Campground Wages	3,000.00	3,000.00	3,006.40
2720025000	Campground Maintenance	5,000.00	5,000.00	4,449.82
2720027000	Campground Insurance	364.00	381.00	381.00
2720051000	Campground Services & Supplies	1,000.00	1,000.00	388.87
2720054000	Campground Utilities	4,500.00	4,700.00	3,954.12
2720077000	Transfer to Campground Reserve	-	-	-
2720080000	Parks & Rec - Amortization Expense	43,768.00	43,768.00	43,768.00
		53,132.00	52,649.00	4,671.52
				51,148.00

<b>School Grounds</b>				
<b>Account #</b>	<b>Description</b>	<b>2023 Budget</b>		
2730011000	School ground wages	1,000.00	500.00	964.26
2730025000	School ground maintenance	1,500.00	1,400.00	1,937.50
		2,500.00	1,900.00	2,901.76
				2,200.00

<b>Library</b>				
<b>Account #</b>	<b>Description</b>	<b>2023 Budget</b>		
1740056500	Library Payments			
2740076000	Marigold Requisition	1,245.00	996.00	1,059.44
2740076500	Hussar Library Contribution	500.00	500.00	500.00
2740080000	Culture Amortization Expense	1,480.00	1,480.00	1,480.00
		3,225.00	2,976.00	3,039.44
				3,061.00

<b>Masonic Lodge</b>				
<b>Account #</b>	<b>Description</b>			
2750011000	Masonic Lodge Wages			



2750054000 Masonic Lodge Utilities

Operating Budget	197,230.82	185,036.00	185,036.00
Less: Amortization Expenses	( 185,036.00)	( 185,036.00)	( 185,036.00)
Add: Debenture Principal Payments	8,805.18	-	-
Add: Transfer to Capital Reserves			
TOTAL OPERATING BUDGET	21,000.00	-	-

Approved this \_\_\_\_day of \_\_\_\_\_, 2025

Les Schultz, Mayor

Liz Santerre, CAO

Date Printed  
2025-03-03 3:29 PM

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2025-00013 to 2025-00021

Page 1

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE			
Payment #	Date	Vendor Name	Payment Amount
9777	2025-02-05	Alberta Municipal Services Corp	627.78
9778	2025-02-05	AMSC Insurance Services Ltd.	1,191.54
9779	2025-02-05	Bassano Plumbing & Heating	850.29
9780	2025-02-05	Canada Revenue Agency	2,138.88
9781	2025-02-05	Drumheller & District Solid	8,652.60
9782	2025-02-05	Data Scavenger Inc.	157.50
9783	2025-02-05	TSG Water Services	4,410.64
9784	2025-02-05	Village of Rockyford	149.96
9785	2025-02-05	Wheatland County	1,538.39
9786	2025-02-05	VOID - Cheque Confirmation	0.00
9787	2025-02-05	VOID - Cheque Confirmation	0.00
9788	2025-02-05	Wild Rose Assessment Service	507.50
9789	2025-02-05	Wheatland F.C.S.S.,	1,375.22
9791	2025-02-13	Receiver General For Canada	176.17
9792	2025-02-13	Marigold Library System	1,080.76
9793	2025-02-13	Jepson Petroleum Ltd.	622.58
9794	2025-02-13	Armstrong Auto Service	519.25
9795	2025-02-26	Alberta Municipal Services Corp	4,460.31
9796	2025-02-26	ClearTech Industries Inc	1,904.97
9797	2025-02-26	Drumheller & District Solid	653.76
9798	2025-02-26	Telus Communications Inc.	122.47
9799	2025-02-26	Telus	37.75
9800	2025-02-26	WADEMSA	1,312.00
9801	2025-02-26	Wheatland County	808.76
9802	2025-02-26	Workers' Compensation Board AB	628.08
9805	2025-02-27	Alberta Municipal Services Corp	627.78
9806	2025-02-27	Canada Revenue Agency	1,877.06
9808	2025-02-27	Plante, Michelle	287.50

Total Computer Cheque: 36,771.98

Total AP: 36,771.98

Certified Correct This March 3, 2025

Reeve

Administrator



# **BASSANO RCMP DETACHMENT MOUNTIE MEMO For: February 2025**

In February 2025, Bassano RCMP responded to near 50 events/calls for service. Including various levels of criminal, traffic and public assistance related files. Below is a snapshot of some of the various calls of service Bassano RCMP attended:

## **Miscellaneous Files from February 2025:**

### **Wrong Way on Hwy 1:**

On February 2<sup>nd</sup>, 2025, Bassano RCMP responded to 2 reports of a silver pick-up travelling east bound in the west bound lanes of Hwy 1 near Range Road 183. Members were able to locate the vehicle and issued the Brooks resident a violation ticket for driving the wrong direction on the highway. There were no signs of impairment for the driver, just poor driving and inexperience.

### **Break and Enter/Damage to Gravel Pit:**

On February 25<sup>th</sup>, 2025, Bassano RCMP received a report of a break and enter and damage to a front-end loader located at gravel pit near Range Rd 181 and Township Rd 220. The padlocks were cut off the gate and the front-end loader had the fuel door lock broken and a radiator hose cut. The incident occurred sometime between Feb 5<sup>th</sup> – 20<sup>th</sup>. The trail cameras did not catch a suspect(s) and due to the melting snow ground conditions, there was physical evidence to assist in a suspect(s) identity at this time.

### **Fail to Comply with an Undertaking Warrant: File 2025-217495**

On February 12<sup>th</sup>, 2025 a warrant was issued for a 58-year-old male Bassano resident for Failing to Comply with an Undertaking by missing his Court date which stemmed from a Resisting Arrest of a Police Officer criminal charge at the Imperial Hotel on October 11<sup>th</sup>, 2024. On February 20<sup>th</sup>, 2025 the male was arrested on his outstanding warrant and released on an Appearance Notice for a new Court Date at Brooks Provincial Court on April 4<sup>th</sup>, 2025.

### **Uttering Threats- Neighbour Dispute: File 2025-252114**

On February 21<sup>st</sup> and then 26<sup>th</sup>, 2025, Bassano RCMP received a report of an ongoing feud between neighbours over a civil dispute involving a previously purchased vehicle between the two parties. The dispute escalated to the point where threats were uttered between the two parties.

On Feb 26<sup>th</sup>, a 62-year-old male Bassano resident was arrested and charged with 1 count of Uttering Threats Against a Person and released on an Undertaking with conditions and a Brooks Provincial Court Date of April 9<sup>th</sup>, 2025



# **Police & Public Education: Help us – Help you!**

## **Releasing names in Media Releases:**

Many times, as Police we get asked why we do or don't release a Suspect's name. In all instances we must adhere the provisions of the RCMP Act, Privacy Act, Access to Information Act, the Canadian Charter of Rights and Freedoms or the Canadian Human Rights Act.

The release of a suspect's name by law enforcement is governed by legal and ethical considerations, balancing the public's right to know with the rights of the accused and the integrity of investigations.

There is always a debate with public misinformation and self-appointed legal experts on social media platforms. For an example when a person is "Arrested", it does NOT mean "Charged". Despite misinformation, they are two different things.

## **Arrested:**

Police get their authority to arrest without warrant under Section 495 of the Criminal Code of Canada (Arrest without warrant by police/peace officer).

Once a Suspect is Arrested, a determination will be made if they will be held for a Judicial Interim Release Hearing (ie; Go before Court) or if they will be released on an Undertaking with Release Conditions, an Appearance Notice or Summons. These later forms of release provide the person with a Court date they must attend.

The decision if they will be released with conditions and a court date are made based on numerous factors but not limited to:

- 1) the suspects previous criminal history;
- 2) the seriousness of the criminal offence; establish the identity of the suspect;
- 3) ensure the suspect will attend court.
- 4) secure or preserve evidence of or relating to the offence;
- 5) prevent the continuation or repetition of the offence,
- 6) prevent the commission of another offence.

## **Charged:**

Once Police have completed their investigation or have enough evidence to complete a Court Package it is sent to Crown Council or Pre-Charge Assessment where THEY will determine if charges will be formally laid for Court.

An "Information" is laid and sworn, now making it Public Record in Court and the Suspect's name can be released.

### **When Police Can Release a Suspect's Name:**

- 1) When charges have been formally laid for court, making the information public record. This can take time, depending on the complexity of the investigation
- 2) When public safety is at risk, such as in cases involving fugitives, ongoing threats, or missing persons linked to a suspect.
- 3) When seeking public assistance, such as identifying additional victims or witnesses.

### **When Police Cannot Release a Suspect's Name:**

- 1) Before formal charges are laid, as premature disclosure can violate privacy rights and impact a fair trial.
- 2) If the suspect is a youth under 18, due to protections under the Youth Criminal Justice Act.
- 3) If a publication ban is in place, restricting public disclosure of details related to the case.
- 4) If releasing the name could compromise an ongoing investigation or endanger individuals involved.

### **Commander Comments:**

“In addition to the aforementioned reasons, there are other instances where citizens will see Police presence within their communities and often wonder what we were doing or what we are investigating.

A person's WANT to know, versus their NEED to know, do not outweigh the sensitivities of some of our investigations and decisions behind a media release.

Certain investigations such as; domestics, mental health related and sexual assault investigations we will not do a media release on **unless** there is a Public Safety aspect to consider. In most cases these are isolated instances and for privacy reasons, we do not want to revictimize the parties and victims involved.

I hope this clarifies some questions about Media Releases and the decision making behind them. “

Regards,  
Sgt. Joe Schmidt



Sgt. Joe Schmidt  
Detachment Commander  
Bassano RCMP Detachment



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR117690

February 13, 2025

Dear Chief Elected Official:

Joint use and planning agreements (JUPAs) between municipalities and school boards operating within municipal boundaries enable the integrated and long-term planning and use of school sites on municipal reserve, school reserve, and municipal and school reserve lands.

On June 10, 2020, Section 670.1 of the *Municipal Government Act* was proclaimed, setting the deadline for municipalities to complete these agreements with the applicable school boards to June 10, 2023. A two-year extension was granted to June 10, 2025, via Ministerial Order No. MSD:013/23.

The ministries of Municipal Affairs and Education have heard from municipalities and school boards about the challenges of meeting this year's deadline. My colleague, the Honourable Demetrios Nicolaides, Minister of Education, and I have agreed to extend the deadline for municipalities and school boards by one year, to June 10, 2026, to provide sufficient time to complete these agreements. As a result, Ministerial Order MSD:013/23 is rescinded and Ministerial Order No. MSD:004/25 is now in effect. Please find attached a copy of the new Ministerial Order.

Municipal Affairs advisory staff can provide additional supports to municipalities to assist with the development of these agreements. Questions regarding JUPAs can be directed to a planning advisor at [ma.advisory@gov.ab.ca](mailto:ma.advisory@gov.ab.ca), or call toll-free by first dialing 310-0000, then 780-427-2225. Should municipalities require support to mediate discussions with school boards, please email [municipalcollaboration@gov.ab.ca](mailto:municipalcollaboration@gov.ab.ca), or call the number above for more information.

Sincerely,

Ric McIver  
Minister

Attachment: Ministerial Order No. MSD:004/25

cc: Honourable Demetrios Nicolaides, Minister of Education





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

MINISTERIAL ORDER NO. MSD:004/25

I, Ric McIver, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *Municipal Government Act*, is extended to June 10, 2026.

Ministerial Order No. MSD:013/23 is hereby rescinded.

Dated at Edmonton, Alberta, this 29 day of January, 2025.

Ric McIver  
Minister of Municipal Affairs



**Date: February 21, 2025**

**Attention: All Municipal Partners**

I am writing to inform all municipalities that the annual audit for Wheatland Housing Management Body (WHMB) has been completed for the fiscal year 2024. After the auditor's report is presented to the WHMB Board of Directors and no later than 90 after the end of the fiscal year WHMB will forward the report to all municipalities that the management body requisitioned for that fiscal year. As well the report will be made public on WHMB's website. [www.wheatlandhousing.ca](http://www.wheatlandhousing.ca)

The audit report will be sent directly to each municipality in accordance with the Act, ensuring transparency and compliance with all relevant regulations.

If you have any questions or require further information, please do not hesitate to contact me at

Thank you for your continued support and cooperation.

Sincerely,



*CAB*

*Wheatland Housing Management Body*





## **PRESS RELEASE:**

### **SAEWA and GGEG / GGII Announce Signing of Memorandum of Understanding**

Date: February 23, 2025

The Southern Alberta Energy from Waste Association (SAEWA), which represents 34 municipalities across Southern Alberta, has selected Global Green Energy Group (GGEG – GGII) as its long-term partner in reducing the amount of waste heading to landfill by converting our daily waste into clean green renewable energy.

SAEWA announces the signing of a Memorandum of Understanding (“MoU”) between GGEG / GGII to move forward in facilitation of a framework for SAEWA Members to work with GGEG / GGII in the development of an energy-from-waste modular facility or facilities within the Southern Alberta membership region.

*According to SAEWA’s Chair, Ray Juska with this agreement SAEWA and its Member Municipalities have taken a giant step forward in making energy from waste for our smaller communities an achievable, cost effective and environmentally responsible alternative to landfilling. Members have shown great interest in starting to work with Global Green to initiate projects, and SAEWA will be there to assist as needed.*

Global Green Energy Group is a subsidiary of Singapore based Global Green International Investments (GGII), whose world leading waste to energy technology, has for over 15 years been converting various waste streams into renewable energy in an environmentally sustainable way. GGII has designed a unique modular pyrolysis unit, which heats the waste materials, without the use of oxygen and captures the smaller molecular compounds to produce renewable energies.

*GGII’s chairperson Allan Clarke says “Our technology objective targets over 90% of the daily waste stream heading to the landfill into renewable energy. Waste contains energy and rather than heading to the landfill, our technology converts that energy to synthetic low sulphur diesel, biochar & electricity, and now includes waste to hydrogen, with our partnership in 2024 with Canadian hydrogen specialist Ivy’s Energy”.*

GGEG will now work closely with SAEWA and its project partners Ivy’s Energy & Black Veatch & Epcot Crenshaw to establish one or more waste to energy facilities in Southern Alberta to provide a sustainable waste management solution to the local communities.

GGEG/GGII, in collaboration with its Canadian marketing agent, Viking North Environmental Tech, is committed to driving sustainable waste solutions and expand its waste conversion business.

#### **Project Partners**

Global Green International Investments Pte Ltd – established in Asia’s global business centre, Singapore in 2010 to globally market its patented waste to energy technology. Its Japanese technology & manufacturing partners have established and operated a number of commercial facilities in South Korea and continued research & development ensures technology advancements and efficiencies of waste conversion and operation. GGII and its global license partners are developing facilities in Australia/New Zealand, Philippines, Indonesia & Bangladesh. [www.ggienergy.com](http://www.ggienergy.com)





The Southern Alberta Energy from Waste Association (SAEWA) is a non-profit coalition of 34 municipal entities and waste management jurisdictions in southern Alberta committed to the research and implementation of ENERGY RECOVERY from non-recyclable waste materials that will REDUCE long term reliance on landfills. Established in 2013, SAEWA is seeking to foster sustainable waste management practices that contribute to our society's overall resource efficiency and environmental responsibility. SAEWA is in the final planning stages to develop an Energy-from-Waste Facility that will handle the conversion of municipal and other sources of solid waste into energy. Management of waste and the climate is paramount to our initiative to avoid landfilling and reduce Green House Gasses, by producing Green Biofuels and even Hydrogen. [www.saewa.ca](http://www.saewa.ca)



Epcot Crenshaw Corporation (ECC), a Pennsylvania-based developer specializing in industrial sustainability, has been appointed as the exclusive partner for the technology transfer, certification, and deployment of GGII's GGII technology. ECC's expertise will ensure the project delivery is completed to comply with the highest sustainability & economic priorities in America. [www.epcotcrenshaw.com](http://www.epcotcrenshaw.com)



GGII and IVYS' s Absorption have been working together to develop a green hydrogen process capacity using the gases generated by the GGII pyrolysis process. IVYS Absorption's innovation will combine with GGII technology to provide a further option for the effective management of waste and the climate and energy challenges we face. [www.ivysads.com](http://www.ivysads.com)



GGEG is represented by Castle Placement, LLC as its investment banker. Castle Placement, a member of FINRA and SIPC, has experienced investment bankers with significant personal relationships and a robust, data-driven technology platform that provides unparalleled and transparent access for issuers and investors. [www.castleplacement.com](http://www.castleplacement.com)



File No. PL2025-001

Bylaw No. 2025-05

February 24, 2025

Wheatland County is proposing amendments to the Land Use Bylaw and is requesting your comments, recommendations, or requirements in accordance with the *Municipal Government Act*. To ensure that your comments are considered, please provide your response to the undersigned by the date indicated below.

**File Number:** PL2025-001

**Bylaw Number:** 2025-05

**Proposal:** To amend the Land Use Bylaw to update Definitions, General Regulations, Specific Use Regulations, and Land Use Districts.

**Reply By:** March 24, 2025

A summary of the amendments has been included with this notice. More information, including a copy of Bylaw 2025-05 is available on Wheatland County's website at the web address below:

**[wheatlandcounty.ca/projects-under-review](https://wheatlandcounty.ca/projects-under-review)**

Thank you for your attention to this application. In your reply, please make reference to our file number, applicant's name, and legal description. All submissions will become part of the public record.

Sincerely,

Jessica Russell, Planner, Planning and Development Services  
[jessica.russell@wheatlandcounty.ca](mailto:jessica.russell@wheatlandcounty.ca)



Bylaw No. 2025-05

## Proposed Amendments to the Land Use Bylaw

### *What is the County proposing?*

The County is proposing multiple textual amendments to the Land Use Bylaw. The proposed amendments aim to improve clarity and of the Land Use Bylaw, increasing ease-of-use. The proposed amendments in each Appendix are summarized below. The draft bylaw and appendices may be viewed in-person at the Wheatland County Office or on the Wheatland County website at [wheatlandcounty.ca/projects-under-review](https://wheatlandcounty.ca/projects-under-review).

The proposed amendments are separated into four appendices:

#### **Appendix 'A' regarding Typos and Corrections**

- Add 'Historic Setbacks' under Part 7.20 *Special Setback Requirements* to allow for historical setbacks of buildings and structures constructed prior to June 3, 2003;
- Amend Subpart 9.13 HMU District to address various typos;
- Remove "Recreational Vehicle for Quarantine or Self-Isolation" from definitions, regulations, and allowed uses;
- Add a definition for "Rail Spurs" and add as a discretionary use in agricultural, industrial, and natural resource districts;
- Amend the definition regarding 'Barrier-Free Parking' to replace outdated language;
- Remove unused definitions to promote ease of use; and
- Update the definitions and setbacks in Subpart 9.23 Direct Control District (DC-3) that were established during previous Land Use Bylaw.

#### **Appendix 'B' regarding Utilities**

- Amend the definition and regulations for "Telecommunication Towers" to improve consistency;
- Amend the definition of "Utility Building" to "Utility Services, Minor Infrastructure", add Minor Infrastructure Utility Services under Part 4.2 Development Permits Not Required, and delete "Utility Building" as an allowed use in various Land Use Districts.

#### **Appendix 'C' regarding Kennels**

- Replace the definition of "Kennel" with "Animal Services", broadening terms related to domestic animal care; and
- Amend Subpart 8.16 regarding regulations and application requirements for Kennels, replace "Kennels" with "Animal Services" in relevant Land Use Districts, and add "Animal Services" as a discretionary use in the IG District.

#### **Appendix 'D' regarding Signs**

- Restructure the signs section to classify signs as three types: "Type 1 Signs" being signs that are small providing general information and direction; "Type 2 Signs" being temporary or permanent advertisement signs requiring a Development Permit; and "Type 3 Signs" being large temporary or permanent signs for advertisement with or without digital features; and
- Replace "Signage" with "Sign, Type 1" in Part 4.2 Development Permit Not Required.

### *Why is the County proposing these changes?*

These amendments aim to correct inconsistencies within the Land Use Bylaw, providing Wheatland residents and business owners flexibility as they conduct their operations. The County frequently makes amendments like these to ensure the document is as clear and concise as possible. Small textual amendments help the Land Use Bylaw stay as up-to-date and relevant.



## BYLAW 2025-05

(PL2025-001)

### BEING A BYLAW OF WHEATLAND COUNTY TO AMEND LAND USE BYLAW NO. 2016-01 TO MAKE TEXTUAL AMENDMENTS TO MULTIPLE PARTS.

---

WHEREAS the requirements for advertising this Bylaw, as per Section 606 of the *Municipal Government Act*, have been met prior to the Public Hearing date.

WHEREAS a Public Hearing was held on \_\_\_\_\_, 2025 at the Wheatland County office.

THEREFORE under the authority and subject to the provisions of the *Municipal Government Act*, as amended, the Council of Wheatland County enacts as follows:

1. Bylaw No. 2016-01, being the Land Use Bylaw is hereby amended to make textual changes to multiple parts as shown on the attached Schedule 'A' forming part of this Bylaw.
2. This Bylaw comes into force when it receives third reading and is signed by the Reeve/Deputy Reeve and the CAO or Designate, as per the *Municipal Government Act*.

MOVED First Reading of Bylaw 2025-05 on \_\_\_\_\_ this being a bylaw for the purpose of amending multiple parts of Land Use Bylaw No. 2016-01 as shown on the attached Schedule 'A'.

Lost/Carried.

MOVED Second Reading of Bylaw 2025-05 on \_\_\_\_\_ and it was

Lost/Carried.

MOVED Third and Final Reading of Bylaw 2025-05 on \_\_\_\_\_ and it was

Lost/Carried.

---

Reeve, Amber Link

---

Chief Administrative Officer,  
Brian Henderson

## **SCHEDULE 'A'**

**Bylaw: 2025-05**

Appendix 'A' Typos and Corrections

Appendix 'B' Utilities

Appendix 'C' Kennels

Appendix 'D' Signs

DRAFT

## Appendix A

### Typos and Corrections

#### Delete or Amend Outdated Language and Unused Terms

1. Delete unused definitions in Section 2.0 Definitions:
  - Delete Garden Centre, and
  - Delete Seniors Home
2. Amend Section 7.14.5 to update language  
7.14.5 **Barrier-Free** Parking ~~Stalls For the Disabled~~
  - a) Shall be provided in accordance with the Alberta Building Code;
  - b) Shall be designated as **barrier-free** ~~parking stalls for the disabled~~ using appropriate signage in accordance with Provincial standards;
  - c) Shall be included in the calculation of the applicable minimum parking requirement; and
  - d) **Barrier-free** ~~Disabled~~ parking shall be located as close to a main building entrance as possible.

#### Add in regulations for buildings constructed before a certain date

1. Add subsection regarding historic setbacks to Section 7.20 Special Setback Requirements

##### 7.20 Special Setback Requirements

##### 7.20.9 Historic Setbacks

The setbacks for building and structures constructed prior to June 3, 2003 or in accordance with any Land Use Bylaw prior to June 3, 2003 are deemed to comply with this Bylaw.

#### Amend Section 9.13 Hamlet Mixed-Use (HMU) District to Address Typos

1. Amend subsections in Section 9.13 Hamlet Mixed-Use (HMU) District to address references to incorrect sections:

##### Signage

- d) All advertising signage must have due regard to the residents of the building or community and must follow all requirements set out in ~~Section 7.17~~ **Part 7.18 Signage** of this Bylaw;

##### Parking and Loading

- e) On-site parking for Mixed Use Buildings shall be provided in accordance with the parking requirements set out for commercial, retail, civic, or institutional uses in ~~Section 7.11~~ **Part 7.14 Parking and Loading Requirements** of this Bylaw.

#### Amend multiple sections to address references of unused RVs for Isolation and Quarantine



1. Amend Section 2.0 Definitions to change the definition for Recreational Vehicle

**Recreational Vehicle** means a portable fabrication to be carried on a vehicle or to be transported on its own wheels and which is intended to provide temporary living accommodations for travel and recreational purposes. It includes vehicles such as a motor home, a camper, a travel trailer, or a tent trailer, but does not include a mobile home, a ~~sea-can~~ shipping container, or any vehicle or trailer over eight (8) feet (not including slide-outs) in width. ~~A recreational vehicle is not considered a dwelling unless it is being used for quarantine or self-isolation measures.~~

2. Delete Recreational Vehicle for Quarantine or Self-Isolation definition
3. Delete from Development Not Requiring Development Permit

#### ~~4.2.19 Recreational Vehicle for Quarantine or Self-Isolation~~

4. Amend Part 8: Specific Use Regulations 8.8.1(c)

c) Recreational vehicles shall not be used as a dwelling on a parcel, ~~unless there is an existing dwelling unit on a parcel and the Recreational Vehicle is being used for quarantine or self-isolation measures.~~

5. Remove Recreational Vehicle for Quarantine or Self-Isolation from Land Use Districts

- Amend Section 9.1(a) to remove as a permitted use
- Amend Section 9.2(a) to remove as a permitted use
- Amend Section 9.3(a) to remove as a permitted use
- Amend Section 9.11(a) to remove as a permitted use
- Amend Section 9.13(a) to remove as a permitted use
- Amend Section 9.17(a) to remove as a permitted use
- Amend Section 9.18(a) to remove as a permitted use
- Amend Section 9.19(a) to remove as a permitted use
- Amend Section 9.20(a) to remove as a permitted use

## Rail Spurs

1. Add Rail Spurs to Section 2.0 Definitions as a development that requires a Development Permit

**Rail Spur** means a secondary track that branches off from a main rail line and leads directly into a facility or industrial site, allowing for the loading and unloading of goods and materials directly to and from railcars.

2. Characterize Rail Spur as a discretionary use under relevant districts

- Amend Section 9.1 Agricultural General (AG) District to add as a discretionary use
- Amend Section 9.5 Industrial General (IG) District to add as discretionary use
- Amend Section 9.6 Intensive Industrial (II) District to add as discretionary use
- Amend Section 9.7 Natural Resource Extraction/Processing (NRE) District to add as discretionary use
- Amend Section 9.16 Hamlet Industrial (HI) District to add as discretionary use

## Updating Terminology and Setbacks Established During Previous Land Use Bylaw

1. Change definitions and setback regulations in Section 9.23 Direct Control District (DC-3) to meet existing standards in other agricultural districts:

a)

Permitted	Discretionary
<del>Dwelling, Multi Unit</del> Dwelling, Townhouse	

b)

Minimum Yard Setbacks	<del>38.10 m (125.0 ft) from the nearest limit (property line) of the public road right of way</del>
	22.86 m (75.0 ft) from the right-of-way of a public road
	<del>7.62 m (25.0 ft) from the property line in all other cases</del>
	15.24 m (10.0 ft) from the property line in all other cases

## Appendix B Utilities

### Telecommunication Towers

#### 1. Amend definitions

~~Communication Tower See Telecommunication Tower~~

**Telecommunication Tower** means a structure that is used to convey communication, radio, or television signals and may include other structures necessary for the carrying out of this function.

**Tower** means a tall, narrow standalone structure that may be temporary or permanent in nature used to facilitate a specific use such as a meteorological tower, a transmission tower, a cooling tower, etc.

#### 2. Amend 4.2 Development Permit Not Required

##### 4.2 Development Permit Not Required

##### 4.2.26 Telecommunications towers, structures, and antenna systems

- a) Telecommunication towers, structures, and antenna systems are ~~regulated by Industry Canada~~ subject to federal authority and regulations. The County may be consulted and provide input on telecommunication tower applications.

#### 3. Amend Part 7: General Regulations

Proposed amendment:

##### Part 7: General Regulations

##### 7.22 Telecommunication Tower

- 7.22.1 ~~Industry Canada has full authority and regulations over telecommunication towers. The County may be consulted and provided the opportunity to provide input on telecommunication tower applications as per Industry Canada protocol.~~

Telecommunication towers, structures, and antenna systems are subject to federal authority and regulations. The County may be consulted and provided the opportunity to provide input on telecommunication tower applications. See Section 4.2 Development Not Requiring a Development Permit.

### Public Utilities

#### 1. Amend Utility Building definition

**Utility Services, Minor Infrastructure** ~~Utility Building~~ means the development, operation, or maintenance of public infrastructure, including any building or accessory building used in conjunction with a particular utility or utility service.



2. Add Utility Services, Minor Infrastructure to Section 4.2 Development Permit Not Requiring  
4.2 Development Permit Not Required

#### 4.2.28 Utility Services, Minor Infrastructure

3. Delete Utility Building from Land Use Districts

- Delete Utility Building from II District as a discretionary use
- Delete Utility Building from CS District as a permitted use
- Delete Utility Building from PU District as a permitted use
- Delete Utility Building from HMU District as a permitted use
- Delete Utility Building from S-LDR District as a permitted use
- Delete Utility Building from DC-21 District as a discretionary use
- Delete Utility Building from DC-22 Cell 1 District as a permitted use
- Delete Utility Building from DC-24 District as a permitted use

## Appendix C

### Kennels

#### 1. Amend Kennel definition

~~Kennel~~ **Animal Services** means a development where **domestic animals** ~~dogs~~ over the age of 90 days are cared for, maintained, **groomed**, boarded, bred, or trained and the landowner receives compensation for such activities. This definition ~~includes~~ **excludes** all livestock. ~~Dog shows for entertainment purposes are also included in this use.~~ Uses may include agility training facilities, animal daycare facilities, animal grooming and care, animal shelters, animal shows for entertainment purposes, boarding facilities, breeding facilities, and private dog parks.

#### 2. Amend Part 8: Specific Use Regulations

##### 8.16 ~~Kennels~~ **Animal Services**

###### 8.16.1 General Regulations

- a) ~~Kennels~~ **Animal Services** are not allowed in residential hamlet districts, **except as a Home-Based Business for non-overnight grooming.**
- b) **Animal Services as a Home-Based Business Type 2 or Home-Based Business Type 3 may be permitted, subject to Section 8.15.**
- c) **A maximum of one (1) Animal Services operation, including as a Home-Based Business, is allowed per parcel.**
- d) Applications for an Animal Services operation may require a **Landscaping Plan, Manure Management Plan, Noise Management Plan, and a Parking Plan.**
- e) All Animal Services are to operate in a manner acceptable to Alberta Health Services.

###### 8.16.2 ~~Dog facilities~~ **Animal Services Facility Requirements**

- a) Buildings or exterior exercise area(s) may not be located in the front yard.
- b) Any building or exterior exercise area(s) used for the **animals** must be a minimum of 76.20 metres (250.00 feet) from any dwelling units on adjacent lands, **excluding Animal Services operating as a Home-Based Business.**
- c) **Outdoor areas including exterior exercise areas or parks must be enclosed by a fence.**
- d) **Screening and landscaping may be required.**

###### ~~8.16.3 Manure Management~~

- a) ~~Applications for an Animal Services operation may require a Manure Management Plan.~~  
Moved to 8.16.2
- b) ~~All Animal Services are to operate in a manner acceptable to Alberta Health Services.~~  
Moved to 8.16.2

3. Amend Land Use District to replace Kennel with Animal Services

Delete Kennel from the Agriculture General (AG) District and replace with Animal Services  
Delete Kennel from the Rural Business (RB) District and replace with Animal Services  
Delete Kennel from the Country Residential (CR) District and replace with Animal Services  
Delete Kennel from the Commercial Highway (CH) District and replace with Animal Services  
Delete Kennel from the Hamlet Commercial (HC) District and replace with Animal Services  
Delete Kennel from the Hamlet Industrial (HI) District and replace with Animal Services  
Delete Kennel from the Direct Control (DC-12) District – Cell 2 and replace with Animal Services  
Delete Kennel from the Direct Control (DC-13) District – Cell 1 and replace with Animal Services  
Delete Kennel from the Direct Control (DC-25) District and replace with Animal Services

4. Amend Industrial General District to add Animal Services

Add Animal Services to the Industrial General (IG) District as a discretionary use.



## Appendix D Signs

### 1. Amend Section 4.2 to change Signage to Sign, Type 1

#### 4.2 Development Permit Not Required

##### 4.2.23 Sign, Type 1 (see 7.18 Signs)

### 2. Delete Section 7.18 Signage and replace with the following:

#### 7.18 Signs

##### 7.18.1 Definitions

For the purpose of this Bylaw, the following definitions shall apply:

**A-Board** means a temporary sign which is set on the ground, built on two (2) similar pieces of material and attached at the top by a hinge(s) so as to be self-supporting when the bottom edges are separated from each other and designed and built to be easily carried by one (1) person.

**Animation** means a projection style where action or motion is used to project sign content, including lighting changes, special effects, or pictures, but does not include changeable content.

**Banner Sign** means a temporary sign that is made of lightweight material intended to be secured to the flat surface of a building or structure, at the top and the bottom on all corners, excluding official flags and emblems.

**Billboard** means a sign, greater than 28.00 squared metres (300.00 squared feet), primarily self-supporting and permanently affixed to the ground that may or may not contain advertising related to the development within the parcel upon which the billboard sign is located.

**Canopy Sign** means a permanent fixture fitted over windows and doors on the exterior wall of a building and used for either shelter, advertising, or decoration.

**Construction Sign** means a temporary sign which is placed on a site to advertise items such as the provision of labour, services, materials, or financing on a construction project.

**Changeable Content** means sign content which changes automatically through electronic and/or mechanical means and may include typical features such as an electronic message centre or time and temperature unit.

**Directional and Information Sign** means a sign which is limited to providing direction guidance, distance, or similar information and which may contain a name or logo.

**Election Sign** means a temporary sign used to promote a candidate, political party, plebiscite or referendum during a County, school board, provincial, federal election or special referendum or plebiscite ballot held pursuant to the Local Authorities Election Act.

**Fascia Sign** a sign placed flat and parallel to the face of a building so that no part projects more than 0.30 metres (1.00 feet) horizontally from the exterior wall of the building.



**Field Crop Agricultural Services Sign** means a sign, small in scale, advertising agricultural services such as crop varieties and/or weed and insect control products. They are typically attached to fences or on posts on agricultural land in the County and note the proposed service and contact information of the individual advertising the services. The sign may include a company name or logo.

**Freestanding Sign** means a sign 28.00 square metres (300.00 square feet) or less, which stands independently of a building. The sign advertises goods and services which are at the location on which the sign is located.

**Home-Based Business Sign** means a commercially produced identification sign containing the name of the home-based business, contact information and, the business logo, associated with a permitted Type 2 or Type 3 Home-Based Business, but not including Type 1.

**Identification Sign** means a sign which contains no advertising, but is limited to the name, address, and/or number of a building, institution or person, or the activity carried out by that person, or at that location.

**Portable Sign** means a sign on a standard, column or A-frame boards fixed to its own self-contained base and capable of being moved manually, which is not attached to a building or to the ground, or mounted on a vehicle, trailer or wagon and is easily and readily moved.

**Projecting Sign** means a sign other than a canopy sign or fascia sign which is attached to and projects, more than 0.30 metres (1.00 feet) horizontally from a structure or building face.

**Real Estate Sign** means a sign advertising real estate (i.e. property) that is for sale, for lease, or for rent.

**Temporary Sign** means a sign other than a portable sign which is not permanently attached to a supporting structure or building and is in place for less than 30 days.

**Vehicle Sign** means a sign mounted, painted, placed on, attached, or affixed to a trailer, freight trailer, watercraft, truck, automobile, or other form of motor vehicle, that are not normally used in the daily activity of the business and that is visible from a road as a means of advertising.

**Window Sign** means a sign painted on, attached to, or installed on a window intended to be viewed from outside the premises.

#### 7.18.2 Administration

- a) A Development Permit issued by the Development Authority is required for all signs, except for Type 1 Signs and routine maintenance of a permitted sign, not including renovation, alteration, or relocation.
- b) A separate Development Permit for signage is not required if the proposed signs are detailed in a Development Permit application for a separate proposed use on a parcel.
- c) In cases where multiple signs are proposed on a parcel at once, one (1) Development Permit is required that encompasses all of the proposed signage.
- d) The Development Officer may refer any Development Permit application for a sign to the Development Authority for a decision;

#### 7.18.3 General Provisions



- a) Any signage to be erected, enlarged, or structurally altered and which is proposed to be located on privately owned lands shall comply with the provisions of this part whether or not a Development Permit is required.
- b) Temporary signs relating to a specific sale, event or work shall be removed by the advertiser within 14 days after the completion of the sale, event, or work to which the sign relates.
- c) All signs shall comply with applicable provincial legislation and approvals.

d) Maintenance

- i. All signs shall be of a quality construction and or a design suitable for public display;
- ii. All signs shall be kept in a safe, clean and tidy condition and may be required to be renovated or removed if not properly maintained;
- iii. Sign removal may be required by the Development Authority if the sign is not maintained or is not deemed safe to the public.

e) Safety and Nuisance

- i. Signs shall not be flood-lighted in such a manner as to cause visual distraction to motorists;
- ii. All signage should be located or mounted such that there are no safety or visibility concerns to both road and pedestrian traffic;
- iii. No sign shall employ any words (e.g., 'STOP', 'DANGER', 'YIELD'), revolving lights, flashing or intermittent lights, or lights resembling emergency services, traffic signals, railway crossing signals, hazard warning devices, or other similar appearance or lighting.
- iv. No sign shall contain moving parts or emit amplified sounds or music;
- v. No sign shall employ changeable content, animation, or pictorial scenes at a luminosity, intensity and/or interval which may create a public hazard or nuisance;

- f) A maximum of two (2) signs are allowed per parcel, except if the parcel is in an industrial or commercial district, unless otherwise stated.

g) Location

- i. No sign shall be located within a public right-of-way or vehicle signs parked in a public right-of-way, unless permitted by the County, Provincial Government, or Federal Government.
- ii. No signs shall be erected on, affixed to or otherwise located on private property without the consent of the owner;
- iii. No sign shall be placed in a public road or laneway or sited in such a manner that the sign causes confusion with or obstructs the vision of any information sign or a traffic control sign, signal, light, or other traffic device;
- iv. No sign shall use a motor vehicle or equipment (e.g., freight container, trailer, machinery, shipping container, etc.), stationary or parked, as a structure for display.



- v. No sign shall be located or placed in a manner that it will create a potential hazard or conflict with rights-of-way, easements or the routing of any public utility, and will not create a traffic hazard or obstruct the public's view of any other signage;
- vi. No sign shall be located within 300.00 metres (984.00 feet) of a provincial highway and within 800 metres (2625.00 feet) of a public road intersection that does not have the written approval of Alberta Transportation.

**h) Illumination**

- i. Lighting shall be positioned downward, have capacity to be dimmed, use shielded and screened external light sources, positioned directly light onto sign and minimizing glare, be suitably shielded from direct view if internal illumination provided, comply with Dark Sky Guidelines
- ii. No sign shall shine or reflect onto adjacent properties or roadway, have flickering or strobe lights, or create hazards or nuisance.
- iii. The Development Authority may regulate any component of a static or non-static illuminated or digital sign, including the interval of operation, message duration, luminosity, or other component as required.

**7.18.4 Prohibited Signs**

- a) Any sign promoting discrimination, intolerance, or hate is prohibited.
- b) No sign shall be attached to equipment, including signage placed on, painted, or adhered directly onto equipment including but not limited to motor vehicles, freight containers, trailers, machinery, and shipping containers.

**7.18.5 Regulations**

For the purpose of this Bylaw, the following classifications apply:

**a) Sign, Type 1**

Type 1 Signs are small signs for informational or directional uses and temporary advertisement purposes, that do not require a Development Permit. Any signs not meeting the regulations for Type 1 Signs require a Development Permit.

The following are classified as Type 1 Signs, subject to the listed standards:

Sign	Standards	
A-Board	Size	Maximum Area: 0.8 m <sup>2</sup> Maximum Height: 1.0 m
	Signs per site	Maximum of two (2) per business
	Location	Signs must be located in proximity to the business advertised a minimum of 5.00 m from any other A-board sign
	Illumination	Signs may not include Illumination or electronic display
	Other	Used during permitted business hours



Animated	Size	Maximum Area: 0.8 m <sup>2</sup> (9.00 ft <sup>2</sup> ) Signs greater than 0.8 m <sup>2</sup> are Type 3
Banner, Temporary	Size	No maximum size if temporary and affixed to the flat surface of the building it is advertising.
	Location	Must be located on the façade of the building where the establishment is located.
	Removal	Signs not removed after 30 days are Type 2
Construction	Size	Maximum Area: 0.80 m <sup>2</sup> (9.00 ft <sup>2</sup> )
	Removal	Sign must be removed once related construction is complete
Directional	Size	Maximum Area: 0.80 m <sup>2</sup> (9.00 ft <sup>2</sup> )
	Location	Sign may not be located on a public road right-of-way and landowner permission must be obtained
Election	General	Signs must comply with provincial guidelines for election signs
Field Crop Agricultural Services	Size	Maximum Area: 3.00 m <sup>2</sup> (32.00 ft <sup>2</sup> )
	Location	Signs must be located adjacent to the crop they advertise and landowner permission must be obtained.
Identification	Size	Maximum Area 0.80 m <sup>2</sup> (9.00 ft <sup>2</sup> )
	Other	Signs must not create impediments to site lines for motorists.
Real Estate	Size	Maximum Area: 0.80 m <sup>2</sup> (9.00 ft <sup>2</sup> ) Maximum Height: 1.00 m (3.00 ft)
	Removal	Signs shall be removed within seven (7) days of the final property sale.
	Other	Signs may advertise a property for sale but may not advertise the services of a realtor.
Window	Size	No maximum size for signs painted or pasted on window glass.
	Animation	Signs less than 0.5 m <sup>2</sup> (1.50 ft <sup>2</sup> ) may be animated.

**b) Sign, Type 2**

Type 2 Signs are signs for temporary or permanent advertisement purposes that require a Development Permit.

The following are classified as Type 2 Signs, subject to the listed standards:

Sign	Standards	
Canopy	Size	May not be wider than the width of the establishment the Canopy Sign is advertising.
	Projection	Maximum 3.00 metres (10.00 feet)

		Minimum 0.60 metres (2.00 feet) from building or structure
	Clearance	Minimum 3.00 metres (10.00 feet) above grade
	Location	Signs are only allowed in commercial, industrial, and institutional districts.
	Illumination	Signs may not include illumination or electronic display.
	Other	Signs must be attached to a building or structure.
Banner	Size	Signs may not be wider than the width of the façade of the establishment the canopy sign is advertising.
	Location	Must be located on the façade of the building where the establishment is located.
Fascia	Size	Signs may not be wider than the width of the façade of the establishment the canopy sign is advertising.
	Projection	Maximum 0.30 m (1.00 ft) horizontally from the exterior wall of the building.
	Location	Signs must be located on the façade of the building where the establishment is located.
Freestanding	Size	Maximum Area: 1.50 m <sup>2</sup> (16.00 ft <sup>2</sup> ) Maximum Height 1.50 m (5.00 feet)
	Safety:	Signs must not create impediments to site lines for motorists.
Home-Based Business	Size	Maximum Length: 1.00 m (3.50 ft) Maximum Height: 0.60 m (2.00 ft)
	Signs per site	Maximum one (1) per Home-Based Business
	Other	No off-site advertisement signage associated with a Home-Based Business is permitted.
Portable	Size	Maximum vehicle area 5.10 m <sup>2</sup> (55.00 ft <sup>2</sup> ) Maximum Height: 3.00 m (10.00 ft)
	Safety	Signs must be securely attached to a structure.
Projecting	Size	Maximum Area: 2.00 m <sup>2</sup> (22.00 ft <sup>2</sup> ) Maximum Height: 2.00 m (6.60 ft)
	Projection	Maximum 2.00 m (6.60 ft) horizontally from building face Minimum 0.30 m (1.00 ft) horizontally from building face
	Clearance	Minimum 3.60 m (12.00 ft) above grade

### c) Sign, Type 3

Type 3 Signs are large temporary or permanent signs for advertisement purposes with or without digital features including Animation and Changeable Content.

The following are classified as Type 3 Signs, subject to the listed standards:



Sign	Standards	
Animated	Size	Minimum Area: 0.8 m <sup>2</sup> (9.00 ft <sup>2</sup> )
Billboard	Size	Maximum Area: 62.00 m <sup>2</sup> (672.00 ft <sup>2</sup> ) Maximum Height: 12.00 m (40.00 ft)
		Minimum Area: >28.00 m <sup>2</sup> (>300.00 ft <sup>2</sup> ) Minimum Height: >3.00 m (10.00 ft)
	Clearance	Maximum 4.60 m (15.00 feet) above grade
	Location	No Billboard shall be erected within 300.00 m (984.00 ft) of an existing Billboard.
	Illumination	Signs may be illuminated with Changeable Content.
Freestanding	Size	Maximum Area: 28.00 m <sup>2</sup> (300.00 ft <sup>2</sup> ) Maximum Height: 3.00 m (10.00 ft)
		Minimum Area: >1.50 m <sup>2</sup> (>16.00 ft <sup>2</sup> ) Minimum Height: >1.50 m (>5.00 ft)
	Clearance	Minimum 1.80 m (6.00 feet) above grade, unobstructed except for posts and supports
	Illumination	Signs may be illuminated with Changeable Content

#### Districts

District	Permitted	Discretionary
AG	Sign, Type 2	Sign, Type 3
RB	Sign, Type 2	Sign, Type 3
CR	Sign, Type 2	Sign, Type 3
CH	Sign, Type 2	Sign, Type 3
IG	Sign, Type 2	Sign, Type 3
II	Sign, Type 2	Sign, Type 3
NRE	Sign, Type 2	Sign, Type 3
PR	Sign, Type 2	Sign, Type 3
CS	Sign, Type 2	Sign, Type 3
PU	Sign, Type 2	Sign, Type 3
HRG		Sign, Type 2
HMR	Sign, Type 2	Sign, Type 3
HMU	Sign, Type 2	Sign, Type 3
HMH		Sign, Type 2
HC	Sign, Type 2	Sign, Type 3
HI	Sign, Type 2	Sign, Type 3
EL-RR		Sign, Type 2
S-LDR		Sign, Type 2
S-SMDR		Sign, Type 2
S-MDR		Sign, Type 2
DC-1		

		Sign, Type 2	
DC-2		Sign, Type 2	Sign, Type 3
DC-3			
DC-4			
DC-5			
DC-6		Sign, Type 2	Sign, Type 3
DC-7	Cell 1		
	Cell 2		
	Cell 3		
	Cell 4	Sign, Type 2	
	Cell 5		
	Cell 6		
	Cell 7	Sign, Type 2	Sign, Type 3
	Cell 8	Sign, Type 2	
	Cell 9		
DC-8	Cell 1		
	Cell 2		
DC-9	Cell 1		
	Cell 2		
DC-10	Cell 1	Sign, Type 2	Sign, Type 3
	Cell 2	Sign, Type 2	Sign, Type 3
DC-11	Cell 1		
	Cell 2		
DC-12	Cell 1	Sign, Type 2	Sign, Type 3
	Cell 2	Sign, Type 2	Sign, Type 3
DC-13	Cell 1	Sign, Type 2	Sign, Type 3
	Cell 2		
DC-14	Cell 1		
	Cell 2		
DC-15		Sign, Type 2	
DC-16		Sign, Type 2	
DC-17		Sign, Type 2	
DC-18		Sign, Type 2	
DC-19	Cell 1		
	Cell 2	Sign, Type 2	Sign, Type 3
DC-20		Sign, Type 2	--
DC-21		Sign, Type 2	Sign, Type 3
DC-22	Cell 1		
	Cell 2		
DC-23	Cell 1		
	Cell 2		
	Cell 3	Sign, Type 2	Sign, Type 3
DC-24		Sign, Type 2 Sign, Type 3	
DC-25		Sign, Type 2	Sign, Type 3





[REDACTED]

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February 12, 2025

[REDACTED]

Sent Via Email: [REDACTED]

Re: Proposal Between Frontier Diagnostics and Strathmore

Dear Minister LaGrange,

The Village of Standard is submitting this letter in support of Frontier Diagnostics and their proposal to establish a Diagnostic Imaging Center at Strathmore Hospital which will include the installation of a CT scanner. The Village of Standard is committed to improving health outcomes for our citizens and an advanced diagnostic imaging services will be a tremendous achievement in that goal.

Strathmore Hospital has long been a valuable healthcare service provider for our intermunicipal area. Residents from the Village of Standard rely on the hospital for its timely quality care. In addition, over the years, other diagnostic services have established in Strathmore including an ultrasound. Strathmore is becoming a true alternative healthcare hub outside of Calgary.

Access to vital health care assessment tools nearby means our residents can remain in their homes and near their families regardless of healthcare complications. Decreased driving distances will positively impact individual well-being, personal budgets, the environment, and local economies. The CT scan will decrease wait times positively impacting healthcare from decreased wait times for patients to alleviating pressure on bigger city centres to increased job opportunities for healthcare workers in a wonderful community.

Frontier Diagnostics' proposal to use Strathmore Hospital as the location of medical technology like a CT Scanner just makes sense. The Village of Standard is always committed to supporting efforts that improve the quality of life for our area residents, and therefore, fully supports Frontier Diagnostics' proposal.

Sincerely,

Martin Gauthier  
Mayor

CC: [REDACTED]  
[REDACTED]  
[REDACTED]





ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister*

*MLA, Calgary-Hays*

AR118277

February 26, 2025

Dear Chief Elected Officials/Associations/Library Boards/Regional Services  
Commissions/Municipally Controlled Corporations:

In May 2024, our government passed the *Provincial Priorities Act* to establish a process for provincial oversight of agreements between provincial entities and the federal government. The *Act* will come into force on April 1, 2025, and will ensure Ottawa is not undermining the province's jurisdiction to make decisions about what is best for Alberta and Albertans. Under the *Act*, provincial entities, such as municipalities, are required to obtain prior approval from the Alberta government before entering into, amending, or renewing an agreement with the federal government.

Throughout last summer, Alberta's government led a comprehensive stakeholder engagement with provincial entities to inform the supporting regulations. The Provincial Priorities Regulation (attached), which also comes into force on April 1, 2025, designates additional municipal entities that are subject to the *Act*. These entities include library boards, regional services commissions, municipally controlled corporations, and any entity that is established by bylaw, with the exception of business improvement areas. In addition, the regulation sets out the approval process for proposed intergovernmental agreements and includes some exceptions for the municipal sector where no provincial approvals will be needed. Examples of these exceptions include agreements under \$100,000, agreements that are in-kind contributions only, agreements with the Canadian Armed Forces, and agreements for disaster response and assistance; these will not require provincial approval.

Effective April 1, 2025, municipalities and municipal entities will be required to submit information on all new agreements with the federal government, agreement amendments and agreement renewals, along with a copy of the agreement, to Municipal Affairs, regardless of the monetary value of the agreement. Information on agreements eligible for an exception must also be submitted to Municipal Affairs in order for the exception to apply. Additional details on the process for submitting required information on federal agreements to Municipal Affairs will be shared in March.

I am looking forward to working together with you to ensure Alberta municipalities maintain access to federal dollars while protecting areas of provincial jurisdiction.

Sincerely,

Ric McIver  
Minister

cc: Chief Administrative Officers



Province of Alberta  
Order in Council

O.C. 041/2025

FEB 26 2025

# ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor  
or  
Administrator

The Lieutenant Governor in Council makes the Provincial Priorities Regulation set out in the attached Appendix.

FILED UNDER

THE REGULATIONS ACT

as ALBERTA REGULATION 21/2025

ON February 26 2025

REGISTRAR OF REGULATIONS

CHAIR

For Information only

Recommended by: President of Executive Council

Authority: Provincial Priorities Act  
(section 4)

**APPENDIX**  
**Provincial Priorities Act**  
**PROVINCIAL PRIORITIES REGULATION**

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- 18 Coming into force

**Designation of provincial entities**

- 1 The following entities are designated as provincial entities for  
the purposes of the Act:

- (a) an intermunicipal library board as defined in the *Libraries Act*;
- (b) a municipal library board as defined in the *Libraries Act*;
- (c) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board;



- (d) a growth management board as defined in the *Municipal Government Act*;
- (e) a regional services commission as defined in the *Municipal Government Act*;
- (f) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board;
- (g) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation;
- (h) Calgary Homeless Foundation;
- (i) Homeward Trust Edmonton.

## **Approvals**

### **Approval by responsible Minister**

**2(1)** Subject to the exceptions set out in this Regulation, a provincial entity may only enter into, amend, extend or renew an intergovernmental agreement after obtaining the prior approval of the Minister responsible for the provincial entity.

**(2)** For the purposes of this Regulation,

- (a) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Post-secondary Learning Act* is responsible for a public post-secondary institution as defined in the *Post-secondary Learning Act*,
- (b) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Education Act* is responsible for a board as defined in the *Education Act*,
- (c) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Provincial Health Agencies Act* is responsible for

- (i) a regional health authority, and any subsidiary health corporation of the regional health authority, under the *Provincial Health Agencies Act*, and
  - (ii) Covenant Health and any subsidiary of Covenant Health,
- (d) the sector Minister responsible for a health services sector under the *Provincial Health Agencies Act* is responsible for a provincial health agency established for that health services sector, and any subsidiary health corporation of that provincial health agency, under the *Provincial Health Agencies Act*,
- (e) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Libraries Act* is responsible for
  - (i) an intermunicipal library board as defined in the *Libraries Act*, and
  - (ii) a municipal library board as defined in the *Libraries Act*,
- (f) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* is responsible for
  - (i) a municipal authority as defined in the *Municipal Government Act*,
  - (ii) a controlled corporation as defined in section 75.1 of the *Municipal Government Act* and the controlled corporation's board,
  - (iii) a growth management board as defined in the *Municipal Government Act*,
  - (iv) a regional services commission as defined in the *Municipal Government Act*, and
  - (v) an entity created by a municipal bylaw, except a business improvement area within the meaning of the *Municipal Government Act* and the business improvement area's board,

and

- (g) the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* is responsible for
  - (i) a management body as defined in the *Alberta Housing Act*,
  - (ii) an entity that is a party to an agreement in which the entity has agreed to operate and administer real property assets of the Alberta Social Housing Corporation,
  - (iii) Calgary Homeless Foundation, and
  - (iv) Homeward Trust Edmonton.

(3) The President of the Executive Council may approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if no other Minister is responsible for the provincial entity.

#### **Authority to approve municipal agreements**

**3(1)** Despite anything to the contrary in section 2(2)(f), the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* may designate another Minister as the Minister responsible for a provincial entity referred to in section 2(2)(f) in relation to an agreement or a class of agreements if the Ministers agree that the subject-matter of the agreement or class of agreements relates to a matter under that other Minister's administration.

**(2)** Despite anything to the contrary in section 4(1), a provincial entity referred to in section 2(2)(f) shall submit a proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Municipal Government Act* despite that Minister designating another Minister as the Minister responsible for the provincial entity under subsection (1).



### **Approval of agreements**

**4(1)** To obtain approval to enter into, amend, extend or renew an intergovernmental agreement, a provincial entity must submit the proposed agreement, amendment, extension or renewal in accordance with the directions of the Minister responsible for the provincial entity.

**(2)** The Minister responsible for the provincial entity must assess the proposed agreement, amendment, extension or renewal by considering the following factors prior to approving a provincial entity to enter into, amend, extend or renew the agreement:

- (a) whether the agreement aligns with the priorities of the Government of Alberta;
- (b) whether the agreement
  - (i) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
  - (ii) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
  - (iii) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction;
- (c) whether the agreement aligns with the Government of Alberta's long-term fiscal plan.

**(3)** Subject to subsections (4) to (6), after assessing the proposed agreement, amendment, extension or renewal by considering the factors described in subsection (2), the Minister may

- (a) approve a provincial entity to enter into the agreement, amendment, extension or renewal, subject to any terms or conditions the Minister considers appropriate, or
- (b) decline to approve the provincial entity to enter into the agreement, amendment, extension or renewal.

**(4)** A Minister must receive the approval of the Executive Council prior to approving a provincial entity to

- (a) enter into an intergovernmental agreement in which a federal entity is agreeing to provide a provincial entity with \$5 million or more in funding, excluding any in-kind contributions, or
- (b) amend, extend or renew an intergovernmental agreement if the amendment, extension or renewal would result in \$5 million or more in additional funding, excluding any in-kind contributions, being provided by a federal entity to a provincial entity under the agreement.

(5) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to enter into, amend, extend or renew an intergovernmental agreement if, in the Minister's opinion, the agreement

- (a) intrudes into an area of provincial legislative jurisdiction under the Constitution of Canada,
- (b) affects or interferes with an area of provincial legislative jurisdiction under the Constitution of Canada, or
- (c) imposes conditions that would restrict the Government of Alberta in an unacceptable manner from establishing and implementing policies and programs in an area of provincial jurisdiction.

(6) A Minister must receive the approval of the Executive Council prior to approving a provincial entity to amend an intergovernmental agreement in a material way if subsection (4) or (5) applies or applied to the agreement.

(7) If a Minister approves a provincial entity to enter into, amend, extend or renew an intergovernmental agreement, the Minister must provide written notice to the provincial entity, including written notice of any terms or conditions that apply to the Minister's approval.

(8) If a Minister declines to approve a provincial entity to enter into, amend, extend or renew an agreement, the Minister must provide written notice to the provincial entity.

**Funding applications by management  
bodies and similar entities**

**5(1)** Subject to subsection (2), a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of any intent of the management body or entity to apply for funding from a federal entity when the body or entity submits its annual business plan to the Minister in accordance with the *Management Body Operation and Administration Regulation* (AR 243/94) or the terms of an operating agreement.

**(2)** Where it is not possible to comply with subsection (1) without foregoing the opportunity to apply for funding from a federal entity, a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of the management body or entity to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

**(3)** Calgary Homeless Foundation and Homeward Trust Edmonton must notify the Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* of the intent of Calgary Homeless Foundation or Homeward Trust Edmonton to apply for funding from a federal entity at least 60 days before submitting the application for funding from the federal entity.

**(4)** The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act*, within 30 days of being notified of an intent to apply for funding, must conduct a preliminary assessment of the proposed application and must advise the provincial entity whether the Minister

- (a) has concerns with the proposed application, including the nature of those concerns, and
- (b) is likely, based on the preliminary assessment, to approve the provincial entity to enter into an agreement, or the amendment, extension or renewal of an agreement, that would result from the provincial entity's application for



funding from a federal entity being approved by a federal entity.

(5) The Minister determined under section 16 of the *Government Organization Act* as the Minister responsible for the *Alberta Housing Act* must consider whether notice required by this section has been provided when deciding whether to approve a provincial entity to enter into, amend, extend or renew an intergovernmental agreement.

### **Exceptions**

#### **Exceptions re funding amounts**

**6(1)** If, under an intergovernmental agreement, a federal entity

- (a) would not provide any funding to a provincial entity or would only provide in-kind contributions, or
- (b) would provide less than \$100 000 in funding, excluding any in-kind contributions, to a provincial entity,

and the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister, the provincial entity is not required to obtain the Minister's approval before entering into, amending, extending or renewing that agreement unless an amendment, extension or renewal of the agreement would result in the provincial entity receiving a total of \$100 000 or more in funding, excluding any in-kind contributions, from the federal entity under the agreement as amended, extended or renewed.

(2) If an intergovernmental agreement relates to the construction, maintenance or development of housing accommodations, then a provincial entity is not required to obtain approval before entering into, amending, extending or renewing that agreement if the federal entity is providing the provincial entity \$250 000 or less in funding, excluding any in-kind contributions, under the agreement initially entered into, or as amended, extended or renewed.

(3) This section does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

### **Exceptions re amendments, extensions and renewals**

**7(1)** If a provincial entity has been approved to enter into an agreement under this Regulation, the provincial entity is not required to obtain prior approval to amend, extend or renew that agreement if the provincial entity has provided or agreed to provide the Minister responsible for the provincial entity with any information specified by the Minister, including a copy of the agreement, in the time and manner specified by the Minister and any of the following circumstances apply:

- (a) the agreement includes a provision requiring a project to start or end by a certain date and the amendment, extension or renewal is for the purpose of allowing the project to start or end by a date that is no more than one year different from the start or end date that is in the agreement;
- (b) the agreement includes a provision establishing the length of a project and the amendment, extension or renewal is for the purpose of allowing the project to be extended by one year or less;
- (c) the amendment, extension or renewal provides additional federal funding, excluding any in-kind contributions, to a provincial entity that is
  - (i) less than \$100 000, and
  - (ii) less than 10% of the federal funding being provided under the agreement that the Minister approved;
- (d) the proposed amendment, extension or renewal of an agreement would make or result in minor administrative changes.

**(2)** Subsection (1) does not apply to Calgary Homeless Foundation or Homeward Trust Edmonton.

### **Exceptions for public post-secondary institutions**

**8(1)** For the purposes of this section,

- (a) “fee-for-service agreement” means an agreement in which a particular set of services is provided in exchange for a set fee, and

- (b) “research” means an undertaking directed to the discovery, extension or application of knowledge through a disciplined inquiry or systematic investigation.

(2) If a public post-secondary institution as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the public post-secondary institution is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if

- (a) the agreement pertains to research, unless greater than 50% of the total funding being provided under the agreement, excluding any in-kind contributions, is capital funding for the development of research facilities,
- (b) greater than 50% of the total funding being provided under the agreement pertains to the following matters:
  - (i) the delivery of an apprenticeship education program as defined in the *Skilled Trades and Apprenticeship Education Act*;
  - (ii) the delivery of a program of study as defined in the *Post-secondary Learning Act*;
  - (iii) the delivery of a foundational learning program as defined in the *Programs of Study Regulation* (AR 91/2009);
  - (iv) the delivery of work placement experiences, including mentorship programs, cooperative placements, practicums and internships, for students as defined in the *Post-secondary Learning Act*, including the provision of wage subsidies;
  - (v) the delivery of language instruction that enables individuals to develop basic language proficiency in one of the official languages of Canada;
  - (vi) the delivery of a continuing education program;
  - (vii) a conference, symposium or other non-instructional event,



or

- (c) the public post-secondary institution is entering into, amending, extending or renewing an agreement in which the public post-secondary institution is
  - (i) a party to a fee-for-service agreement, or
  - (ii) providing space to a federal entity through a lease or short-term rental, the term of which does not exceed 2 months.

#### **Exception for Banff Centre**

**9** If Banff Centre as defined in the *Post-secondary Learning Act* has provided or agreed to provide the Minister responsible for the *Post-secondary Learning Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, Banff Centre is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

#### **Exceptions for school boards**

**10** If a board as defined in the *Education Act* has provided or agreed to provide the Minister responsible for the *Education Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the board is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity in either of the following circumstances:

- (a) the agreement provides for federal funding under Jordan's Principle;
- (b) the agreement provides for federal funding as part of an education services agreement under section 63 of the *Education Act*.

#### **Exceptions for Banff, Jasper and Lloydminster**

**11** If the Municipality of Jasper, the Town of Banff or the City of Lloydminster have provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any

information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the Municipality, Town or City, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

#### **Exception for controlled corporations**

**12** If a controlled corporation as defined in section 75.1 of the *Municipal Government Act* or the controlled corporation's board has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the controlled corporation or the controlled corporation's board, as the case may be, is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity.

#### **Exception for municipal agreements with Canadian Armed Forces**

**13** If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with the Canadian Armed Forces, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with the Canadian Armed Forces.

#### **Exceptions during emergencies and disasters**

**14** If a municipal authority has provided or agreed to provide the Minister responsible for the *Municipal Government Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the municipal authority is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if the agreement is for the purpose of responding to a disaster or emergency as those terms are defined in the *Emergency Management Act*.

**Exception for mortgage agreements with Canada Mortgage and Housing Corporation**

**15** If a management body as defined in the *Alberta Housing Act* or an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of a mortgage agreement with the Canada Mortgage and Housing Corporation, including a copy of the agreement, in the time and manner specified by the Minister, the management body or entity is not required to obtain prior approval to enter into, amend, extend or renew that mortgage agreement with the Canada Mortgage and Housing Corporation.

**Exception for entities that operate and administer Alberta Social Housing Corporation assets**

**16** If an entity described in section 1(g) has provided or agreed to provide the Minister responsible for the *Alberta Housing Act* with any information specified by the Minister in respect of an agreement with a federal entity, including a copy of the agreement, in the time and manner specified by the Minister, the entity is not required to obtain prior approval to enter into, amend, extend or renew that agreement with a federal entity if that agreement does not relate to the operation or administration of real property assets of the Alberta Social Housing Corporation.

**Agreements to provide information**

**17** For the purposes of this Regulation, an agreement to provide a Minister with information may relate to a particular intergovernmental agreement or to a class of intergovernmental agreements.

**Coming into Force**

**Coming into force**

**18** This Regulation comes into force on the coming into force of the *Provincial Priorities Act*.





ALBERTA

MUNICIPAL AFFAIRS

Office of the Minister  
MLA, Calgary-Hays

AR117795

February 27, 2025

Dear Chief Elected Officials:

I am writing to share information with you about *Budget 2025*, tabled in the Alberta Legislature by my colleague, the Honourable Nate Horner, President of Treasury Board and Minister of Finance. Below are some details relevant to Alberta Municipal Affairs.

*Budget 2025* is meeting the challenges facing Alberta with responsible decisions to fund today's priorities, investing more than \$1 billion to build stronger communities provincewide. Through these investments, my ministry will continue to support local governments in providing fiscally responsible, collaborative, and accountable services to Albertans.

Last year, Municipal Affairs introduced the Local Government Fiscal Framework (LGFF), delivering predictable capital infrastructure funding to municipalities and Metis Settlements across Alberta. The LGFF represents years of collaboration between the province and local governments, replacing the Municipal Sustainability Initiative with a modern and predictable model.

LGFF funding allocations for the 2025/26 fiscal year have been known to communities for several months. Thanks to the LGFF's revenue index factor, which ties the funding level to provincial revenue from three years prior, *Budget 2025* increases LGFF capital funding by more than 13 per cent, from \$722 million to \$820 million. This increase will help your communities achieve their local infrastructure priorities. *Budget 2025* also maintains LGFF Operating funding at \$60 million to assist with operational costs and help respond to inflationary pressures. This grant was doubled in 2023 to reflect lost municipal revenue through the Grants in Place of Taxes program.

*Budget 2025* also increases funding for the Grants in Place of Taxes program (GIPOT). Over the last few years, we heard loud and clear from municipalities that have provincially run buildings within their boundaries about the need for stronger recognition of the impact provincial properties have on municipal services. Starting in the 2025/26 fiscal year, GIPOT will be paid to municipalities at 75 per cent of the property tax amount that would be owed if the properties were subject to municipal taxation. Next year, in 2026/27, GIPOT will be fully restored to 100 per cent.

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In light of these increases, the Local Growth and Sustainability Grant (LGSG) program will not continue. Introduced in *Budget 2024*, this three-year, \$60-million grant program aimed to alleviate pressures in fast-growing communities. We received numerous applications from municipalities for the initial \$20 million in LGSG funding allocated in 2024. Those funds will still be distributed, with successful applicants notified by the end of March 2025. However, after careful consideration, our government made the difficult decision to discontinue the LGSG program for *Budget 2025* and focus the investment of taxpayer dollars into other areas, including a comprehensive capital plan to enhance public infrastructure.

As in previous years, *Budget 2025* includes capital support through the federal Canada Community-Building Fund and Investing in Canada Infrastructure Program. We are also maintaining funding levels for public libraries, with more than \$33 million going toward operating grants across the province.

*Budget 2025* is meeting the challenge of the cost of living by helping families keep more money in their pockets through lower personal income taxes and continuing investments in education and health care. Our municipal partners are integral to our work. As we face global uncertainties, I look forward to working together over the next year as we continue to build strong, vibrant, and sustainable communities that help keep our province the best place in Canada to live, work, and raise a family.

Sincerely,



Ric McIver  
Minister



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR117964

March 10, 2025

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

Dear Mayor Schultz:

Through the Alberta Community Partnership (ACP) program, the Government of Alberta encourages strengthened relationships between municipalities and cooperative approaches to service delivery. By working in partnership with our neighbours, we create opportunities that support economic development and job creation. Together, we help build vibrant, resilient communities for the benefit of every Albertan.

I am pleased to inform you the Village of Hussar has been approved for a grant of \$200,000 under the Intermunicipal Collaboration component of the 2024/25 ACP in support of your Regional Water and Wastewater Infrastructure Design Study project. This approval does not signify broader provincial support for any recommendation or outcome that might result from your project.

The conditional grant agreement will be sent shortly to your chief administrative officer to obtain the appropriate signatures.

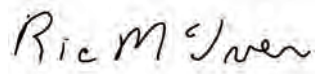
The Government of Alberta looks forward to celebrating your ACP-funded project with you and your municipal partnership. I encourage you to send invitations for any milestone events to my office. We ask that you advise Municipal Affairs a minimum of 15 working days prior to the proposed event. If you would like to discuss possible activities or events to recognize your ACP achievements, please contact a grant advisor, toll-free by dialing 310-0000, then 780-422-7125, or at [acp.grants@gov.ab.ca](mailto:acp.grants@gov.ab.ca).

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I congratulate the partnership on initiating this project, and I wish you every success in your efforts.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, slightly slanted style.

Ric McIver  
Minister

cc: Honourable Joseph Schow, MLA, Cardston-Siksika  
Honourable Nathan Cooper, MLA, Olds-Didsbury-Three Hills  
Chantelle de Jonge, MLA, Chestermere-Strathmore  
Angela Pitt, MLA, Airdrie-East  
Amber Link, Reeve, Wheatland County  
Liz Santerre, Chief Administrative Officer, Village of Hussar  
Brian Henderson, Chief Administrative Officer, Wheatland County