



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, May 8, 2025 starting at 7:00 p.m.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. DELEGATION

- (a) 7:00 SummerDaze

4. ADOPTION OF THE PREVIOUS MINUTES

- (a) April 10, 2025 Regular Council Meeting

5. POLICY & BYLAW REVIEW

- (a) Bylaw Review
 - 566-25 Rates, Fees and Charges
- (b) Policy Review
 - 2.4 Weed Spraying on Municipal Property
 - 4.2 Hiring Policy
 - 4.3 Probationary Period
 - 4.4 Employee Benefits & Pension
 - 5.10 Information & Records Management

6. BUSINESS

- (a) Seniors Week June 2-8
- (b) Elevator Project
- (c) Residential Subdivision
- (d) SummerDaze Request Letter
- (e) Road Maintenance
- (f) 2025 Alberta Municipalities Summer Municipal Leaders' Caucuses
- (g) CAO Vacation

7. FINANCIAL

- (a) April 2025 Bank Reconciliation and Cheque Listing

8. COMMITTEE REPORTS

9. CAO, TSG Water & PW Reports

10. CORRESPONDENCE

- (a) Letter from the Minister - Municipal Affairs Statutes Amendment Act 2025
- (b) Amendments to EMA and Regulation - Bill 49
- (c) Bassano RCMP - Media Release
- (d) Marigold Board Updates & Annual Report
- (e) Celebrating the Heart of Our Community: Small Business Awards Update

11. ADJOURNMENT

Next Meeting: Thursday June 12, 2025 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, April 10, 2025, commencing at 7:00 pm

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 7:00 pm

ACCEPTANCE OF
AGENDA

2025-04-10-1188 MOVED by Councillor Frank to accept the Agenda as presented.
CARRIED

DELEGATION Deborah Reid-Mickler – AB Munis

Break from 8:35pm returned at 8:51pm

2025-04-10-1189 Steel River Group – Grants - Had to reschedule to another meeting
MOVED by Councillor Schultz to accept as information
CARRIED

APPROVAL OF
MINUTES

2025-04-10-1190 March 13, 2025 Regular Council Meeting
MOVED by Councillor Schindel to accept the minutes as presented.
CARRIED

BUSINESS

2025-04-10-1191 Animal License
MOVED by Councillor Frank to approve the third animal.
CARRIED

2025-04-10-1192 Alberta Municipalities 2025 Public Risk Conference
MOVED by Councillor Schultz to accept this as information at this time.
CARRIED

2025-04-10-1193 Wheatland Magazine Ad
MOVED by Councillor Schindel to accept this as information at this time.
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025**

- Marigold Board Appointment
2025-04-10-1194 MOVED by Councillor Frank that Council reappoint Kristen Anderson as the current Village of Hussar Marigold Library Board Representative for 3 years from February 1st, 2025, to January 31st 2028.
CARRIED
- Date for Special Council Meeting – Audited Financial Statements
2025-04-10-1195 MOVED by Councillor Schultz to set a Special Council Meeting for April 24th, 2025, to review the Audited Financial Statements at 6:30 pm.
CARRIED
- Spring Maintenance
2025-04-10-1196 MOVED by Councillor Schindel to purchase 6 bait stations to use the ZP Oat Bait.
CARRIED
- 2025-04-10-1197 MOVED by Councillor Schultz to accept this Spring Maintenance Schedule as presented and with more information to come on the Dust Abatement.
CARRIED
- FINANCIAL
March 2025 Bank Reconciliation and Cheque Listing
2025-04-10-1198 MOVED by Councillor Frank to accept the March 2025 Bank Reconciliation and Cheque Listing as presented.
CARRIED
- Capital Budget
2025-04-10-1199 MOVED by Councillor Schultz to accept the Capital Budget for 2025.
CARRIED
- 5 Year Capital Plan
2025-04-10-1200 MOVED by Councillor Schindel to accept the 5 year Capital Plan
CARRIED
- 10 year Capital Plan
2025-04-10-1201 MOVED by Councillor Frank to accept the 10 year Capital Plan.
CARRIED
- Operating Budget 2025
2025-04-10-1202 MOVED by Councillor Schindel to pass the budget as presented.
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025**

**POLICY & BYLAW
REVIEW**

Bylaw Review

The following Bylaws were reviewed with changes;

- 568-25 Tax Rate Bylaw

2025-04-10-1203 MOVED by Councillor Schultz to give Bylaw 568-25 Tax Rate Bylaw,
Option 1b, FIRST READING
CARRIED

2025-04-10-1204 MOVED by Councillor Schindel to give Bylaw 568-25 Tax Rate Bylaw,
Option 1b, SECOND READING
CARRIED

2025-04-10-1205 MOVED by Councillor Frank to bring forth Bylaw 568-25 Tax Rate Bylaw,
Option 1b, for THIRD READING
CARRIED

2025-04-10-1206 MOVED by Councillor Schultz to read Bylaw 568-25 Tax Rate Bylaw,
Option 1b, to be READ A THIRD AND FINAL TIME
CARRIED

- 567-25 Procedural Bylaw

2025-04-10-1207 MOVED by Councillor Schultz to bring Bylaw 567-25 back to the next
meeting.
CARRIED

- 566-25 Rates and Fees Bylaw

2025-04-10-1208 MOVED by Councillor Schindel for Bylaw 566-25 to have the “whereas”
sentence amended to say “it is necessary to establish Fees, Rates and
Charges for Services provided by the Village of Hussar.”
CARRIED

2025-04-10-1209 MOVED by Councillor Schindel for Bylaw 566-25 for Liz to make changes
as discussed and bring back to the next meeting.
CARRIED

2025-04-10-1210 MOVED by Councillor Schultz to extend our meeting to 11:30
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025**

Policy Review

The Following Policies were reviewed without changes;

- 4.1 Employee Code of Ethics
- 4.2 Hiring Policy
- 5.1 Hours of Operation
- 5.15 Video Surveillance

Coralee Schindel

WFCSS Regular Meeting – March 26, 2025 @ 7:00pm

Operations are running smoothly. CAO Gaudet enquired about purchasing a safe for holding the office backup drive, in case of fire and to protect the sensitive contents. The board approved the purchase and suggested a desktop size. Farm Succession will have Joanne speak. There will be \$0 cost. Bridging the Gap – Strathmore FCSS agree to not split & WFCSS will take over. Nancy will be WFCSS employee billed to Growing Family Society & any WFCSS Admin costs used will be billed to Growing Family Society. - Beginning July 1st. Financials continue to be in good standing. Wheatland Youth Network is moving fully under Trellis Society – Effective April 1st. Changes in programming. Elks Mental Health Golf Tournament – Planning has begun & registration is open. To be held at Strathmore Golf Club. Need sponsors for Elks. - August 16th A dinner will also be held in the fall - TBD - Senior Power – Planning is well under way and Keynote Julie Matthews. Elder Abuse Regional Awareness Committee – Established steering committee/working on Terms of Reference/will be applying for a grant. ESS – will be meeting with interim DEM Brian Henderson & Sarah Coutts regarding reception centers and distinction of ESS & FCSS responsibilities. Income Tax Clinics – March & April will be held in the 3 Villages, Carseland & Gleichen. ARC - Mental Health BBQ planning in progress – May 10th, Affordability Fair – Strathmore Library is looking for partners to host an Affordability Fair. Suggested speakers Banks, CRA & Credit Counselling, as well as, Local Agencies. 5 for Life – Kindergarten Prep is being held at Wheatland Elementary School. WFCSS will have a Collective Cooking type table – May 2nd Back Pack Program – will run same as last year. Backpacks will be delivered in June.

Les Schultz

Community Futures Wild Rose, meeting held April 3rd, 2025

- With the approval of 3 more loans recently brings the total of current loans to 18, and a total of 1.6 million dollars going out to help small business in the service area of wild rose. There are 9 municipalities involved with loans currently.
- The current percentage rate of lending is 6.95%
- The 2025 –2026 marketing plan and objectives was

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025**

presented and discussed. • Quarter 1 of the Heart of Our Community Business Awards was completed with 42 businesses receiving nominations for best business and what they give back to the community. The board had to vote for the winner who receives a \$1000.00 award. The winner was Joker Bicycle Company based out of Carseland. Congratulations to Armstrong Auto here in Hussar for also receiving nominations on their business and recognizing their contributions to the community. • Renovations are still ongoing at the office with some changes to the plans after some changes found out in the building codes. The new staircase leading to the basement had to be reversed to meet the stair height in the new codes. The new offices in the basement will be leased out for added revenue for CFWR. • The board also approved a request for a capitol purchase of some new office furniture to a maximum of \$20,000. • The AGM will be on June 19th, 2025, at the Strathmore Legion. • A Strategic Planning Session will be held at Eagle Lake Nurseries offices on Saturday April 5th.m • Next regular meeting is May 22nd at the CFWR offices with a personnel meeting preceding that by 1 hour.

Wheatland Housing Management Body meeting from March 20th, 2025. • Audited financials were presented and accepted and will be sent to all municipalities and will be posted on the WHMB website as well. • The new member at large for the board was ratified after an email vote and that is Jill Ashenbrenner who brings her 30 plus years of banking experience to the board and her passion for providing affordable housing to people of the community. • After the passing of board member Len Voermans the Lions Club of Strathmore have not yet selected a replacement for their seat on the Board. • The Operations requisitions were approved and should be sent out. • The resolution presented to the province from Wheatland County to move away from equalized assessment for Housing Boards across the province was defeated at the RMA Convention. • The latest proposal for the new lodge project is once again in the hands of the province for their consideration. No timeline is known yet • Next meeting date is April 17th, 2025.

WADEMSA...Wheatland & Adjacent District Emergency Medical Services Association.

Meeting highlights from April 7th, 2025, board meeting • After approving the agenda and the previous meeting minutes we went into a 'Closed session' to discuss options and updates on the Interim CAO position and create a path forward. Motion coming out after a lengthy discussion is for the personnel committee to meet with the interim CAO and get feedback on his position. • We officially welcomed the new secretary/treasurer to the organization as Donna Hendricks prepares for retirement, Cara Miller will be taking over her duties. Cara

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025**

comes from an accounting background and was with Gregory Harriman and has assisted in our audit and financial position in the past, so she is familiar with the organization. • Financials for the past 2 months were presented and accepted. • Had a short discussion on how the union negotiations are progressing. • CAO report: Call volumes have been up very slightly since the same 3-month period of last year, 2024 year was 743 calls and 2025 was 752. • As per AHS rules there is a timeframe on bad debt, any debt owed to us after 1 year must be written off after it has gone to collections and not been resolved. Most of this is just from non-payment and some is from clients who can't be tracked down due to no fixed address. The amount written off was \$74,980 which is less than the amount from the previous year. • The CAO will be looking for a venue to host an event for Long Service Awards and Retirement recognition, there are many this year. • Discussion was had on the 'draft' dispatch service level agreement and then tabled to next meeting after seeing it needs a lot of changes. • Next meeting date was set for May 5th, 2025 • Adjourned at 8:43 pm.

Tim Frank

-Solid Waste --The Drumheller and District Solid Waste Association will meet April 17th
-Fire Association - -The Hussar Fire Association has nothing to report
Cemetery Board - -Pending upcoming meeting to review Cemetery Volunteer list. I will be checking out Cemetery pump and tank for operations in late May or early June
-The Hussar Fire Association has nothing to report
-SAWEA Nothing to report.
-Wheatland Regional Corporation- WRC met March 26th. Audited Financial statement presented and approved. More questions posed on Shareholders agreement. Next Board Meeting April 16th

2025-04-10-1211 MOVED by Councillor Schultz to accept the Committee Reports as presented and they will be added into the minutes.

CARRIED

CAO, PW, TSG
WATER SERVICES
REPORT

2025-04-10-1212

CAO, PW, TSG WATER SERVICES REPORT

MOVED by Councillor Schindel to accept the CAO, PW, and TSG Water Services Report as information.

CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, April 10, 2025

CORRESPONDENCE CORRESPONDENCE

The following Correspondence was discussed;

- (a) Summary of Questions from Alberta Policing Legislation Information Sessions
- (b) Letter from the Minister: Education Property Tax Requisitions
- (c) WHMB Audited Financial Statements
- (d) Provincial Priorities Act
- (e) LAEA

2025-04-10-1213 MOVED by Councillor Schindel to accept the correspondence as presented.
CARRIED

CONFIDENTIAL Confidential

- (a) CPR Lease Agreement (as per s.21(1) of the *FOIP Act*)

2025-04-10-1214 MOVED by Councillor Schultz to go in-camera at 11:04pm
CARRIED

2025-04-10-1215 MOVED by Councillor Schultz to come out of in-camera at 11:11pm
CARRIED

2025-04-10-1216 MOVED by Councillor Schultz to accept the CPR Lease as information at this time.
CARRIED

- Next meeting May 8, 2025
- Also a Confidential Special meeting on April 24th in Council Chambers

ADJOURNMENT Adjournment

Councillor Schultz adjourns the meeting at 11:12 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

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 fees, rates and charges for services provided 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 (0-125 pages)	\$ 10 /each
Council Meeting Package (126+ pages)	\$ 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
--	-------------

Title Search

	\$ 10 /each
--	-------------

Mowing of Private Lots Due to Unsightly Premise

	\$ 125 /hour
--	--------------

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
--	------------

Gazebo (Reservation With/Without Power)

	\$ 30 /day
--	------------

Gazebo (When Not Reserved. No Power)

	\$ -
--	------

Entire Campground (Reservation Only)

(Does not include Group Camping)	\$ 375 /night
----------------------------------	---------------

Entire Campground (Reservation Only)

(Includes Group Camping/Ball Diamonds)	\$ 450 /night
--	---------------

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 Permit	Development without permit
	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 Contruction 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	
Miscellaneous			
	Encroachment Agreements - includes registration	\$	1,000 /each
	Appeal to Subdivision/Development Appeal Board	\$	250 /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 + 25% Admin Fee	

Weed Spraying on Municipal Property

Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: March

Related Bylaws: N/A

Amendments:

Purpose

This policy has been adopted to provide guidelines for the spraying of pesticides and herbicides on public lands within the Village of Hussar and the Hussar Cemetery. This policy applies to property owned by the municipality of the Village of Hussar and includes all parks, green spaces, vacant properties, sidewalks, streets and boulevards.

The Village of Hussar does not have a weed spraying bylaw and as such, will utilize this policy in relation to any weed spraying programs that they may undertake.

Guidelines

1. The Village will decide upon a weed spraying program each year, depending on the current situation
2. Weed spraying will be completed by a certified Public Works Foreman of the Village or an approved certified contractor that follows all rules and regulations for the product in use. Application of pesticides or herbicides must be in accordance with the appropriate Pesticide Applicator Certificate and in compliance with all applicable Codes of Practice and legislative acts passed by the Province of Alberta
3. For all weed spraying programs in the parks and green spaces, the Village will post signs on the day of spraying to advise residents.



Overflow

Group
Camping

No Camping

- NO Camping
- Payment Station
- Powered Site (\$25/night)
- Non-powered Site (\$15/night)
- Overflow (\$10/night/unit)
- Group Camping (\$10/night/unit)
- Camp Shelter (\$25/day)

CENTRE ST

3 AVE W

50m
200ft

HIRING POLICY

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: April

Related Bylaw: N/A

Amendments: 2021-04-08-409

Purpose

The purpose of this policy is to ensure a consistent method of hiring competent, reliable and efficient staff for the Village's operations.

Guidelines

HIRING OF CAO

1. The Chief Administrative Officer shall be hired by Council.

ALL EMPLOYEES

2. When filling any position, the most qualified applicant will be awarded the position based upon knowledge, skills, education and organizational fit as determined by the individual(s) conducting the hiring.
3. An employee shall not be employed in a position that is directly and/or indirectly supervised by a family member or relative, unless approved by Council prior to the hiring
4. All open positions shall be advertised for at least two consecutive weeks. Posted at the Post Office and on the Village website or on any other media site as deemed necessary in order to secure the best candidates.
 - a. This process will be administered by the CAO, or in the case of the hiring of the CAO, Village Council.
5. After the position deadline has closed the candidates will be shortlisted and this list will be contacted for interviews.
6. The interview panel will include the CAO and may include the Public Works Foreman and one or more representatives from Council depending on the position being filled.

UNSOLICITED RESUMES/APPLICATIONS

7. At times, the Village may receive resumes or applications that are not in response to a position advertised.
8. These resumes or applications will be forwarded to the CAO for review when positions become available.
9. These resumes or applications will be retained for a period of one year, after which they will be destroyed.

PROBATIONARY PERIOD

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments:

Purpose

The purpose of this policy is to provide a period of time to evaluate the capabilities, attitude and work habits of a new employee.

Guidelines

All employees are required to complete a probationary period prior to assuming permanent status.

The Village will use this period to evaluate the capabilities, attitude and work habits of a new employee.

The probationary period for a new employee is three months from the date of hire, with the exception of the CAO.

The probationary period for the CAO is six months from the date of hire.

The length of the probationary period may vary from the waiting period for benefits.

If during or at the conclusion of the probationary period, in the employer's opinion, the employee has performed unsatisfactorily or is otherwise unsuitable for the position, the employee may be terminated without notice or pay in lieu of notice. Written notice of such termination shall be given.

Council may extend a probationary period up to a maximum of one year (twelve months) from the date of hire.

EMPLOYEE BENEFITS & PENSION

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments: 2019-08-08-147, 2020-01-09-011; 2021-12-21-664; 2024-03-05-831

Purpose

The purpose of this policy is to inform employees of their eligibility for health benefits and pension provided by the Village.

Guidelines

HEALTH BENEFITS

The Village will provide a group health benefit plan to all eligible employees. Group plan health coverage and premium rates are negotiated by the Plan Administrator (CAO) and the benefit provider.

1. All permanent employees working a minimum of 20 hours per week are eligible to participate after a 3 month waiting period.
 - a. Council has the authority to waive the waiting period by way of resolution at a Regular Council meeting.
2. Employees with extended health and dental benefit coverage through another benefit provider may request approval from the CAO to opt out of the Village's Benefit coverage.
3. Temporary, Casual and Seasonal employees are not eligible for benefits.
4. Premiums for group benefits are shared 75% by the employer and 25% by the employee for the Extended Health Care, Dental Care and Group Life Insurance.
5. The Village will provide each employee with a group benefits information booklet upon their eligibility for enrollment in the program.

PENSION

The Village will take part in the Local Authorities Pension Plan (LAPP) through Alberta Pension Services or through the Sunlife Group RRSP's and make these plans available to all eligible employees. Participation will only be allowed in either the LAPP or Sunlife Group RRSP, not both.

1. Local Authorities Pension Plan (LAPP)
 - a) Permanent Employees working 30 hours per week or more must enrol in LAPP after completing one year of continuous employment, unless previously enrolled in LAPP.
 - i. Employees previously enrolled in LAPP will be immediately enrolled in LAPP under the Village as long as previous contributions to the plan have not been withdrawn.
 - ii. Employees may be eligible to participate in the buy back program, which includes probationary service as per LAPP regulation.

- b) Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.
- 2. Sunlife Group RRSP
 - a) Salaried Employees may enroll in Sunlife Group RRSP plan after one year of continuous employment.
 - b) Premiums for Sunlife Group RRSP are shared between the employer and the employee using LAPP regulation as a guideline, however percentages will require approval from Council.

Information & Records Management

Date Approved by Council: September 16, 2021

Resolution: 2021-09-16-535

Review Date: May

Related Bylaws: N/A

Amendments:

Purpose

The Village recognizes the importance of ensuring that documents and records of the Village of Hussar regardless of the medium, are organized, secure, retrievable, retained under appropriate environmental conditions, and are managed efficiently throughout their life cycle. This policy also establishes and defines accountability, responsibility and roles for management of Village documents and records.

Scope

This policy applies to all documents and records of the Village of Hussar regardless of the medium they are created, collected, processed, used, stored, and/or disposed of by the Village departments, offices, organizations, employees, and facilities as well as those acting as agents.

Definitions

Department – Any internal division of the Village of Hussar administration including the Village office, Public Works and Water/Sewer Operations.

Disposition – The destruction of records or transfer of records to a contracted third party.

Permanent Records – Records that are no longer required for ongoing administrative or operational purposes but which are retained because of their ongoing legal, fiscal, evidentiary, or historical value.

Record – A record of information in any form including books, documents, maps, drawings, photographs, letters, vouchers and papers, sound recordings, videotapes, electronic files, electronic mail transmissions, databases and spreadsheets, and any other information that is written, photographed, recorded or stored, in any manner, but does not include software or any mechanism that produces records (as per the *Freedom of Information and Protection of Privacy Act*, definition).

Records Management – The application of systematic control over records throughout their lifecycle, including but not limited to forms management, manuals management, records inventory, filing systems development and implementation, file maintenance procedures development, filing equipment selection, correspondence and reports maintenance and records scheduling and disposition.

Records Schedule – Document approved by Village Council as part of the Records Retention Bylaw, which authorizes the length of time Village documents and records are to be retained, the medium in which they are to be preserved and the method of disposition.

Transitory Records – Documents or records that are not required to meet statutory obligations or to sustain administrative or operational functions. You can legally and routinely discard records that have only short-term immediate, or no value to your organization that you will not need in the future. These can include telephone messages, routing slips, post-it notes, opened envelopes, memos, notes and messages (paper, voice or electronic). If the information in a record will have some future administrative, financial, legal, research, or historical value, then you must file the record.

Roles and Responsibilities

Council Responsibilities:

Council shall:

- Review and approve document policy and schedules as developed by the CAO in accordance with this policy; and
- Review this policy to ensure the policy complies with all relevant legislation, municipal policies and the intent of the policy.

Administration Responsibilities:

CAO shall:

- In accordance with this policy or as directed by Council, develop document management policy and schedules for Council approval
- Implement document management system to incorporate approved policy and schedules approved by Council
- Approve any procedures, standards or guidelines relating to a records management program
- Ensure adequate records of business decisions and transactions are kept and maintained
- Ensure that records in their custody are not disposed of unless authorized by a retention schedule approved under the Records Retention Bylaw
- Ensure all Village departments maintain compliance with this policy

All Village staff shall:

- Ensure records in their custody are maintained, recorded and scheduled as per policy
- Ensure that access to records in their department's custody complies with the *Freedom of Information and Protection of Privacy Act*
- Ensure that vital records of the department are maintained and duplicated periodically
- Ensure that records in their custody or control are not disposed of unless authorized under the Records Schedule and duly authorized by employee and the CAO
- Ensure their activities, decisions and transactions, are adequately documented
- Ensure that records in their custody or control are not removed from Village Premises unless such removal is required to conduct Village business and is authorized by the CAO.

Inventory

An inventory record of all recorded information will be completed by each department annually and reviewed by the CAO. An inventory will identify the records, their medium, where they are located, and if they contain any personal information

File Classification System

Each department will ensure that Village files are organized to allow for effective control over the records and efficient operations of the department.

Records Schedules

Each department will develop Records Schedules that determine the minimum period of time a record must be kept and their appropriate method of disposition. Completed records will be submitted to the CAO for approval. Approved records schedules will be applied to Village documents and recorded annually.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	Seniors Week 2025

Agenda Item Number:	6a.
---------------------	-----

BACKGROUND

For 39 years, the Government of Alberta has dedicated the first week of June to honour and recognize seniors for their invaluable contributions to our province. This year, Seniors' Week is from June 2 to 8, and will be kicked off with a provincial launch event on June 2 in the City of Camrose.

All municipalities, First Nations communities, and Metis Settlements are encouraged to officially declare Seniors' Week to demonstrate your community's support and to generate greater awareness of the importance of seniors in Alberta.

To officially declare Seniors' Week in Alberta, the declaration must be made by a senior official (i.e., Mayor/Reeve, Chief) of an Alberta community. This is done at the community level, such as at a town council meeting. If your community does not have a declaration template, attached is a Community Declaration. Once your community has made the declaration, kindly notify us by May 31, 2025, so that we can recognize your community on [our website](#).

The Government of Alberta encourages communities, organizations and all Albertans to take the opportunity to recognize and celebrate seniors throughout Seniors' Week. To learn more, please visit www.alberta.ca/seniors-week.aspx.

RECOMMENDATION:

1. Motion to declare Seniors' Week is from June 2 to 8, 2025 in Hussar, AB.
2. Accept as information at this time



DECLARATION

In honour of the past, present and future contributions of the seniors of this community and throughout Alberta, I hereby declare June 2 – 8, 2025 to be Seniors' Week in

Community

Official Title

Official Signature

The Honourable Jason Nixon; Minister of Seniors, Community and Social Services

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	Elevator Project
Agenda Item Number:	6b.

BACKGROUND

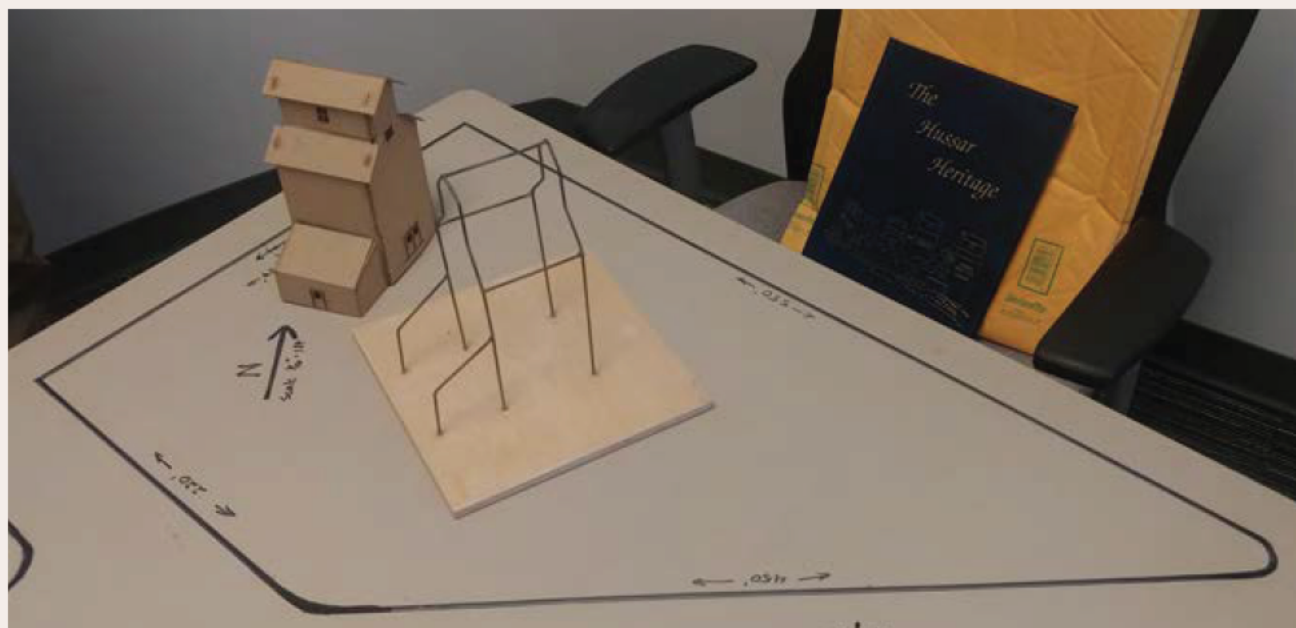
Attached is the most recent copy of the Elevator project that we received at the community group meeting.

RECOMMENDATION:

- 1. Motion to _____
- 2. Accept as information at this time

HUSSAR GRAIN ELEVATOR FEATURE

Plan-Build



SUBMITTED ON
OCT 28 2022

SUBMITTED TO
PETER SANDEN
HUSSAR HISTORICAL SOCIETY
HUSSAR, AB

SUBMITTED BY
HEAVY
9192 52ND STREET SE
CALGARY, ALBERTA
CANADA, T2C 5A9



BE BOLD—TOGETHER.

**We believe
in enriching the
individual lives
of citizens around
the world by
connecting them
to their public
spaces.**

BE BOLD—
TOGETHER.

Heavy

HEAVYEXPERIENCE.COM

+1.403.252.6603

9192 52ND STREET SE
CALGARY, ALBERTA
CANADA, T2C 5A9

Oct 28, 2022

Re: Hussar Grain Elevator Feature

Dear Peter,

We are very pleased to present you with our proposal to collaborate with your team on your feature for the Village of Hussar. We have spent time getting to know the “why” of your project, and through this understanding we’ve documented our proposed approach to designing a winning placemaking feature in the following pages.

Our intent will be to start by developing a unique concept that pays homage to the history of the grain elevator in Hussar. Key inspirations are shown in the following pages, and our starting point will be to explore a wireframe feature, not a solid structure, to imply the shape of a historical grain elevator. Lighting will be considered in the concept, and we will start with a target height of 30 feet and target budget of \$200,000. Our intent will be to turnkey the development, design, construction and installation of this unique piece for Hussar.

Our objective is to deliver world-class experiences to the Hussar Historical Society through this unique placemaking feature, and it all starts with an inspired concept that is backed up by the skills and experience required to bring it to fruition.

We’re ready to hit the ground running and begin collaborating with your team to bring the vision for this project to life. We’re ready to go all-in with you.

Regards,



Connor Hayduk
Director of Creative

INFO@
HEAVYEXPERIENCE.COM

BE BOLD—
TOGETHER.

Heavy™

HEAVYEXPERIENCE.COM



9192 52ND STREET SE
CALGARY, ALBERTA
CANADA, T2C 5A9

INFO@
HEAVYEXPERIENCE.COM

TABLE OF CONTENTS

PLAN PROCESS	6
PLAN PHASES	8
APPENDIX A: PROJECTS	14
APPENDIX B: TEAM RESUMES	23
APPENDIX C: DRAFT AGREEMENT	29

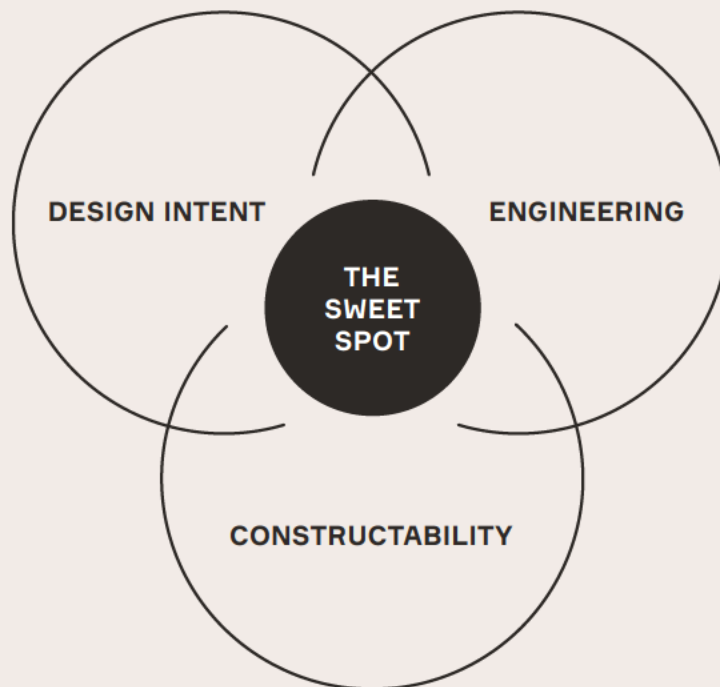
BE BOLD—TOGETHER.

PLAN PROCESS

Heavy is ideally positioned to ensure more dollars go to the construction of the public art and creative features rather than fees. In fact, we have found that we're often able to build even bigger, more ambitious ideas because we're able to remove the uncertainty that often goes hand in hand with these custom, one-off projects.

Our Plan—Build process allow us to follow through on our promise. The key to this is collaboration. With each phase of our process, we're able to remove grey area and achieve predictability, while ensuring integration at all stages of the process. With our process in place, we are able to assemble the right team of experts to execute each piece, including artists, art consultants, designers, engineers, fabricators, materials specialists, and others as required, tailored to the individual requirements of each element.

The next section of this proposal lays out the details of each phase of the plan.



BE BOLD—TOGETHER.

PROJECT PHASES



This phase allows us to get up to speed on the intent and vision for the feature, along with developing an understanding of how we best fit within the project as a whole. Heavy will host meetings and interviews with stakeholders as needed to develop a complete understanding of the project vision, goals and intent. This understanding will be summarized in the Project Brief document, which will provide the foundation for the *Schematic* phase.

Deliverables

- Review of policies, planning documents, schedules, design documentation and stakeholder reports created to date
- Develop understanding of preliminary considerations, constraints, allocations and allowances
- Hold stakeholder interviews and facilitate workshops as required
- Undertake curatorial research of applicable approaches
- Cultural research regarding the site, both modern and historic
- Draft the Project Brief



This phase is focused on building on the Project Brief, starting with development of the concept through sketches, models, animations and renderings. Following the selection of the winning concept, Heavy will develop the schematic plan for the design, materials and production of the feature. The primary deliverable at the end of this phase is the Schematic Deliverable Package, outlining the high level design concept, fabrication methodology, order of magnitude budget and proposed schedule for the selected concept.

Deliverables

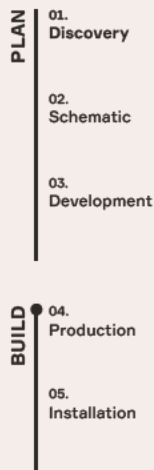
- Run the curation process and select the appropriate creative / artist for the feature
- Facilitate interviews, presentations and workshops as needed
- Negotiation of contracts with creatives
- Coordination of the technical integration of the features with the capital project(s)
- Provide feedback on feasibility, infrastructure, engineering, execution methods, materials, budgets and schedules for potential conceptual directions
- Identify risks and perform risk mitigation planning
- Technical review of conceptual directions
- Procure material samples for selected concepts
- Assessment of factors such as accessibility and long term operations and maintenance
- Following selection of the concept, develop the design, feasibility, budget, fabrication approach and schedule
- Draft Schematic Deliverable Package summarizing the design, budget and schedule for the selected concept



The *Development* stage is where we explore materials, finishes, connections, structural layout and all the other details that must be considered to ensure all aspects are aligned towards a common goal. We prototype aspects of the concept in order to hone in on the desired approach. In collaboration with designers, engineers, fabricators, and other experts, we develop and define the final design, budget, and schedule for each feature.

Deliverables

- For each selected concept, refine the overall construction methodology, materials, material finishes, typical design details, finishes, structural approach, connection details, lighting approach, scale, integration with site, number of parts, etc.
- Engage engineer and refine the structural approach in collaboration with the creative and other stakeholders
- Refine overall project and fabrication schedule
- Produce prototypes for necessary project components
- Draft the Project Development package



This is where the rubber meets the road and production begins. Relying on our wide network of suppliers, subs, trades, and experts, we're able to ensure things are built right, while leveraging digital fabrication and quality control techniques.

Deliverables

- Create and submit initial construction drawing package, including details and specification for engineer and client approval
- Coordinate with all necessary sub-trades in order to ensure all Heavy scopes of work can be completed on-time and on-budget
- Ensure all engineering requirements are implemented in order to acquire fully stamped set of drawings
- Fabricate and facilitate all necessary parts and hardware, including material procurement, manufacturing, packaging and shipping to site
- Coordinate all required finish coatings for both engineer and aesthetic specifications
- Assemble all required components pre-install if possible or on-site if necessary
- Ensure all parts, assemblies, hardware and touch-up coatings arrive on site per agreed upon schedule



When the project is ready to be installed, our process has been refined to ensure everything goes smoothly. Our team works diligently to ensure all items are well coordinated with other trades and scopes.

Deliverables

- Refine schedule in order to meet all expectations set out by agreed upon install dates
- Responsibility for the safety of all within the vicinity during site-mobilization and install
- Coordination with site superintendant/general contractor to ensure install window(s) are adequate and necessary prep-work has been done to ensure a smooth, on-schedule install
- Coordinate with local rental companies and install site partners for the purpose of acquiring necessary site mobility equipment
- Install all expected scopes of work per client requirements and engineer stamped drawing package
- Ensure all deficiencies and concerns are thoroughly documented prior to final site walk-through in order to coordinate plan to address all listed items
- Address all deficiencies within an agreed upon timeline
- Hand-off of finalized, installed project, including fully developed maintenance instructions

BE BOLD—TOGETHER.

APPENDIX A: PROJECTS



Heavy was approached by Edmonton Valley Zoo early in the design to come up with this striking sculpture in partnership with Haddad Drugan, a public artist duo from Seattle, Washington.

Grove of Light was created by welding several stainless-steel plates into different orientations then applying three different types of finishes; orbital, semi-mirrored and mirrored, to detail them. These finishes give this project a three-dimensional breadth when looked at, having some angles reflect light while others are matted. The uniqueness plays of this 360-degree reflection orientation as zoo goers can witness its beauty from all angles as its appearance and reflection changes as you change your position.

Heavy leveraged its well-established factory skillset to construct these 20 feet tall structures. The beautiful and nearly indestructable pieces were fabrictaed while maintaining the aesthtic ambitions and budget cap.

CLIENT: Haddad Drugan

ARTIST: Haddad Drugan

PROJECT TYPE: Public Art

LOCATION: Edmonton Valley Zoo, AB, Canada

MATERIALS: Stainless Steel: orbital, semi-mirrored, mirrored

SCOPE: PLAN—BUILD™



Heavy is very proud to have finished the plaza feature at Saskatchewan's first master-planned, mixed-use development, Grasslands. This public artwork features 12 stylized blades of grass fabricated with steel, glass and programmed LED lighting that fades between colors of an earthy green color palate.

Heavy was brought in to develop the initial concepts and collaborate with the Harvard Property Management team to manage the project from idea through to installation. This is another successful Plan-Build™ where our turn-key solutions provided value and made the process simple and enjoyable for all!

CLIENT:

ARTIST:

PROJECT TYPE: Public Art

LOCATION: Saskatchewan Canada

MATERIALS: Steel, glass and LED lighting

SCOPE: PLAN-BUILD™



Inspired by a community initiative, Coming Home seeks to explore the relationship between the residents of Brighton and the surrounding natural environment. This feature is meant to invoke a sense of community within beautiful Dream development named Brighton in Saskatoon, SK.

Heavy was brought to the table by Dream and quickly partnered with Fort Architecture, led by a Saskatoon-born architect named Landon Anholt. During the concept development process, Heavy and Fort worked through several concepts in order to determine the exact feature that could speak best to the Brighton community.

Coming Home is comprised of 7 unique birdhouse shapes, repeated throughout the sculpture almost 300 times, in 8 separate clusters. The end result is an organic shape that shifts depending on where it's viewed from, culminating in a massive bird taking flight when viewed from the entrance to the community.

CLIENT: Dream Developments

DESIGNER: Fort Architecture

PROJECT TYPE: Creative Entry Feature

LOCATION: Saskatoon SK, Canada

MATERIALS: GFRC, galvanized steel

SCOPE: PLAN—BUILD™



Heavy was approached by Parks Foundation Calgary to help execute a feasible yet fun feature that would inspire awe in the minds of visitors both young and old. The initial concept, developed by the Bridgeland-Riverside Community Association and Stantec, involved several lit globes hanging from a framework that would be anchored to the underside of the overpass.

Heavy proposed a rethinking of the initial concept once it became clear that anchoring to the underside of the existing infrastructure would not be feasible. The concept Heavy proposed involved two stand-alone, abstracted tree forms, each supporting multiple internally lit globes. Both trees are identical but positioned at unique angles to give the illusion that they are each unique in themselves.

CLIENT: Parks Foundation Calgary

DESIGNER: Stantec, Heavy

PROJECT TYPE: Public Art

LOCATION: Calgary AB, Canada

MATERIALS: Steel, high-performance coatings, acrylic, RGB lighting

SCOPE: PLAN—BUILD™



Providing an immersive experience through art was important for ATCO and their prominent entrance feature. Viewers are invited to move around the piece to discover elements that speak to ATCO's history as a Canadian family legacy. The ATCO icon communicates pride in Alberta and embraces viewers with a captivating experience by encouraging exploration through story telling.

The ATCO team wanted to visually communicate their world-wide corporate footprint in a meaningful and inspiring way. Heavy used the initial concept as a starting point and partnered with Studio North, a Calgary-based architectural firm, to develop the piece.

CLIENT: ATCO & CANA Construction

DESIGNER: Studio North

PROJECT TYPE: Public Art

LOCATION: Calgary AB, Canada

MATERIALS: Concrete, weathering and stainless steel, lighting, wood

SCOPE: PLAN—BUILD™



Heavy was engaged by Daniel's to work with environmental artist and sculptor Ned Khan to help combine form and function in their newest public artwork for the Daniel's Waterfront project.

Evolving out of concern that the plaza space would act as a wind tunnel, the original goal of the project was to provide a wind break while fully integrating with the development. The idea by Ned Kahn was to create a kinetic canopy to not only mitigated the wind, but also foster a unique experience for the people below, creating a truly one of a kind experience for visitors and residents.

CLIENT: Daniels Waterfront Corp.

ARTIST: Ned Khan

PROJECT TYPE: Public Art

LOCATION: Toronto ON, Canada

MATERIALS: Stainless steel, Polycarbonate, Lighting

SCOPE: PLAN—BUILD™



Paying homage to the first nations cultural history in the surrounding Tsawwassen area, Heavy collaborated with Leducor to develop a construction methodology and assist with the preliminary conceptual design of several features, developed by JPRA Architects. Once a construction methodology was established, we moved into the manufacturing, supply and installation of a total of 14 different features, designed to communicate important cultural elements while encouraging exploration and playfulness.

Throughout all stages of the process, Heavy worked collaboratively with the project team to ensure the nuance of each piece was accounted for, allowing our team to execute at the highest level on these iconic features.

CLIENT: Leducor Construction for Ivanhoe Cambridge

DESIGNER: JPRA Architects

PROJECT TYPE: Public Art & Architecture

LOCATION: Tsawwassen BC, Canada

MATERIALS: Steel, Glass, Dichroic film, Brass, FRP, Woods, Coatings

SCOPE: Design-assist, Build



The Carrington art feature connects multiple facets of one of Calgary's most exceptional communities. Using Plan-Build™, Heavy collaborated with NAK Design Strategies and Mattamy Homes to bring their unique concept of a gathering place to life. Carrington's 0.9-hectare Greenway Park is home to the iconic canopy feature, along with a skatepark, playground, half-court basketball court and gathering plaza.

Mattamy Homes chose to bring Heavy to the table early in the project to help eliminate blind spots and leverage the experience of the Heavy team. Heavy worked side by side with NAK Design Strategies to ensure that the concept was thoroughly vetted for budget, scope and materials, resulting in a dramatic experience for visitors and residents.

CLIENT: Mattamy Homes

DESIGNER: NAK Design Strategies

PROJECT TYPE: Public Art

LOCATION: Calgary AB, Canada

MATERIALS: GFRC, Wood, Steel, Lighting

SCOPE: PLAN-BUILD™

Design & Fabrication of the Hussar Grain Elevator Feature

"Client" Peter Sanden Hussar Historical Society	"Project" Hussar Grain Elevator Feature 2 St E, between 1 st & 2 nd Ave Hussar AB
--	---

This Plan Services and Build Agreement ("**Agreement**") is made on the Effective Date between Heavy Industries Theming Corporation ("**Heavy**") and the Client for the Planning Services and Build Services (each as defined below) pertaining to the Project as outlined below. In consideration for the Price (as defined below) payable by the Client, Heavy agrees to perform the Planning Services and the Build Services in accordance with this Agreement including the terms and conditions contained herein and in the Schedules and the Appendices, attached hereto.

Planning Services: Heavy will work in conjunction with its subconsultants and the Client to provide the following planning services ("**Planning Services**") to develop a turnkey design solution that addresses the requirements of the Project. To this end, Heavy will attend regular meetings and conference call with the Client and other relevant stakeholders to develop cost effective solutions. Variables of the Project (design, materials, finishes, quality specifications, constructability, manufacturing processes, overall scale, quantities, and repetition of parts, etc.) are to be tailored to the Project Budget defined in this Agreement. In the performance of such Planning Services, the following shall be included:

Phase 1: Discovery	Deliverables for Approval:
The intent of this Phase 1 is to develop a full understanding of the goals, intent, history, constraints, variables and vision for the Project, which is summarized in the <i>Project Brief</i> deliverable. This involves a full document and site review, meetings with key stakeholders and ultimately developing a strategy for how to best address the requirements of the Project.	<i>Project Brief</i> document
Phase 2: Schematic Development	Deliverables for Approval:
For projects that require concept generation, Phase 2 typically involves developing two (2) unique concepts that respond to the constraints and vision for the Project. We will engage the required consultants and creatives as required for concept development (additional upfront costs may apply). Overall	<i>Schematic Development</i> document detailing one concept selected for further development. This includes: Concept Renderings (if required) Plan Phase Schedule Order of Magnitude Budget

feasibility, materiality, fabrication methods will be explored at a preliminary level for each concept, with the goal of selecting one concept for further development and fabrication.

For projects that already have a conceptual direction, Phase 2 involves preliminary refinement of the concept to provide a solid foundation for moving forward.

The goal of Phase 2 is to develop a schedule and order of magnitude budget for one (1) conceptual direction to take forward into Project Development and, ultimately, fabrication.

Phase 3: Project Development

In Phase 3 we delve into and lock down the details of the selected concept, developing the design, materials, construction methodology, structural requirements, and connection details, while balancing these against the aesthetic, budgetary and other project constraints. Typically, this involves engineer review, but not stamping, of design drawings, and working closely with other Project stakeholders to ultimately produce a detailed plan that addresses the Project requirements.

Deliverables for Approval:

Project Development document detailing the selected concept. This includes:
Concept Renderings
Design Drawings
Production Schedule
Price Estimate
Prototypes & Mockups (additional upfront costs may apply)

Planning Services Deliverables: The Planning Services will effectively end upon Heavy providing the Client the Planning Services deliverables listed above (“**Planning Services Deliverables**”).

Design and Budget Iterations: The Client agrees that the maximum number of design and budget iterations included in Phase 2 and Phase 3 is one (1) per phase. The Client is responsible for any costs associated with exceeding this number of iterations.

Build Services: The final detailed scope of work for building and installing the Project will be finalized during the Planning Services phase and will be based on the Planning Services Deliverables provided by Heavy and approved by the Client. Heavy agrees to perform the following preliminary scope of work, including the supply of labour and materials and the furnishing of products, tools, machinery and equipment necessary to do so (“**Build Services**” and collectively with the Planning Services the “**Services**”):

Phase 4: Detailed Design

Phase 4 is intended to set up a successful fabrication phase, and involves creating a detailed 3D model, shop drawings, and any other design files required for production.

Deliverables for Approval:

Engineer sealed shop drawings

Phase 5: Procurement	Deliverables for Approval:
Phase 5 involves finalizing our relationships with key suppliers and subcontractors, and ordering the required material for fabrication.	Procurement plan finalized
Phase 6: Fabrication	Deliverables for Approval:
Phase 6 is where the feature starts to come together as we begin cutting parts. Phase 6 includes all fabrication, assembly, and quality control as required to ensure the feature is built to the required specifications.	Shop fabrication and assembly of all components
Phase 7: Installation	Deliverables for Approval:
The crating, shipping, staging and installation of the Feature at the address for the project listed on the first page of this Agreement (the “Site”) is the final step towards realizing the vision of the Project.	Installation of the project

Build Deliverables: The Services will effectively end upon Heavy providing the Client the Build Service Deliverables listed above (“**Build Deliverables**” and collectively with the Planning Services Deliverables, the “**Deliverables**”).

Exclusions: Heavy will not perform additional Planning Services or Build Services other than that specifically listed above, unless there is a subsequent agreement in writing, signed by both parties, to do so. Without limiting the generality of the foregoing, the Planning Services and Build Services do not include the following:

- Design and/or drafting of base building and/or Site modifications to accommodate the Project;
- Bonding or insurance requirements other than as specified in Schedule A; and
- Services related to preparation of drawings, specifications and supporting communications/documentation that would be required for tendering the Project to a third party

Deliverable Approvals: At the completion of each phase, Heavy agrees to send the applicable Deliverables electronically to the Client for approval. The Client acknowledges that email messages and/or verbal conversations are sufficient for Deliverable approval for Heavy to move to the next phase.

Scheduled Completion: The Project is scheduled to be completed by 2026 (“**Scheduled Completion**”).

Schedule: Following execution of this Agreement, Heavy will prepare and submit a schedule to the Client showing the anticipated time of commencement and completion of each Phase of the Planning Services and Build, which shall be attached hereto as Appendix “A” (the “**Work Schedule**”), and which shall form part of this Agreement. The Client acknowledges that the Build Services will not commence until the Materials Deposit (as defined below) has been received by Heavy and that delays in payment of the Materials Deposit or any other payments under this Agreement may affect the Work Schedule and result in additional costs, payable by the Client.

Project Budget: The targeted all-inclusive Project budget is \$TBD (“**Project Budget**”). Heavy agrees to tailor the Planning Services Deliverables to meet the Project Budget. Changes to the Project Budget as the Project progresses are acceptable, provided both the Client and Heavy agree in writing.

PLAN BUILD AGREEMENT

Following the completion of the Planning Services, the contract amount will be amended with a Change Order for the difference between the Planning Services fees and the final agreed upon Project Budget.

Price: The Client agrees to pay Heavy the following for performance of the Planning Services and the Build Services (“Price”):

“Planning Services” Due prior to Phase 1 Discovery & Phase 2 Schematic commencing	\$16,500.00
“Planning Services” Due prior to Phase 3 Project Development commencing	\$TBD
“Materials Deposit” Due prior to Build Services commencing	\$TBD
“Build Progress” (Specialty materials, long lead items and engaging subcontractors and sub consultants may require upfront payment)	\$TBD
Subtotal	\$16,500.00 plus applicable taxes
Tax (GST / HST)	\$825.00
TOTAL	\$17,325.00

Payment: Heavy will invoice the Client on a monthly basis for any shop work, subcontractor work and onsite work progress towards the balance of Build Services completed prior to the invoice date. Payments for all invoices are due within 30 days of the invoice date. Client shall pay interest on all amounts not paid when due at the rate of 12% per annum. Full payment (excluding installation costs) is required upon acceptance of the fabricated Feature prior to shipping.

Signed as of _____ day of _____ 20____ (**“Effective Date”**)

PETER SANDEN
Hussar Historical Society

HEAVY INDUSTRIES THEMING
CORPORATION

Name & Title

Name & Title

Signature

Signature

The parties explicitly agree to the Terms & Condition attached hereto as Schedule “A”

SCHEDULE “A” – Terms and Conditions

Assembly Area: For all Services with activities occurring outside of Heavy’s facility, a staging or assembly area suitable and appropriate for the Services shall be provided by the Client, at the Client’s cost.

Substantial Completion: The Substantial Completion date means when the Project is sufficiently complete so that it can be utilized for its intended use.

Changes: The Client may make a change to the Services (“Change”) provided however that in the event of a Change, any increase or decrease in the Price and/or change to the Work Schedule must be agreed upon in writing by both parties. Heavy is not responsible for any additional costs arising from Changes requested after a signoff.

Delays: The Client acknowledges that if the Client or anyone under the control or supervision of the Client is late in providing any necessary approvals or signoffs or if the Client or a third party not under contract with Heavy causes damage or delays to the Project, then Heavy will adjust the Scheduled Completion date, pursuant to a CO [Change Order] as required, and will not be responsible for any costs, damages, claims or fees resulting from such adjustment and shall be entitled to recover from the Client any increase in costs.

Force Majeure Event: Neither party shall be liable to the other for a failure to perform or for the delay in the performance of its obligations hereunder if such failure or delay arises as a result of Force Majeure. The party prevented from or delayed in performing its obligations hereunder due to a Force Majeure shall promptly notify the other party of the circumstances constituting such Force Majeure and shall diligently take all reasonable steps necessary to remove the cause of the failure or delay in the performance of such party’s obligations hereunder. “**Force Majeure Event**” shall mean any occurrence beyond the reasonable control of the party claiming suspension of an obligation hereunder that such party was unable to prevent or provide against by the exercise of reasonable diligence at a reasonable cost and includes, without limiting the generality of the foregoing, an act of God, war, revolution, insurrection, blockage, riot, strike, a lockout or other industrial disturbance, fire, lightning, unusually severe weather, storms, floods, other natural disasters, explosion, accident, shortage of labour or materials or government restraint, action, delay or inaction, lawful acts of public authorities, defaults by common carriers, provided however, lack of finances shall not be considered Force Majeure, nor shall Force Majeure suspend any obligation for the payment of money due hereunder.

Ownership: Heavy retains sole ownership of all Intellectual Property that Heavy develops or creates in performance of, or in any way related to, the Services or the Work, unless

otherwise expressly provided for in this Agreement. Any and all Deliverables created or developed by Heavy, its subcontractors or consultants in conjunction with this Agreement shall remain the property of Heavy until all outstanding invoices have been paid by the Client. Following payment of all outstanding invoices by the Client, ownership of the fabricated and installed work, including, but not limited to the Feature (the “**Work**”) is transferred to the Client.

“**Intellectual Property**” means all intellectual property, whether or not reduced to practice, including, without limitation, all information, ideas, knowledge, know-how, techniques, processes and procedures, and technology, materials, products, designs, drawings, concepts, images, specifications, documents, results, samples, mock-ups, models, processes, materials, software, data, formulae, and algorithms, and discoveries, developments, inventions, and improvements, and all patent applications, patents, trademarks, trade-secrets, trade dress, copyrights, industrial designs, semiconductor chip designs, integrated circuit topography, and all right, title and interest thereto.

Copyright: Without limiting the generality of the above Ownership section, copyright in the Services and/or the Work, including any and all ideas, drawings, concepts, images, designs, specifications, documents, samples, mock-ups, models, processes, materials, or similar incidental thereto which have been prepared and delivered by Heavy remains with Heavy, whether or not the Services and/or the Work is completed, and are not to be used for any purpose other than as specified herein without the permission of Heavy obtained in advance. Additionally, Heavy shall own copyright of all design value-adding activities that are performed in addition to or that are supplemental to the efforts in preparing and delivering the Services and/or the Work, including but not limited to undeveloped concepts, structural design, design of fittings and connection details, construction details, research and development activities, estimates and proposals. Heavy reserves the right to brand the Work with their standard logo and/or word mark (the “**Brandmark**”). Any proposed Brandmark will be reviewed and approved by the Client before application to the work. The Brandmark will be designed and built in a way that is harmonious with the aesthetics of the final work.

License: Heavy grants to the Client, its successors and assigns, an irrevocable, worldwide, non-exclusive license to use the Services and the Work for non-commercial display at the Site and photographic documentation, in perpetuity. The Client shall have the right and license to reproduce an image, images or maquette of the Work or working drawings for non-profit use, marketing, public relations, documentation, non-commercial documents and brochures advertising or promoting the Project or the Client and Client’s website. Such reproductions of the Services and/or the Work shall be

PLAN BUILD AGREEMENT

deemed to not constitute a breach of Copyright.

Reproductions: In view of the intention that the Services and the Work be unique, Heavy shall not make any exact duplicate reproductions of the Services and/or the Work for any direct competitor of the Client. For archival purposes, Heavy will keep any submitted drawings, plans and compositions and will not reproduce them in whole or part for resale or re-use. Nothing in this Agreement shall, however, prevent Heavy from making other designs or using different combinations or configurations of the same materials provided the end product is materially different than the Services and/or the Work.

Moral and Other Rights: Heavy acknowledges and agrees that the Project, by nature of its composition and location, may be subject to the ravages of weather, pollution, vandalism, time and other effects, and that the Client or other parties having jurisdiction over the Site, may in future use the Site for other purposes (alter the Site; replace, substitute or remove any vegetation on Site, including any vegetation forming part of the Project, repair and maintain the Project or relocate or remove the Project). In the event of Project Change, Heavy may decide the Project is no longer in accordance with the original intent and may request that the Client remove all signs and acknowledgments linking the Project to Heavy and its artist(s) and/or consultant(s) that make up the Project's team. Heavy agrees that such Project Change shall not violate its moral or other rights in the Project. If Heavy is unable to complete the Services and/or the Work for any reason and the Client chooses to complete the Work or cause the Work to be completed by another person or entity, Heavy agrees that such completion does not violate or infringe the Heavy's copyright or moral rights in the Services and/or the Work, provided however, that, in all such cases, Heavy retains all ownership rights in all Intellectual Property developed or created by Heavy in performance of, or in any way related to, the services or the Work.

Credits: The Client agrees that any photographic or other reproductions of the Project made for publication shall acknowledge Heavy and individual members of the project team.

Indemnity: The Client will indemnify, defend and hold harmless Heavy and its directors, officers, employees, affiliates, representatives, agents, successors and assigns from and against any and all damages involving the following: (a) any actual or alleged infringements on any trade secret, trademark, copyright, patent, confidential knowledge, moral rights, or other Intellectual Property or proprietary right in connection with any designs or features of the Services where provided by the Client, its consultants, or representatives; (b) Injury or death to any person or damage to or destruction of any property (including loss of use thereof), or any other damage or loss by whomsoever suffered resulting from or arising out of or in connection with

the Services, unless any such damage or loss is due to the gross negligence of Heavy (c) Any failure by the Client to comply with the requirements of the this Agreement. This indemnity shall survive the termination of this Agreement.

Heavy shall indemnify and hold harmless the Client from and against any and all damages arising from the gross negligence or willful misconduct of Heavy in performance of the Services. Heavy's aggregate liability and obligations to indemnify the Client under this Agreement will be limited to the amount of the Price as defined herein. Heavy shall in no event be liable to the Client either directly or by way of indemnity for any indirect or consequential loss or damage whatsoever, including but not limited to, loss of earning, loss of use, loss of reputation, loss of contract, and any financial or economic loss.

Warranty: Heavy will repair defects in the fabrication or installation of the Build Services for one (1) year from the Substantial Completion date (the "**Warranty**"). Under no circumstances shall the Warranty include expenses that do not correspond to the Services in this Agreement, nor shall it extend to any defect or damage to the Work or the Project to the extent such defect or damage is caused by, or in any way related to: (a) failure by the Client to repair or maintain the Project in accordance with any specifications or instructions provided by Heavy; (b) use or installation of goods or materials on the Project which are supplied by a third party, not contracted for by Heavy; (c) acts of God, (d) wear and tear, (e) negligence, willful misconduct, damages, vandalism, alterations, misuse, improper use or improper installation by the Client, anyone under the Client's control or supervision or any third party; (f) abnormal working conditions; (g) installation under conditions which exceed design capacities; (h) modification or improper handling, storage, or maintenance; or (i) erroneous or incomplete information given, and/or provided by the Client to Heavy. The value of such Warranty is limited to the amount of the original fabrication cost of the Build Services, excluding installation, removal and reinstallation. Except as expressly set forth above, no Warranties of any kind, whether statutory or implied (including all Warranties of merchantability, fitness for a particular purpose and satisfactory quality), shall apply, to the maximum extent permitted by Applicable Law. Other than the Warranties of Heavy expressly set forth above, Heavy hereby disclaims, and the client hereby waives, all other express warranties and all other warranties, duties and obligations implied in law, to the maximum extent permitted by applicable law, including those of performance, merchantability, non-infringement, fitness for a particular purpose, custom, usage or otherwise. The warranty obligations set forth above are in lieu of any and all other warranties or remedies, express or implied under this agreement or at law, and such constitute the clients sole remedy, and Heavy's sole liability, with respect to defects or warranty and guarantee obligations in connection with the project.

PLAN BUILD AGREEMENT

Confidentiality: Each party acknowledges and agrees that the other party may disclose certain information that it considers to be confidential or proprietary or to constitute trade or business secrets ("Confidential Information"). When the disclosing party discloses any information designated as Confidential Information to the receiving party, the receiving party agrees that: (i) the Confidential Information shall be used solely for the purpose of performance under this Agreement, disclosed only to those of its employees or agents who have a need to know the information for that purpose and shall not be disclosed to such employees unless they explicitly agree to be bound by the terms respecting Confidential Information under this Agreement; (ii) not to disclose the Confidential Information to any third party without the disclosing party's prior written consent, unless required by law; (iii) it will take precautions to prevent the disclosure of the Confidential Information that are no less stringent than those employed to preserve the secrecy of its own Confidential Information, and in no event less than reasonable precautions; and (iv) upon completion of the Services, it will return all documents containing the Confidential Information to the disclosing party without retaining any copies thereof.

Accreditation: Client acknowledges that Heavy is not an architect, engineer or other accredited design professional and cannot be held to such standard, nor can it be responsible for the actions of design professionals. The Client's own design professionals should be retained to review the suitability of the final design for the Project.

Remedies Not Exclusive: Unless otherwise expressly set out herein to the contrary, the remedies provided in this Agreement are cumulative and not exclusive and are in addition to any other remedies available to at law or in equity.

Headings: The insertion of headings is for convenience of reference only and will not affect the construction or interpretation of this Agreement.

Notices: All notices required or permitted pursuant to this Agreement will be in writing and sent to the parties at the addresses set forth in the Agreement. Notices sent electronically will be deemed received on the date sent. Notices sent by mail will be deemed received 5 business days after mailing.

Entire Agreement: This Agreement represents the entire agreement between the parties with respect to the Project

and supersedes all prior negotiations, proposals, correspondence, representations or agreements, whether written or oral, express or implied. Any purchase order or other form from the Client, which purports to expand, alter or amend this Agreement or, in particular, these terms and conditions, is expressly rejected and shall not become a part of this Agreement without express written agreement signed by both parties.

Waiver: The failure of either party to enforce at any time or for any period of time any one or more of the provisions of this Agreement will not be construed as a waiver of any such provision or provisions.

Severability: Each provision of this Agreement constitutes a separate and distinct covenant and is severable from all other such separate and distinct covenants. Unenforceability of any provision in this Agreement by a court of competent jurisdiction shall not affect the validity or enforceability of any other provision in this Agreement which shall remain in full force and effect.

Governing Law: This Agreement shall be governed by and construed and enforced in accordance with the laws of the Province of Alberta and the federal laws of Canada applicable therein and the parties hereby attorn to the jurisdiction of the Courts of the Province of Alberta to adjudicate any dispute arising out of this Agreement.

Counterpart Execution and Electronic Delivery: This Agreement may be executed in separate counterparts and all the executed counterparts together shall constitute one agreement. This Agreement may be delivered by email and the parties may rely upon all such electronic signatures as though they were original signatures

Presumption: The Agreement will be construed without regard to any presumption or other rule requiring construction or interpretation against the party who caused it to have been drafted.

Termination: Either Heavy or the Client may, for any reason, and without any fault or default on the part of the other party, terminate this Agreement on the provision of ten (10) days written notice to the other party. In the event of a termination prior to the Substantial Completion of the Project, Heavy shall be entitled to fees for all work already performed up to date of termination and any costs incurred by Heavy in relation to the early termination of any third-party contracts.

Village of Hussar
Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	Residential Lot Subdivision

Agenda Item Number: 6c.

BACKGROUND

Discussion on how Council would like to move forward with residential lot subdivision. I have attached some information on what we will need to begin the subdivision.

Some things to consider:

- How much of the school grounds would we like to start with
- Are there any other locations that you would like to explore for subdividing
- Will we have access to water/sewer or need to create new infrastructure
- What do we need to know about the grade of the land
- Once subdivided will there be time restrictions on developing the properties.
- Do we just want normal residential or are there areas we want to consider for Commercial, Industrial or for Manufactured homes.
- Other topics of discussion

First steps:

- Connect with Palliser about the process (Attached)
- Complete application for subdivision (Attached)
- Cost estimates for subdivision (Attached)

RECOMMENDATION:

1. Motion to _____
2. Accept as information at this time



ALBERTA'S SUBDIVISION PROCESS



Alberta
Land Surveyors'
Association



PURPOSE

This brochure has been prepared to assist individuals wishing to subdivide land within the Province of Alberta. It is intended to complement information contained in provincial legislation or provided by the Subdivision Authority of the municipality in which the land is located.

What is SUBDIVISION?

Subdivision is the dividing of a single parcel of land into two or more parcels, each to be given a separate title. Subdivision is also used for existing lot line adjustments. Notwithstanding a few exceptional circumstances, subdivision approval and endorsement by the local municipality must always be received before the subdivision can be registered at the Land Titles Office and titles issued (including bareland condominiums).

Exceptions may occur with parcels of land that contain more than one quarter section, a river lot, a lake lot, or some settlement lots created prior to July 1, 1950. Ask your local Subdivision Authority, an Alberta Land Surveyor or Alberta Land Titles staff for information about the particular circumstances of the parcel of land in question. ▢

This booklet is a general guide to Alberta’s subdivision process. It does not contain all the rules and regulations. Individuals applying for subdivision of land must contact the local municipality for local regulations. Applicants may also wish to obtain a copy of the *Municipal Government Act* and the *Subdivision and Development Regulation*.

Where do SUBDIVISION RULES COME FROM?

The Municipal Government Act and *Subdivision and Development Regulation* govern subdivision of land.

This legislation specifies the authority and responsibilities of the municipality in receiving and deciding on subdivisions.

Each municipality must enact a subdivision bylaw to provide for a Subdivision Authority to exercise powers and duties on behalf of the municipality.

The municipality may choose to have subdivision decisions made by:

- + *any or all members of council;*
- + *a designated officer of the municipality;*
- + *a municipal planning commission;*
- + *any other person or organization.*

The applicant for subdivision approval must submit an application and supporting information to the designated authority. The basic application form comes from the *Subdivision and Development Regulation*. These are minimum requirements. Actual requirements will vary from municipality to municipality. ▢

Who Can APPLY FOR SUBDIVISION?

Only the landowner or an agent acting on behalf of the landowner may apply for subdivision. An agent may be any person acting on behalf of the owner. Often landowners hire or contract an Alberta Land Surveyor or other professional—planner, lawyer, engineer—to act on their behalf when they do not wish to undertake the application on their own. The subdivision application must clearly indicate the name of the agent. ▢

How do LANDOWNERS OR THEIR AGENT APPLY FOR SUBDIVISION APPROVAL?

The first step is completion of the subdivision application form. The landowner or their agent should contact the municipality to determine who the specified Subdivision Authority is and obtain the official subdivision application form. Each municipality may have a different format and different requirements in terms of what constitutes a “completed application.” Evaluation of a subdivision application will not begin until a “completed application” is received by the Subdivision Authority.

It is wise to ask the Subdivision Authority for a copy of any relevant planning documents such as Municipal Development Plan, Area Structure Plan, Area Redevelopment Plan and Land Use Bylaw. These documents may restrict or prohibit the proposed use of the land subject to subdivision, without a bylaw amendment.

The subdivision application requires the following information: name, address, phone number of the applicant and agent, the legal description of the land, its location, its existing and proposed future uses, its physical characteristics, and indication of water and sewer services. In addition, the application must include a proposed(tentative) plan of

the subdivision, the required fee and a copy of the current title for the land (available from private registry agents).

Applicants often hire a professional, as noted earlier, to determine the likelihood of success, or for assistance in refining the proposals so that the chance of approval is increased. A pre-application meeting can often be arranged with the Subdivision Authority to discuss issues related to a proposed subdivision. Use of professional services may actually reduce the overall subdivision or development costs to the landowner. ▢

Is More INFORMATION REQUIRED?

The amount of information required for subdivision approval will be dependent upon the complexity of the proposed subdivision application. Generally, the greater the number of lots proposed, the more detail will be required. Usually more information is better than less.

An applicant must also submit sketches or proposed plans showing the location, dimensions and boundaries of the land

to be subdivided and the parcels to be created as well as rights of way, locations and types of existing buildings, the bed and shore of any river, lake or stream within the boundary, locations of roads, rail lines and oil and gas facilities, pipelines and the like. A Subdivision Authority may request that a Real Property Report be prepared, showing locations of buildings and improvements that will remain in place.

An important consideration for any subdivision is the source of potable water and the method of sewage disposal. Any sketch should show the location of existing wells (rural) and sewage systems and dimensions relative to proposed property lines.

An Alberta Land Surveyor is the only person who may legally establish boundaries in accordance with the *Surveys Act*. A proposed plan prepared by an Alberta Land Surveyor may make the process go easier because working with an Alberta Land Surveyor often increases accuracy and supporting detail for the application. ▢

Where Can LANDOWNERS GO FOR HELP?

Use of professional assistance for gathering information for complex applications will save time and frustration. Professionals are usually consulted for information about:

- + land use—permitted or discretionary;
- + boundaries, building locations, encumbrances;
- + access and sight distances along municipal roads;
- + location of boundaries to meet wishes of applicant;
- + preparation of application to meet planning requirements;
- + water quantity and quality;
- + soil reports;
- + environmental reviews;
- + topographic information for building site locations;
- + flood plain maps, water table and drainage information;

- + environmental reserves, easements;
- + location of nearby sour gas facilities or livestock operations;
- + sewer system locations and percolation tests;
- + municipal reserve requirements or cash-in-lieu of reserve (applicant may be responsible for obtaining a current property appraisal—at discretion of municipality).
- + suitability of the proposed site for the intended use;
- + conformity of the proposal to local planning legislation, The Municipal Development Plan, any Area Structure Plan, and Land Use Bylaws;
- + conformity to the provisions of the Municipal Government Act and the Subdivision and Development Regulation. ▣

A Subdivision Cannot BE APPROVED IF IT DOES NOT COMPLY WITH THE FOREGOING CRITERIA.

If the proposed subdivision does not meet the criteria set out in the statutory plans, the applicant may consider asking for an amendment to them. A typical example might be an applicant proposing a multi-parcel country residential subdivision in an area zoned exclusively for agriculture. The applicant must first apply to change the designation of the entire zoned area of the subject land to include the country residential use classification. Such an action may also require amendment of a Municipal Development Plan or Area Structure Plan. The municipality would hold public hearings, consider the merits of the proposal and make a judgement accordingly. If the application meets the provincial and municipal planning legislation, the next step is evaluation of the specific site characteristics. This analysis includes evaluation of:

- + boundaries and building locations;
- + topography (is there a suitable building site?);
- + soil characteristics (suitability for drainage or sewage);
- + storm water collection;

- + adequacy of water supply (quantity and quality);
- + road accessibility and internal roads;
- + erosion, slope, environmental concerns;
- + other matters the Subdivision Authority considers relevant.

To assist in evaluation, the Subdivision Authority may refer the application to other agencies for comment, these may include: Alberta Registries; school authorities, Alberta Agriculture, Food, and Rural Development; Department of Sustainable Resource Development, Department of Environment, Department of Transportation, the Alberta Energy and Utilities Board, irrigation districts, adjacent municipalities, encumbrances, and other persons or authorities whose input would assist in evaluating the application. Adjacent landowners will be notified of the application and may provide input or appear at hearings if hearings are held. Adjacent landowners do not have to be notified if the application is part of an Area Structure Plan or a conceptual scheme and public hearings have been held. Notification may occur at the discretion of the municipality. ▣

An important consideration for any subdivision is the source of potable water and the method of sewage disposal.



TIMING

Once the completed application has been received, the Subdivision Authority has certain time frames in which to consider the application.

In most cases referrals to other agencies, such as those listed above are required. A decision must be made within 60 days unless the applicant and the Subdivision Authority agree to a time extension.

If the Subdivision Authority fails to issue a decision within the specified time frame and extensions are not agreed to, the applicant may initiate an appeal. Such an appeal is considered an appeal of a deemed refusal. ■

DECISIONS

The Subdivision Authority may approve, vary or refuse an application. An approval may include a variety of conditions.

If an application is refused, the Authority must provide reasons for the refusal. An applicant may appeal any subdivision refusal, or any subdivision approval containing unacceptable conditions but may not appeal land use designation. ■

CONDITIONS

The Subdivision Authority may impose conditions that must be fulfilled before the subdivision can be registered at the Land Titles Office. These may include:

- + requirements to ensure the subdivision complies with all planning regulations or documents, including site-specific conditions such as water supply, internal roads, etc.;
- + requirements for an agreement to be entered into with the municipality to pay for construction of roads, walkways, sewer and water systems, other utilities, or off-site levies;
- + payment of any outstanding taxes;
- + dedication of reserve land, or other arrangements in-lieu-of land.

A municipality may require the landowner to provide municipal and/or school reserve land as part of a subdivision approval. The applicant may be required to give up land or, if the municipality prefers, to pay cash in-lieu-of land. Up to 10 percent of developable land may be taken for municipal reserve purposes. Occasionally the taking of land may be deferred to a later time. In those cases a caveat is registered on the title.

Environmental reserve is land with environmental conditions that may make it unsuitable for development. These areas may include: steep slopes, swamps, gullies, ravines, natural drainage courses, flood prone areas, or land immediately adjacent to lakes, rivers, streams or other bodies of water. If the municipality and owner agree, a caveat may be filed against the land to protect it as environmental reserve. There is no restriction on the amount of land which can be dedicated or restricted as environmental reserve.

Reserve land and land for road requirements are taken without compensation. The Subdivision Authority may require land for roads and public utilities up to a maximum of 30 percent of the area of the parcel of land less the area taken as environmental reserve or environmental reserve easement. ■

APPEALS

Any decision or condition issued by a Subdivision Authority may be appealed. Appeals can be to a local Subdivision and Development Appeal Board or to

the Municipal Government Board (for very limited matters relating to highways or water bodies). The applicant or agent for the subdivision, government departments, the local municipality or local school authorities may launch an appeal. Adjacent landowners may not launch an appeal.

An appeal must be commenced within 14 days of receipt of a written decision. A notice of appeal must include reasons for the appeal.

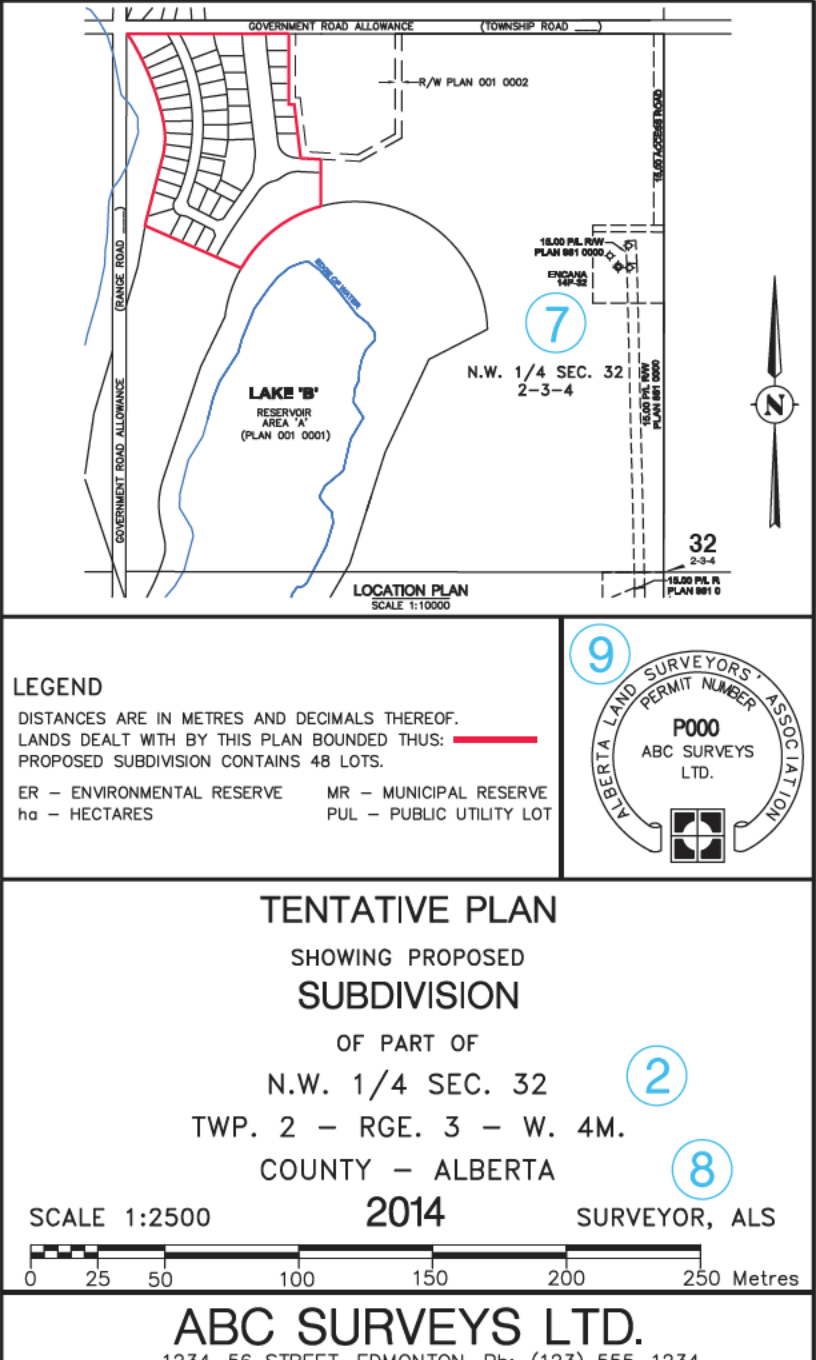
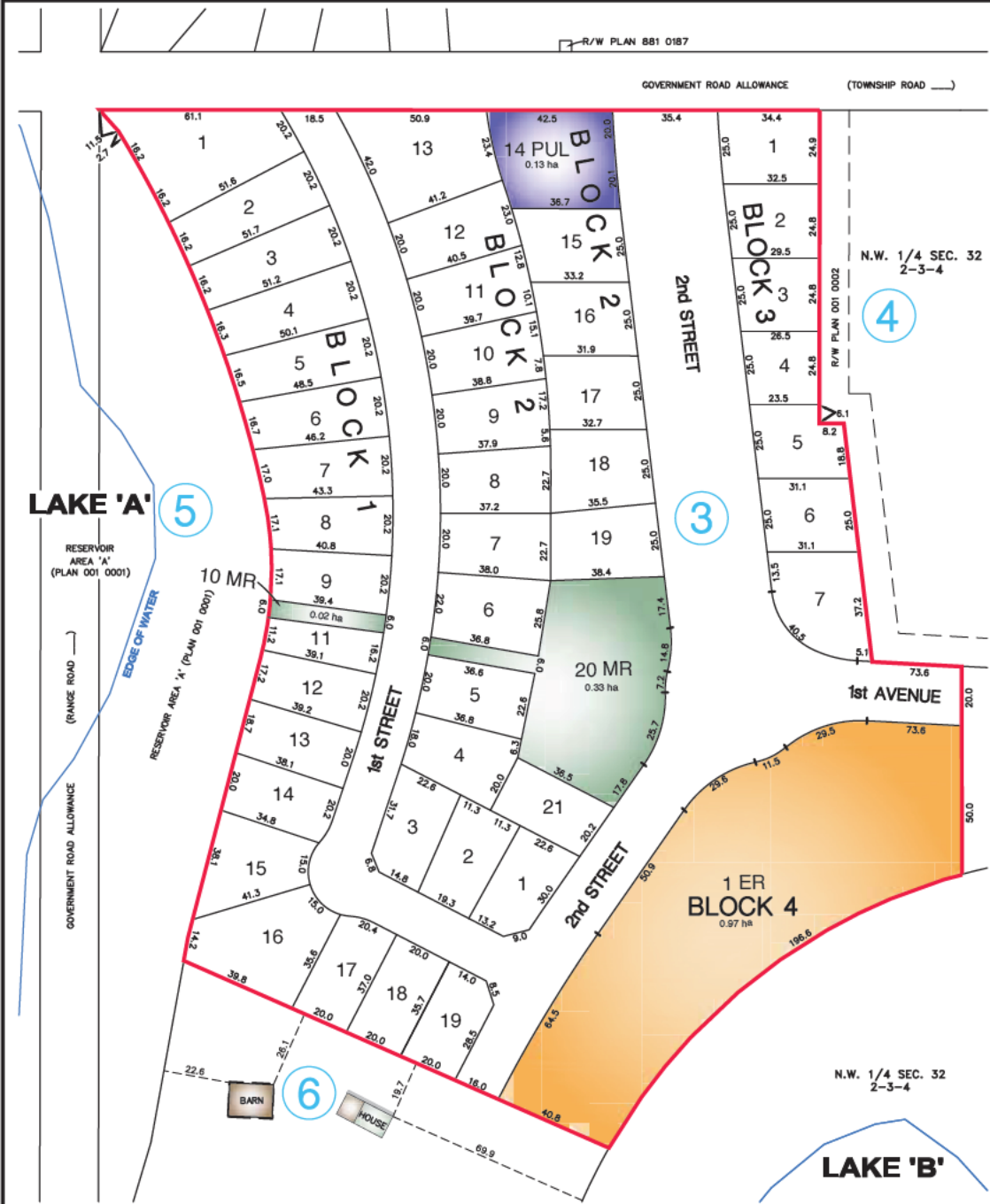
In rendering a decision, the appeal body will examine the same details relating to the application as the original Subdivision Authority. The appeal boards are not bound by the same rules and regulations. Appeal decisions will be in writing and will include reasons for the decision. Appeals must be heard within 30 days of receipt of the appeal and a written decision with reasons must be issued within 15 days of the hearing.

An additional appeal may be launched to the Court of Appeal on a matter of law or jurisdiction. ■

RE-APPLICATION

A Subdivision Authority may refuse to accept another application on the same parcel of land for the period of time specified in the *Municipal Government Act*, Section 656 (3). ■





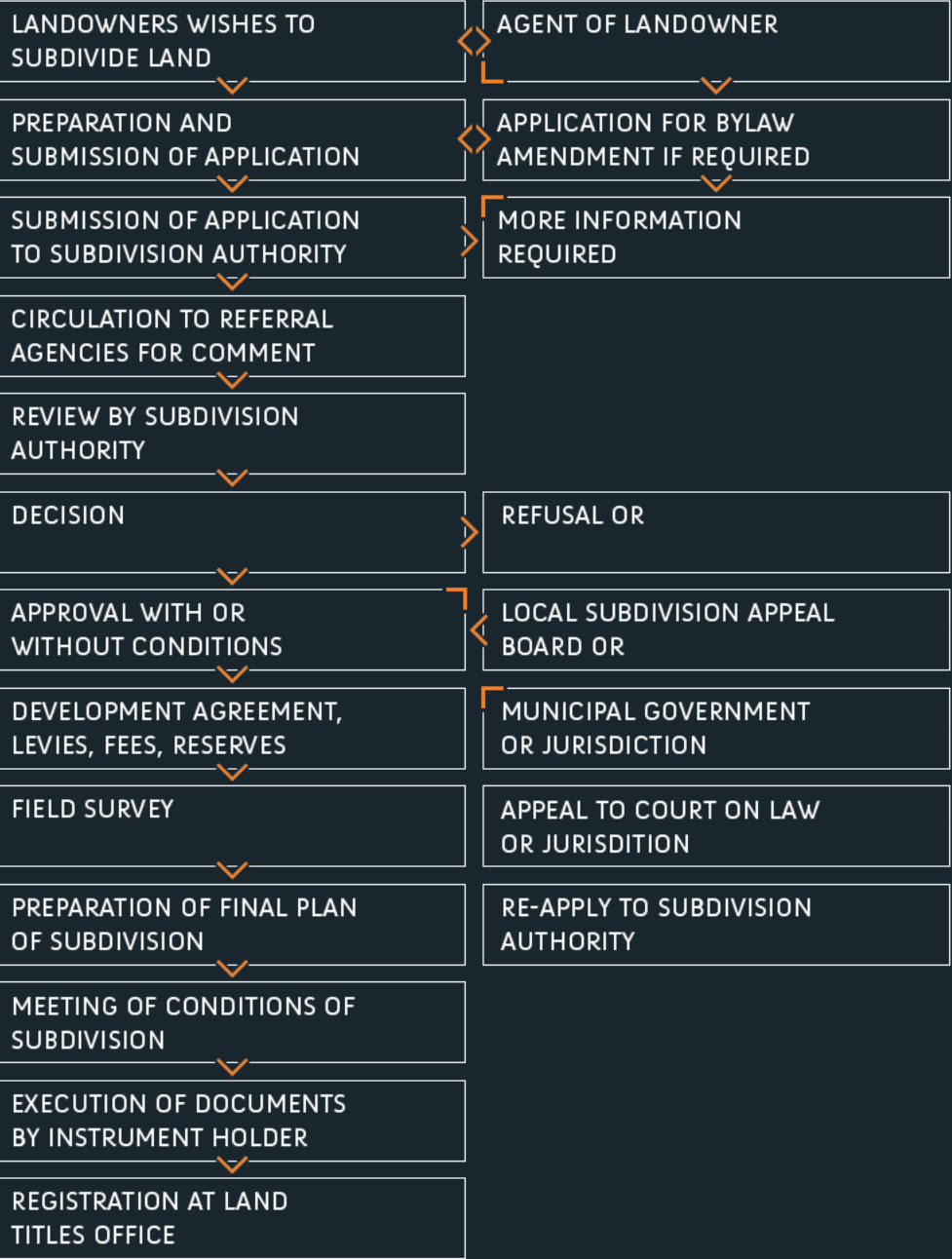
TENTATIVE PLAN

A typical tentative plan, prepared by an Alberta Land Surveyor, which would form part of a subdivision, would show:

1. Location of the proposed subdivision in the municipality;
2. Legal description of the land;
3. All lot locations and measurements;
4. All easements, rights of way, roads, railways, etc.;
5. Location or surveyed boundaries of any environmental features such as a water course;
6. Building locations and setbacks;
7. Other information (external to diagram, i.e. potable water)
8. Name of Alberta Land Surveyor preparing plan;
9. Alberta Land Surveyor's Permit Stamp (if corporation). ■



THE SUBDIVISION PROCESS



(COURT ORDER TO APPLICATION)



After the Approval THE FINAL CONDITIONS

The subdivision approval is valid for a period of one year. During that time, all conditions must be met. If they cannot, the applicant may contact the Subdivision Authority and request an extension prior to the one-year period lapsing—extensions are discretionary and may not always be granted.

Alberta Registries—Land Titles Office will determine the method of survey, which they will accept to register the subdivision of land. There are two methods—Subdivision by Descriptive Plan or Subdivision by Plan of Survey. ■

What is a SUBDIVISION BY DESCRIPTIVE PLAN?

In 1988 a provision within the *Land Titles Act* allowed the use of a Descriptive Plan to subdivide a parcel of land. The process of using a Descriptive Plan replaced the use of a metes and bound description. The metes and bounds

description used words to describe a parcel of land and often proved difficult to follow. The Descriptive Plan proved a better method of showing a subdivision of land graphically, on a plan.

The Land Titles Office may give approval for the use of a Descriptive Plan to subdivide a parcel of land. Some factors that the Land Titles Office considers include:

- + *The number of existing un-surveyed parcels;*
- + *the location of the land;*
- + *the cost of a survey;*
- + *the intended use of the land;*
- + *the value of the land; or*
- + *the complexity of the Descriptive Plan (showing only distances).*

The Land Titles Office generally grants approval of a subdivision by Descriptive Plan when:

- + *the subdivision is the first parcel from a quarter section;*
- + *the new parcel is square or rectangular in shape;*
- + *no land is being dedicated to the Crown such as a road or reserve land;*
- + *and/or is a simple relocation of a lot boundary.* ■

Advantages and DISADVANTAGES OF A DESCRIPTIVE PLAN

The subdivision of the parcel of land is described on a plan and only a minimal field survey is conducted. This minimal field survey involves approximate measurements to ensure buildings, fences, trees or other items are contained inside or outside a new property boundary. A field survey would also be required when a new parcel of land has a natural watercourse (creek, river, lake, etc.) as one of the boundaries. With minimal field surveying, the cost of a subdivision by Descriptive Plan is less than a subdivision by Plan of Survey.

The disadvantage of a subdivision by Descriptive Plan is no legal survey posts are placed to show the location of the property boundaries. If the new parcel of land is to be fenced, an additional field survey may be required in order to construct the fence on the new property boundary. ■

What is a SUBDIVISION BY PLAN OF SURVEY?

A subdivision by Plan of Survey is required when a parcel of land is subdivided into several lots and land is dedicated to the Crown for roads

and reserves. A legal field survey is conducted to sufficiently establish the boundaries of the original parcel of land; and legal survey posts are placed in the ground to establish the new parcel boundaries. A Plan of Survey is prepared showing the measurements and dimensions of existing and new parcel boundaries. ■

Advantages of a PLAN OF SURVEY

The boundaries of the new parcel of land are identified by legal survey posts placed at the corners of the lots. As long as these posts are protected and not disturbed or destroyed, the boundaries of the parcel of land can be identified at any time.

The cost of a Plan of Survey, depending on the situation, may be significant. Whenever a new parcel of land has a north-south quarter line, east-west quarter line or a section line without a road allowance as one of its boundaries, the cost of a field survey can be further increased. ■

FINAL SURVEY PLAN

Once the field survey has been completed, an Alberta Land Surveyor prepares a final survey plan. The final survey plan is in digital format but hard copy prints are usually available to assist in review for the final steps of the subdivision process. ■

Final Endorsement by THE SUBDIVISION AUTHORITY

The applicant must meet all the conditions of the subdivision decision before the Subdivision Authority can endorse the final subdivision plan, prepared by an Alberta Land Surveyor. ■

Consent Forms RELATING TO THE SUBDIVISION

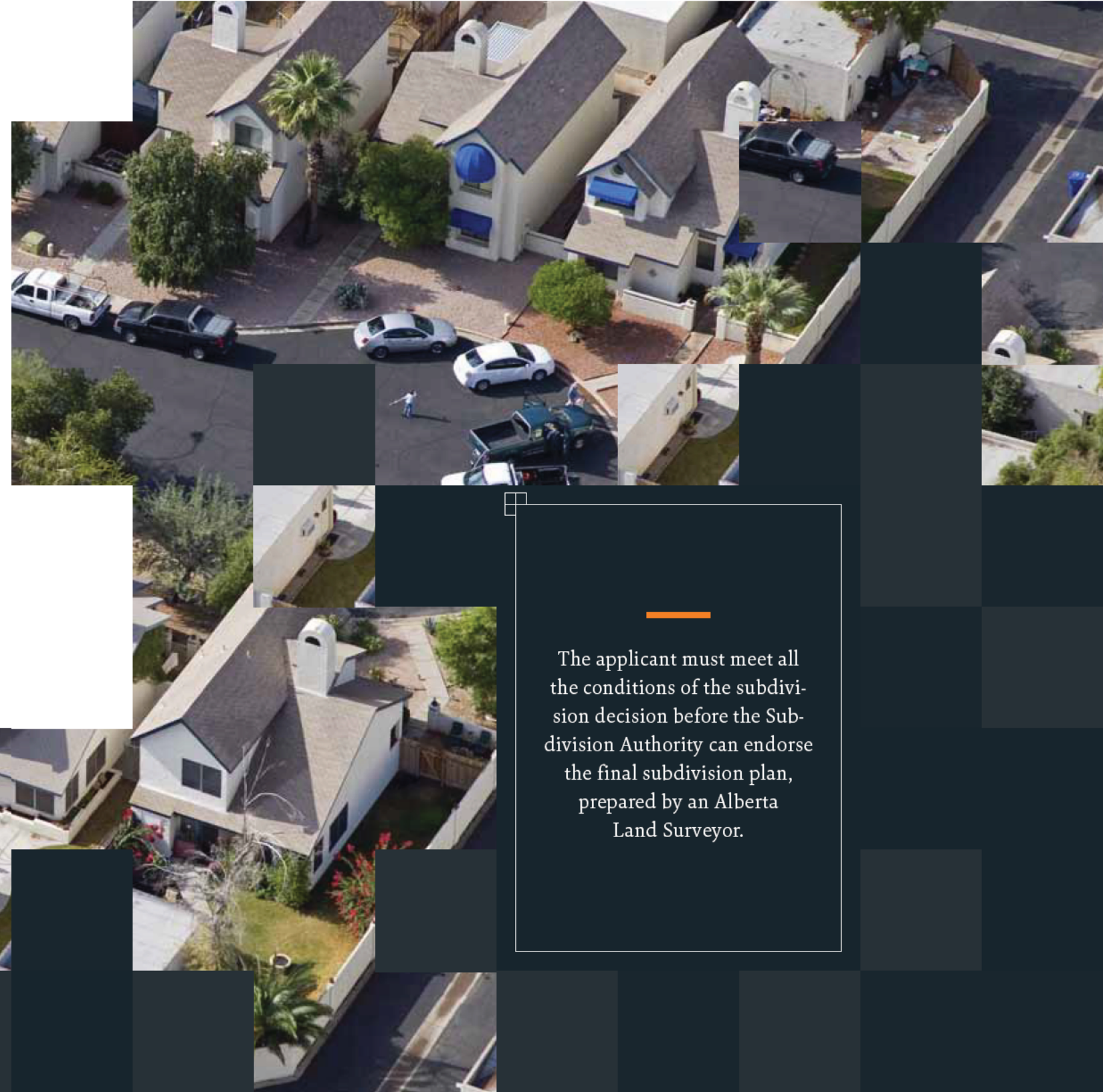
All signatures pertaining to the subdivision must be obtained on the appropriate Consent Forms. Since the final survey plan is in digital format and submitted electronically, original signatures on the Consent Forms must accompany the subdivision registration request.

Consent Forms are required from all the landowners registered on the original Certificate of Title and from the Subdivision Authority. If land is being dedicated for public use by way of a road dedication or land dedicated for reserves or public utility lots, Consent Forms are usually required from those with a registered interest on the title (instrument holders). Instrument holders may choose to consent to the subdivision, thereby having their particular interest and instrument carried forward onto the new lot or lots; or the instrument holder may decide to partially discharge their instrument over certain lots.

Normally all the appropriate Consent Forms are prepared and original signatures from the required parties are obtained by the Alberta Land Surveyor. ■

COSTS

The cost of subdividing a parcel of land varies according to the complexity of the proposal. Each Subdivision Authority determines its own application fees and endorsement fees. The Land Titles Office levies a registration fee and cadastral mapping. Professional consultants will determine their own fees based on the complexity and extent of their work. The cost of the entire process may vary from a thousand dollars to several thousands of dollars. ■



The applicant must meet all the conditions of the subdivision decision before the Subdivision Authority can endorse the final subdivision plan, prepared by an Alberta Land Surveyor.



Alberta Land Surveyors' ASSOCIATION

Alberta Land Surveyors are professionals—current standards require completion of extensive post-secondary education, followed by articling and writing of professional examinations. Alberta Land Surveyors are governed by provincial law with a mandate to protect the public's interest in matters of real property boundaries. Additionally, they must be registered with the Alberta Land Surveyors' Association.

If you wish to learn more about surveying or the surveyor's role in the land subdivision process please contact an Alberta Land Surveyor.

For a province-wide list of registered Alberta Land Surveyors, please contact the [Alberta Land Surveyors' Association](http://www.alsa.ab.ca) at www.alsa.ab.ca.

The Benefits of Hiring a Professional:

- + *The subdivision process can be quite complex. A professional—Alberta Land Surveyor, Planner, Lawyer, Engineer, etc.—understands planning regulations and can design a subdivision that meets the legislated requirements of the province and municipality.*
- + *It is often less costly to retain professional help at the application stage, rather than later when difficulties arise and professional consultants are required to rectify a problem.*
- + *Properly prepared applications usually proceed more quickly and registration at the Land Titles Office is achieved sooner.*
- + *A professional Alberta Land Surveyor must be in charge of the determination of boundaries for plan registration at the Land Titles Office.*

Glossary OF TERMS

Municipal Government Act (MGA): Provincial government legislation that forms the legal basis for the way local governments in cities, towns, villages and rural areas operate in Alberta.

Subdivision Authority: Established by the municipality -receives, processes and decides on subdivision applications in accordance with the Act (MGA), regulations, and Land Use Bylaws.

Subdivision and Development Appeal Board: Established by the municipality this board hears appeals of decisions made by the Subdivision or Development authority.

Subdivision and Development Regulation: Regulation under the MGA that regulates subdivision applications, subdivision and development conditions, registration and endorsements of subdivision and setbacks for provincial

appeals. Also, regulates and defines development distances from a Green Area, highway, body of water, sewage treatment or waste management facility.

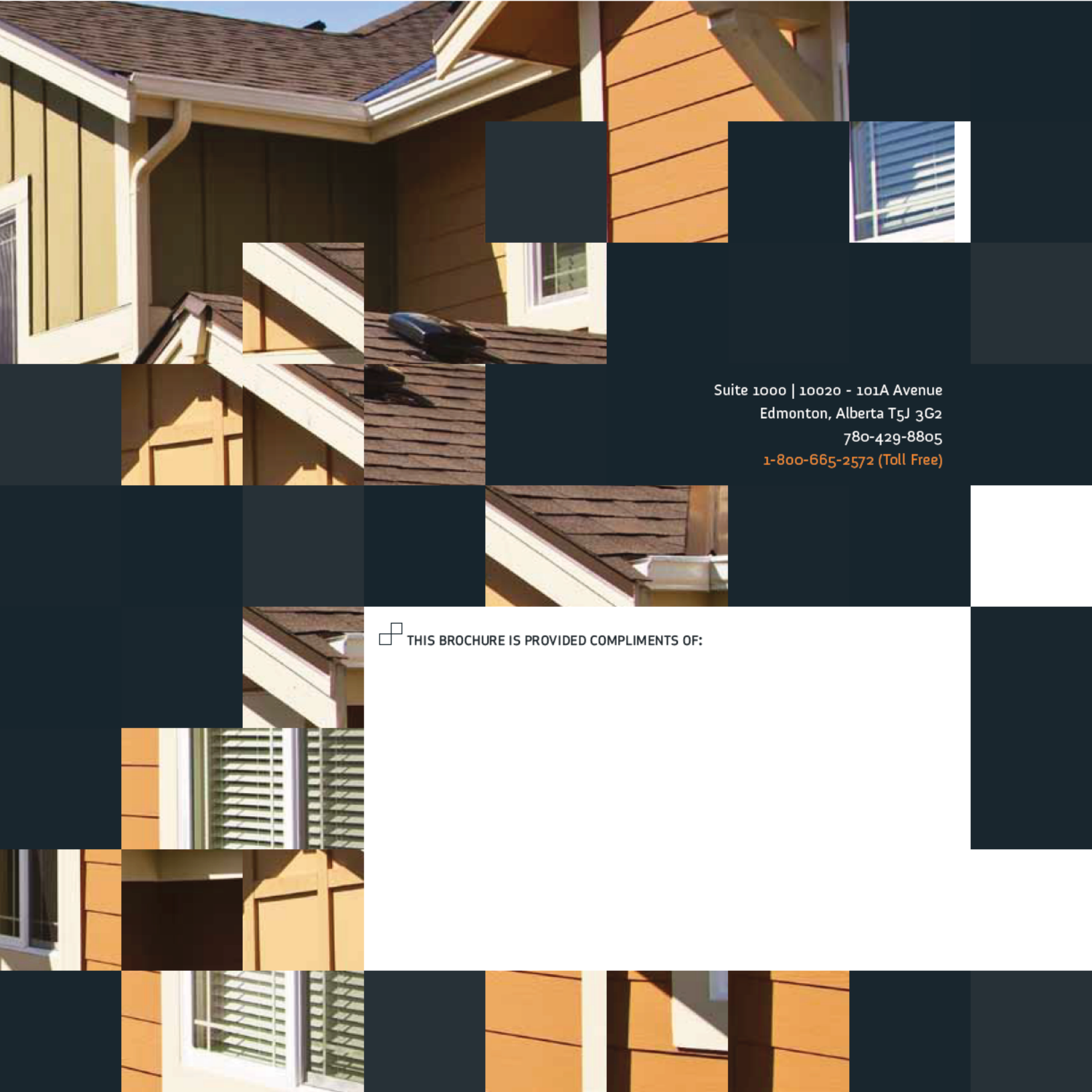
Municipal Development Plan: A Plan produced by a municipality creating policies for land use in the entire municipality.

Area Structure Plan: Produced by the municipality this plan establishes the general land use, transportation, and servicing structure for a specific area undergoing new development.

Area Redevelopment Plan: A plan produced by the municipality that addresses planning issues when rejuvenating existing developed areas.

Land Use Bylaw: Laws established by a municipality to regulate the use and development of parcels of land.

Certificate of Title: A legal document that identifies the current owner of a parcel of land and shows all outstanding registered interests in the land, such as mortgages, caveats, easements and builders' liens. ■



Suite 1000 | 10020 - 101A Avenue
Edmonton, Alberta T5J 3G2
780-429-8805
1-800-665-2572 (Toll Free)



THIS BROCHURE IS PROVIDED COMPLIMENTS OF:

Subdivision Application Form

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

OWNER AND APPLICANT INFORMATION

Name of Registered Owners				Phone #	
				Email Address:	
Address		Town / City		Postal Code	
Name of Agent (person authorized to act on behalf of registered owner), if any				Phone #	
				Email Address:	
Address		Town / City		Postal Code	

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

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

PHYSICAL CHARACTERISTICS OF THE LAND

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

LAND USE

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

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

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

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

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

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

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

Subdivision Application Form

LOCATION OF LAND TO BE SUBDIVIDED

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

EXISTING BUILDINGS

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

WATER AND SEWER SERVICES

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

ABANDONED WELL PROCESS FOR SUBDIVISION

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

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

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

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

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

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

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

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

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

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

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

Subdivision Application Form

(Abandoned Well requirements continued)

YES Abandoned wells **ARE** found.

The applicant **MUST CONTACT** all Licensees identified by the AER as affecting their property:

phone: 1-855-297-8311 or email: inquiries@aer.ca for assistance

The tentative plan of subdivision prepared by an Alberta Land Surveyor must illustrate the actual well location on the subject parcel as identified in the field, and the setback established in the AER Directive 079 In relation to existing or proposed building sites.

PURPOSE OF THE PROPOSED SUBDIVISION

Attach a 'Tentative Plan'(paper or digital copy) prepared by an Alberta Land Surveyor

Please provide a detailed summary of the purpose of your subdivision application, and attach a detailed tentative plan that **must show the following**:

- The location, dimensions, measurements, and boundaries of the land that is the subject of the application and of each new lot (including reserves) to be created.
- Location of the proposed subdivision in the municipality.
- Legal description of the Land (municipal address – i.e., street address) (legal address – i.e., lot, block, plan).
- North arrow pointing to the top, with scale to which the sketch is drawn
- Existing and proposed rights of way (including roads), all easements, railways, etc.
- The location, use and dimensions of buildings on the land that is the subject of the application including setbacks from existing and proposed property lines, specifying if those buildings are proposed to be demolished or moved.
- The location of any water body or watercourse (labelled if named). Floodway and flood fringe limits if applicable. Location and boundaries of the bed and shore of any river, stream, watercourse, lake, or other body of water that is contained within the bounds of the proposed parcel of land.
- The location of any existing or proposed water well.
- The location and type of any existing or proposed private sewage system discharge with the distance from these to existing or proposed building or property line and any existing body or watercourse.
- The existing and proposed access to the proposed parcel(s) and to the remainder of the titled area; and (this is where you could show the approach specs provided by Alberta Transportation).
- Label all street names and lanes.
- Any abandoned, suspended, or active gas or oil well(s).
- A line marking the 1.5 km radius from a sour gas facility, where any of the land affected by the tentative plan is within 1.5 km of the sour gas facility if applicable.
- High pressure gas lines if applicable and landfill sites setback lines if applicable.
- Name of Alberta Land Surveyor preparing plan.
- Alberta Land Surveyor's Permit Stamp (if corporation).

Alberta Land Surveyors' Association - <https://www.alsa.ab.ca>

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

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

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

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

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

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

Subdivision Application Form

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

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

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

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

SUBDIVISION FEES

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

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

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

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

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

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

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

Subdivision Application Form

LANDOWNER AUTHORIZATION AND CONSENT TO RIGHT OF ENTRY

The landowner must sign the following consent providing authorization.

I/We _____
(Print Full Name)

And _____
(Print Full Name)

Operating As: (if applicable) _____

Hereby certify the following:

I/We are the registered owner(s) of _____
(Legal land description)

And Hereby Authorize:

_____ as the Applicant/Agent;
(Name of Applicant/Agent/Individual acting on behalf of the registered owner)

To make application for subdivision on the above noted property.

I/We further authorize the staff of Palliser Regional Municipal Services Company Limited and referral agencies, to enter my/our land for the purpose of conducting a site inspection with respect to this application. This right is granted pursuant to Section 653(2) of the Municipal Government Act.

The landowner(s) hereby agree that Palliser Regional Municipal Services Company Limited may release the information contained within this subdivision application for the purposes of processing this application. This release may include, but is not limited to inclusion in referral letters issued to agencies and adjacent landowners, and inclusion in the municipal planning commission packages prepared by Palliser Regional Municipal Services Company Limited

Registered Owner(s) Signature _____

Registered Owner(s) Signature _____

Address _____

Date: _____

Phone No. _____ **Email Address:** _____

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

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

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

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

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

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

APPLICANT/AGENT CONSENT

The applicant/agent/individual acting on behalf of the registered owner must sign the following consent providing authorization ***Note: The applicant/agent may be the registered owner.

I, _____
(Print Full Name)

HEREBY CERTIFY that I am the applicant and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for subdivision. I have read and understand the stipulations outlined in all documents which form this application.

HEREBY AGREE to indemnify and hold harmless Palliser Regional Municipal Services Company Limited, its employees, and agents from all claims, demands, actions and costs whatsoever that may arise, directly or indirectly from anything done or omitted to be done in the processing of this application. Palliser Regional Municipal Services Company Limited is not responsible for the information provided.

HEREBY AGREE that Palliser Regional Municipal Services Company Limited may release the information contained within this application for the purposes of processing this subdivision application. This release may include but is not limited to inclusion in referral letters issued to agencies and adjacent landowners, and inclusion in the municipal planning commission packages prepared by Palliser Regional Municipal Services Company Limited.

Applicant/Agent Signature _____

Address: _____

Date: _____

Phone No. _____

Email Address: _____

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

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

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

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

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

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

WHAT IS SUBDIVISION?

Subdivision is the process whereby a parcel of land is divided into two or more parcels in order to obtain separate legal titles for each parcel.

In Alberta, every privately owned parcel of land has a Certificate of Title held in the Land Titles Office. A Certificate of Title states the owner's name and the parcel's legal description and location. It can also list interests held by others such as mortgages or easements.

Most new subdivisions must be approved by the subdivision approving authority. Palliser Regional Municipal Services (P.R.M.S.) is the designated subdivision approving authority for most municipalities in Palliser.

WHO CAN APPLY FOR SUBDIVISION?

Only the registered landowner of the land, or an authorized person acting on his/her behalf, may apply for subdivision approval. This authorized person may be a surveyor, lawyer, planning consultant or future landowner. Please note all owners registered on Land titles must provide authorization.

HOW TO MAKE AN APPLICATION FOR SUBDIVISION?

PROVIDE THE FOLLOWING:

- (1) A fully completed application form, which is obtainable from; Palliser Regional Municipal Services or your local municipality, or Palliser's website at www.palliserservices.ca.
- (2) A sketch, drawn preferably to scale, which shows:
 - (a) The location, dimensions and boundaries of the land to be subdivided [Note: Ensure that the sketch clearly shows where the proposed new parcel is in relation to the existing title(s)];
 - (b) The location, setbacks and dimensions of all buildings on the land that is the subject of the application and specifies any buildings that are to be demolished or moved; and
 - (c) Information must be provided on how potable water is to be supplied and how sewage will be disposed and treated.
If there are existing facilities, the type of system and location on the property including distances from property lines, water sources/ bodies, and dwellings.
 - (d) Any other information such as the location of shelterbelts, railway lines, creeks or other water courses or water bodies, low land, right-of-ways, etc. useful in showing the nature of the site.
 - (e) Access to the site.
- (3) Payment of fees. Cash or cheque payable to Palliser Regional Municipal Services.

If an application is incomplete it will be returned to the applicant. Subdivision processing cannot begin until a complete application is submitted and a sketch approved.



A Guide to Subdivision

PO Drawer 1900 Hanna, AB T0J 1P0
Toll Free: 1-877-854-3371 Fax: 403-854-4684
www.palliserservices.ca

HOW A SUBDIVISION APPLICATION IS PROCESSED?

If the property is not zoned appropriately for the intended land use, the site may have to undergo a land use amendment. Details on how to proceed with a land use amendment may be obtained from PRMS.

Upon receipt of a subdivision application by P.R.M.S., the following steps are taken:

- #1 Using information from the application, a detailed sketch is drawn by PRMS and forwarded to the applicant for verification. Once the sketch is approved and returned to Palliser, the application is considered complete and a file is officially opened.
While the normal processing time is 60 days, applicants may be requested to agree to an extension.
- #2 Referral letters are sent to the relevant municipality, school authority, utility companies, government departments and adjacent land owners. These parties are given 30 days in which to comment on the application; and all pertinent facts are determined.
- #3 A site inspection may be undertaken by staff, leading to a staff report. In the report, a recommendation is made for approval or refusal and the necessary conditions and reasons are outlined which relate to the staff recommendations.
- #4 The report is presented to the Municipal Planning Commission. After deliberation, the Commission will decide upon the application and forward their recommendation to PRMS. Some of the criteria used in evaluating the subdivision application includes; conformance to statutory plans, comments of adjacent landowners, recommendation of agencies to which application was circulated, access, municipal reserve dedication, design, services, and potential for flooding, and overall suitability for the proposed use.
- #5 Letters, containing either conditions of approval or reasons for refusal, are sent to the applicant, municipality, school authority, and other interested parties advising them of the decision on the subdivision application.

Refused Applications

- i) If an application is refused, or if an applicant does not agree to the conditions of approval, an appeal may be made to the Subdivision and Development Appeal Board or the Municipal Government Board, depending on the nature of the subdivision, within 19 days of the mailing date of the decision. The appropriate board will grant a hearing at which the applicant can present his/her case. Any decision on a subdivision application can be appealed by the applicant, Municipality, a government department or school authority.
- (ii) If denied, an appeal may be made to the Court of Appeal within 30 days of notice of the Board's decision. An appeal can only be made on a question of law or jurisdiction.

Approved Applications

- i) When an applicant receives a conditionally approved subdivision, it is the applicant's responsibility to see that all conditions of approval are met. Once the conditions are met, and a suitable instrument for registration received, Palliser Regional Municipal Services will endorse the subdivision. If the subdivision is not endorsed within one (1) year of its conditional approval, it is no longer valid. After endorsement, the applicant has one (1) year from the endorsement date to register the plan with the Alberta Land Titles Office.
- ii) Extensions may be requested for extenuating circumstances but will require the approval of the Municipality.

WHAT IS MUNICIPAL RESERVE DEDICATION?

The Municipal Government Act requires that anyone subdividing land may have to provide to the Municipality, without compensation, land for Municipal Reserve (MR).

Certain types of subdivisions do not have a reserve requirement such as;

- the creation of one lot from a quarter section
- subdivision into 40ac. (16ha.) lots or more for agricultural purposes
- subdivision of a parcel of land of 2ac. (0.8ha.) or less
- subdivision where reserve has already been taken as a result of a previous subdivision

How much reserve do I have to provide?

On the land remaining after environmental reserve, not more than 10% can be taken for MR. In addition, a subdivision approving authority may require an applicant to provide up to 30% of the area of the proposed subdivision for public roads and utilities.

Are there other ways of satisfying MR dedication?

Council may determine that reserve lands are not required. In such instances “money in lieu” of reserve may be taken. Such a request cannot exceed 10% of the appraised market value of the subject lands at the time of application, excluding land dedicated for environmental reserve, or an agreed upon value between the applicant and subdivision approving authority.

In situations where the subdivision results in large parcels that could be subdivided further, part or all of the MR may be deferred by caveat to the remainder of the parcel.

What is MR Used For?

Reserve dedication is an important contribution to the community resulting in parks, trails, school sites, and recreation centres. It may also be used to separate areas of land that are used for different purposes.

WHAT IS AN AREA STRUCTURE PLAN?

An Area Structure Plan (ASP) provides a framework for subsequent subdivision and development of an area of land. It is often the first required step in leading to the subdivision of larger or more sensitive parcels of land.

The Municipal Government Act states that an Area Structure Plan must describe;

- i) the sequence of development proposed for the area,
- j) the land uses proposed for the area, either generally or with respect to specific parts of the area,
- k) the density of population proposed for the area either generally or with respect to specific parts of the area,
- l) the general location of major transportation routes and public utilities, and

may contain any other matters the council considers necessary.

WHAT IS THE LAND USE BYLAW?

The Land Use Bylaw (LUB) is the municipal tool by which the development and use of land is regulated. It is the primary instrument for implementing development policies indicated in the Municipality's Municipal Development Plan, Area Structure Plans, and other planning related studies.

The LUB is divided into a number of land use districts, within which are "permitted" and "discretionary" uses of land and buildings or both. Permitted uses are those which are allowed if all regulations of the LUB are met while discretionary uses are those which may be allowed depending on the merits of the proposal.

The bylaw may also establish provisions in general or for any specific district, that pertain to such matters as:

- minimum and maximum lot areas
- building setbacks from property lines
- off-street parking provisions
- floor areas of buildings
- population density

WHAT ELSE DOES THE LAND USE BYLAW DO?

Municipal authority to control land use is one of the most powerful planning tools available. The LUB enables the municipality to manage land development on a day-to-day basis. It establishes the position of development officer and procedures for applying for development permits. These procedures include:

- the types of permits which may be issued
- the steps to be taken to apply for a permit
- the steps the development officer or Municipal Planning Commission will take to deal with an application, and
- to issue, cancel, suspend or refuse to issue a permit
- the conditions and restrictions which may be attached to permits, generally or to specific types of permits
- the length of time a permit will be valid
- the discretion a development officer may use in making decisions
- any other matters the Council thinks are necessary

WHAT IS A DIRECT CONTROL DISTRICT?

Council may designate certain areas as Direct Control Districts (DC). These are special districts which enable Council to regulate the development of land and buildings in any way it considers necessary. It allows Council to be more responsive to the needs of the individual owners and unique situations that would not be possible with any other land use districts.

HOW DOES THE LUB EFFECT THE SUBDIVISION OF LAND?

The applicable Land Use Bylaw regulations must be considered where a subdivision application is made. Approval cannot be provided by the Municipality / PRMS unless the application conforms to the LUB and Municipal Government Act requirements. The LUB may have regulations governing: the minimum and maximum area of lots, access requirements from public roadways, distance from property lines, etc.

HOW DO I CHANGE THE LAND USE DESIGNATION OF MY PROPERTY?

Land Use Amendment (also referred to as rezoning) refers to the process of changing the current land use district which applies to a particular parcel of land, to another designation.

A Land Use Amendment is required when a proposed development on a site cannot be allowed because the current land use district does not provide for that particular development, land use, parcel size or density. To rezone your property contact Palliser Regional Municipal Services or your local municipal offices.

WHAT RIGHT OF APPEAL DO I HAVE FOR A LAND USE AMENDMENT?

Excepting for a point-of-law, there is no right-of-appeal under the Municipal Government Act.

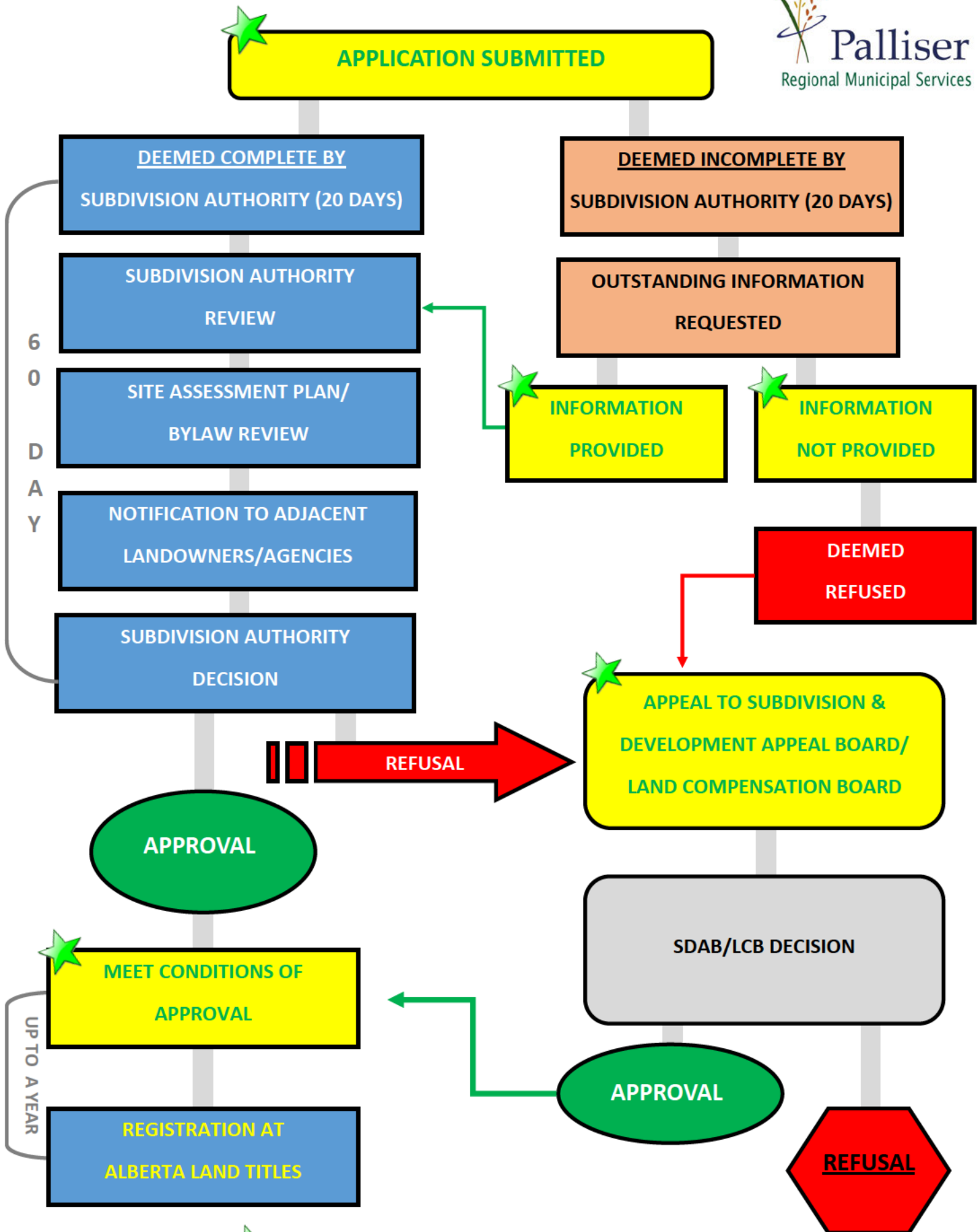
Planning Fee Schedule

(Fees effective January 1, 2018)

SUBDIVISION FEES	
(Due at time of application & NON REFUNDABLE once circulated)	
Single Lot Subdivision/Consolidation (reserve lots and public utility lots exempt)	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00
Multi-Lot Subdivision	
Application Fee (for proposal of 1 new parcel/lot):	\$1,000.00 <u>PLUS</u>
Fee per each <i>additional new lot beyond the initial lot proposed</i> :	\$300.00/lot
Boundary Adjustment (where no additional parcels are created. Minor modifications for setbacks are accommodated.)	
Application Fee: \$300.00 per boundary to be adjusted (Endorsement Fee: \$300.00 per boundary to be adjusted)	
Separation of Title	
Application (includes the Endorsement fee): \$700.00	
LAND TITLE ENDORSEMENT FEE (due at time of PRMS endorsement)	
For each new lot created: \$300.00 (paid at the time of Palliser's endorsement which precedes surveyor's subdivision registration)	
CONDITIONAL APPROVAL TIME EXTENSION APPLICATION (1 YEAR MAXIMUM)	
\$300.00	
RECIRCULATION FEE	
\$300.00	
LAND TITLE SEARCH (if a current land title is not provided with application)	
\$15.00	
Area Structure Plan/ Conceptual Scheme (developer initiated)	
An ASP application includes the review/ consultation with the applicant to determine the requirements/ aspects of a complete application, the associated circulation as required and final review with Planning report and recommendations presented to the Municipal Council. <i>Palliser Regional Municipal Services does not prepare Area Structure Plans.</i>	
\$1500.00	

Statutory Plan or Land Use Bylaw Amendment (developer initiated)
An amendment application includes review of the submission to ensure a complete application, preparation of a bylaw and an advertisement, with associated circulation as required. A Planning report and recommendations are presented to the Municipal Council.
\$750.00
<p>Notes:</p> <p>It is expected that where an Amendment application is put in effect to accommodate a future subdivision, the future subdivision application should be commenced within a period of not more than 2 years from the date of the Amendment decision, unless another time frame is noted in the Amendment application. If the development does not proceed, the bylaw is subject to being rescinded without notice to the applicant.</p>
Other Documents
Deferred Reserve Caveat/ Withdrawal of Caveat Form
\$300.00
Road Closure Bylaw
\$500.00 per bylaw
Other documents
Hourly charge in accordance with consulting rates
Consulting Rates
Planning
<p>Member Rate: \$135.00/ hr</p> <p>Non-Member Rate: \$185.00/ hr</p>
Technical (GIS/ Mapping)
<p>Member Rate: \$85.00/ hr</p> <p>Non-Member Rate: \$125.00/ hr</p>
Printing/ Photocopy Rates
Maps
<p>Member Rate: \$15.00/ map</p> <p>Non-Member Rate: \$25.00/ map</p>
Photocopy
<p>Colour: \$1.00/ pg</p> <p>B&W : \$0.25/ pg</p>

SUBDIVISION PROCESS CHART



****Starred yellow boxes are the responsibility of the applicant****

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	Summer Daze Letter

Agenda Item Number:	6d.
---------------------	-----

BACKGROUND

Attached is a letter received from Summer Daze:

As the Hussar Summer Daze Committee gets ready for another fun-filled weekend this June, we're reaching out with a request that could have a lasting impact. We're hoping to install two Summer Daze signs—one at each entrance to Hussar along Highway 561. These signs would help raise awareness, welcome visitors, and celebrate the community spirit that makes our event so special.

We're kindly asking if the Village would consider supporting this project by helping cover the cost of the signs. The estimated cost for both is around \$850 (Image Crafters Quote) and they'd be designed to be weather-resistant and long-lasting—something we could be proud of for years to come.

These signs would serve as a year-round reminder of the event and our community spirit, while also acting as effective directional signage during the celebration itself.

At this time we do not have it in the campground budget. We had allotted room in the budget with the idea of purchasing additional picnic tables which I have received some quote for around \$300 each and were going to do 3. An alternative for Council to consider would be to maybe do 2 tables and do the remainder as a donation towards a sign for the additional \$300.

RECOMMENDATION:

1. Motion to _____
2. Accept as information at this time



Request for Support: Event Signage for Summer Daze

From [REDACTED]
Date Wed 2025-04-30 9:28 AM
To Village Office <office@villageofhussar.ca>; Les Schultz <councillor2@villageofhussar.ca>

Dear Mayor and Council,

I hope this finds you well and enjoying the arrival of spring in our beautiful village!

As the Hussar Summer Daze Committee gets ready for another fun-filled weekend this June, we're reaching out with a request that could have a lasting impact. We're hoping to install two Summer Daze signs—one at each entrance to Hussar along Highway 561. These signs would help raise awareness, welcome visitors, and celebrate the community spirit that makes our event so special.

We're kindly asking if the Village would consider supporting this project by helping cover the cost of the signs. The estimated cost for both is around \$850 (Image Crafters Quote) and they'd be designed to be weather-resistant and long-lasting—something we could be proud of for years to come.

These signs would serve as a year-round reminder of the event and our community spirit, while also acting as effective directional signage during the celebration itself.

If this is something you'd be open to discussing, we'd be more than happy to provide design ideas or work with the Village on placement.

Thanks so much for considering this, and for everything you do to support Hussar Summer Daze. We truly value the partnership and community pride we share.

Warm regards,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	Roads
Agenda Item Number:	6e.

BACKGROUND

The last 3 we currently have budgeted \$10,000. Last year we did \$900 for street sweeping, 3200 for gravel/grading and \$1600 for abatement.

Grading/Dust Abatement:

I have let Wheatland which areas we would like to have graveled, graded and abatement and asked that we would like to stay in the similar budget as last year.

Cold Mix for Pavement:

Wheatland sent a quote along for the pot hole repairs. It came in at \$5355

Street Sweeping:

Booked for June 2, 2025

With all 3 the total would put us \$390 over budget. I can let wheatland know of our total road budget and to stay within that if Council agrees to all of the above repairs.

RECOMMENDATION:

1. Motion to book pot hole repairs for _____
2. Motion to accept as information at this time



RE: Gravel



Hey Liz,

I had our Surface Foreman review the work, and we are looking at approximately 12 tonnes of material, with the work requiring 1 full day to complete.

The County would utilize a 3-ton truck, ride-on packer, and 6 staff. **Total estimated cost is \$5,354.60**

Please let me know if you want to proceed.

Thank you,



wheatlandcounty.ca info@wheatlandcounty.ca



The contents of this email message and any attachments are confidential and intended for the recipient specified in this email message only. Any unauthorized use, review, dissemination, copying or storage of this email message and any attachments is prohibited. If you received this email message by mistake, please reply to the sender and delete or destroy this email message, attachments, and any copies. The integrity and security of this email message and any attachments cannot be guaranteed. Attachments to this email message may contain viruses that could damage your computer system. We do not accept liability for any damage which may result from viruses.

From: Village Office <office@villageofhussar.ca>

Sent: April 14, 2025 2:20 PM

To: [Redacted]

Subject: Re: Gravel

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hi Cody,

A quote would be great and yes, if you can pass along the vendors name for the spot paving that would be great.

I was wondering what the cost difference would be on oiling the roads this year vs. do the dust abatement. We are hoping to have a good turn out for our SummerDaze this year, but our gravel is in rough shape and we are trying to see if we can find something that is going to be a bit better until we are ready for paving, hopefully in the next 3-5 years. The 2 sections circled would be the most important as they are the highest traffic, but a quote for all would be great.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	Summer Municipal Leadership Caucus
Agenda Item Number:	6f.

BACKGROUND

Registration is open for the 2025 Alberta Municipalities Summer Municipal Leaders’ Caucuses, taking place between June 11 and June 26. This year, Alberta Municipalities is visiting the following four communities:

- June 11 - Picture Butte (Picture Butte Community Hall)
- June 12 - Drumheller (Canalta Jurassic Hotel)
- June 25 - Peace River (Peace Valley Inn)
- June 26 - Devon (Devon Community Hall)

The registration link and further details are located on our [events page](#).

Each Caucus will consist of a one-day program, and the agenda will be the same at all locations. The agenda will run from 10:00 a.m. to 3:00 p.m. each day and is attached here for your review. Registration is \$115 for the day and includes a light breakfast, refreshments and lunch.

RECOMMENDATION:

- 1. Motion to _____
- 2. Accept as information at this time

Draft Agenda for Summer 2025 Municipal Leaders' Caucus

subject to change

Wednesday, June 11	Town of Picture Butte
Thursday, June 12	Town of Drumheller
Wednesday, June 25	Town of Peace River
Thursday, June 26	Town of Devon

10:00 a.m.	Opening Remarks
10:05 a.m.	Welcome from the Mayor of the Host Municipality
10:10 a.m.	Welcome from MLA of the Host Constituency
10:15 a.m.	Icebreaker Activity
10:45 a.m.	Municipal Election Resources
11:00 a.m.	Municipal Financial Research Project
12:00 p.m.	Lunch
1:00 p.m.	Police Governance and Funding
1:45 p.m.	President's Report
2:00 p.m.	Changes to the Municipal Government and Local Authorities Election Acts
2:55 p.m.	Closing Remarks

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	May 8, 2025
Title:	CAO Vacation
Agenda Item Number:	6 g.
<u>BACKGROUND</u>	
<p>We need to ratify the request for vacation ½ day for the afternoon of Tuesday May 6, 2025.</p> <p>I would also like to request a vacation from Wednesday July 23- Thursday July 31, 2025. I would first need to confirm availability from the Admin Assistant to see if I could get her to cover.</p>	
<u>RECOMMENDATION:</u>	
<ol style="list-style-type: none">1. Motion to approve the CAO to take the afternoon of Tuesday May 6, 2025 and close the office during this time.2. Motion to approve the CAO to take vacation from July 23-31, 2025 and ask for Admin Assistant coverage.3. Motion to accept as information at this time	

Date Printed
2025-05-07 3:24 PM

Village of Hussar
List of Accounts for Approval
Batch: 2025-00030 to 2025-00038

Page 1

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE			
Payment #	Date	Vendor Name	Payment Amount
9834	2025-04-08	Alberta Municipal Services Corp	5,319.70
9835	2025-04-08	AMSC Insurance Services Ltd.	1,191.54
9836	2025-04-08	Canada Revenue Agency	13,172.93
9837	2025-04-08	Jepson Petroleum Ltd.	104.83
9838	2025-04-08	Canoe Procurement Group of	45.14
9839	2025-04-08	Telus Mobility	114.35
9840	2025-04-08	Telus	37.75
9841	2025-04-08	TSG Water Services	3,732.88
9842	2025-04-08	Wild Rose Assessment Service	516.25
████	████	████████████████████	████
9844	2025-04-10	Government of Alberta	8,242.00
9845	2025-04-10	Taxervise	456.75
9846	2025-04-17	Armstrong Auto Service	398.65
9847	2025-04-17	Alberta Municipalities	1,149.91
9848	2025-04-17	Gregg Distributors LP	122.70
9849	2025-04-17	Hussar Municipal Library	500.00
9850	2025-04-17	Hussar Rural Fire Association	9,250.00
9851	2025-04-17	Taxervise	225.75
9852	2025-04-17	Wheatland County	1,664.16
9853	2025-04-17	Y.S.Welding	262.50
████	████	████████████████████	████
9855	2025-04-23	FOX Energy System Inc	1,165.40
9856	2025-04-23	Plante, Michelle	150.00
9857	2025-04-23	Telus Communications Inc.	122.47
9858	2025-04-23	Telus	1.19
████	████	████████████████████	████
Total Computer Cheque:			47,946.85

Total AP: 47,946.85

Certified Correct This May 7, 2025

Reeve

Administrator

TSGWaterservices Montly Summary For April 2025

April 15, 2025	Worked on getting West well running, something wrong with the wiring to the pump
April 16, 2025	Met with Miller well services to check out West Well
April 18, 2025	Purchaced new circ pump (reciept attached)
April 19, 2025	Removed old circulation pump from resevoir. Rewired and installed new circulation pump.
April 19, 2025	High Level Lift station, cleaned floats and reset pump
April 25, 2025	Hooked up and started water for the campground
April 30, 2025	Exercised shut off valves at the agricore well
	Waiting on confirmation that the power to the agricore well has been disconnected, to move forward with getting M & M drilling in to decommission that well.



April 8, 2025

I am pleased to share that today, our government tabled Bill 50, the *Municipal Affairs Statutes Amendment Act, 2025*. Bill 50 makes amendments to the *Municipal Government Act (MGA)*, *Local Authorities Election Act (LAEA)*, *New Home Buyer Protection Act (NHBPA)*, and the *Safety Codes Act (SCA)* to modernize municipal processes.

The proposed amendments will strengthen local governance and reduce conflict by repealing code of conduct provisions and granting Ministerial authority to establish procedures of council. The amendments also clarify the accountability of chief administrative officers and strengthen oversight authorities of appointed Official Administrators.

Also included are amendments regarding Intermunicipal Collaboration Frameworks (ICFs) which would clarify the required content of ICFs and strengthen the dispute resolution process to ensure ICFs are adopted and implemented effectively.

Changes are also proposed to the *LAEA* to clarify administrative requirements in advance of the October 2025 municipal and school board elections. In addition, we are allowing for the use of elector assistance terminals which enable voters who live with visual or physical impairments to vote independently and privately. We are also proposing amendments to residency requirements so that residents displaced by last year's wildfire in Jasper can vote and run for office, provided they intend to return to the community.

Finally, proposed changes to the *NHBPA* and the *SCA* address stakeholder concerns with the current new home buyer protection program, the quality of new homes, affordability, and red tape.

I invite you to read Bill 50. A copy of the Bill can be found here: <https://www.assembly.ab.ca/assembly-business/bills/bills-by-legislature>. Additional information about the proposed amendments is also available here: www.alberta.ca/modernizing-municipal-processes.

.../2



I will be hosting a town hall for stakeholders to share additional information and answer questions about the proposed amendments. The town hall will take place virtually on April 16, 2025, at 6:00 PM. Please send the names and email addresses of your representative(s) who will attend to ma.engagement@gov.ab.ca. Individuals identified by your organization will receive a link ahead of the town hall.

Sincerely,

A handwritten signature in black ink that reads 'Ric McIver'. The signature is written in a cursive, slightly slanted style.

Ric McIver
Minister

Amendments: Alberta *Emergency Management Act* and Regulations

Highlights

Amendments to the *Emergency Management Act* (EMA) and its supporting regulations will reinforce the province's commitment to protecting individual rights, improving transparency and strengthening accountability. These amendments ensure Albertans are informed and supported during response and recovery from emergencies and disasters.

Key changes include:

- An amended definition of an emergency under the EMA
- A new preamble for the EMA
- A new ministerial duty to consult before exercising extraordinary powers during a state of emergency
- New communication requirements during emergencies
- Enabling mitigation funding through a community's recovery

Improving Transparency and Accountability

Protecting Personal Rights and Freedoms

Emergency Definition

New criteria of "sudden" and "temporary" have been added to the definition of emergency.

This increases the threshold required to make an emergency declaration, both provincially and by local authorities, enabling access to the extraordinary powers provided under the Act. This prevents their misuse and ensures that emergency powers are not exercised for non-emergency events or as a tool of convenience.

Reference: [EMA, s. 1\(1\)\(f\)](#)

Preamble

A preamble will recognize that emergencies require swift coordination and regulations to protect people, property and the environment. The preamble ensures that officials are mindful of individual rights when interpreting and applying the Act, reinforcing the importance of balancing the rights and freedoms of Albertans.

Reference: [EMA, Preamble](#)

Minister to consult before exercising emergency powers

Prior to the exercise of emergency powers, assuming control of a state of local emergency, or delegating ministerial powers to another person, the Minister is now required to consult with one of the following

- Premier, or
- Executive Council or
- Cabinet Committee, where one exists.

Exceptions:

- Consultation is not required if it is impracticable to protect the safety, health or welfare of people or to limit damage to property or the environment.

- Consultation requirement does not extend to the Managing Director of the AEMA, or any other person authorized by the Minister to exercise emergency powers, as oversight is already in place as the Minister is required to delegate and empower these individuals during a provincial response.

Reference: EMA, s. 18.1

Public communication during declarations of State of Emergency or State of Local Emergency

The Minister must publish emergency orders

The Minister must publish details of all relevant orders as soon as practicable using any methods likely to inform those most affected. This amendment formalizes existing best practices and ensures transparency of government action. This new requirement applies to orders related to:

- Control or prohibition of travel, or
- Restoration of essential facilities or distribution of essential supplies, or
- Evacuations, or
- Procuring or fixing prices of goods and services.

Reference: EMA, s. 19(7.1)

Local authorities must publish details regarding the exercise of emergency powers

Local authorities must publish details of emergency powers exercised, as soon as practicable. This codifies current operational practices. This requirement applies to exercise of powers related to:

- Control or prohibition of travel, or
- Restoration of essential facilities or distribution of essential supplies, or
- Evacuations, or
- Procuring or fixing prices of goods and services.

Reference: EMA, s. 24(1.001)

Enhanced Planning and Preparedness

Planned regulatory amendments are being considered, where over the course of the next two years local authorities must comply with new emergency plan requirements in support of public safety and disaster risk reduction.

Evacuation Planning

To facilitate safe evacuations and help communities prepare for large-scale evacuations, changes are being considered to require local authority emergency plans to include evacuation plans that identify routes, destinations and communication methods and more.

Reference: Local Authority Emergency Management Regulation (LEMR)

Mitigation Planning

To support long-term reduction of disaster costs and impacts, changes are being considered to require local authority emergency plans to include mitigation strategies informed by their already required hazard and risk assessments.

Reference: LEMR

Enhancing Disaster Recovery

Enabling post-disaster Mitigation

Planned amendments will expand the ability to provide mitigation funding to a broader range of hazards than just flooding and will enable mitigation funding to be disbursed through Alberta's disaster financial assistance programs under the Disaster Recovery Regulation (DRR). This will help communities build resilience during rebuilding and reconstruction and keep Alberta in alignment with federal Disaster Financial Assistance Arrangement Guidelines, which came into effect on April 1, 2025.

Reference: EMA, s. 6(c.1) & (c.11); DRR

Establishing directives and defining those eligible for disaster financial assistance.

Changes will allow the Minister to establish or modify directives for financial assistance relating to:

- The assessment of damages or loss from disasters
- Provision of hazard mitigation funding; and
- Costs incurred for emergency operations.

Transitional and retroactivity provisions, along with directives and guidelines, ensure a smooth application of rules before and after April 1, 2025.

Reference: EMA, s. 7.01, 7.02 & 6(c.11)

Modernizing the Disaster Recovery Regulation

Defining disaster assistance appeals

Planned amendments would improve government transparency by clarifying the appeals process available to public and private sector applicants.

Reference: DRR

Clarifying and streamlining disaster financial assistance programs

Additional planned amendments would clarify the intent of the Government of Alberta's disaster financial assistance programs, ensuring that disaster financial assistance programs are reserved for events for which insurance was not adequate and available. The term "financial assistance" ensures payments made to help offset the financial impacts of a disaster and reduce perceptions or expectations of full reimbursement for disaster-related costs.

Planned changes to the regulation will also remove the distinction between localized and widespread disasters, reflecting current operational practice.

Reference: DRR

Additional and Consequential Amendments

Retroactivity

To ensure there is no legislative gap between April 1, 2025, when the federal Disaster Financial Assistance Arrangements (DFAA) take effect, and the passing of the EMA amendments, the retroactive provision clarifies the governance of disaster programs.

It specifies which version of the Act and Regulations applies to emergencies before and after April 1, 2025, facilitating Alberta's access to the federal disaster cost reimbursement.

Example:

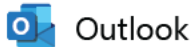
- Funding for mitigation will be available for eligible events occurring on or after April 1, 2025, in accordance with the provisions of the amended EMA and the DRR, regardless of whether the EMA amendments have passed or the DRR amendments have been enacted.
- Eligible events occurring before April 1, 2025, will be governed in accordance with the former version of the Act, also notwithstanding the EMA amendments have not passed.

Reference: [EMA, s. 6.1](#)

Administrative

Several administrative amendments have also been made to modernize the Act and regulations, changes help ensure those accountabilities are properly referenced and reflective of current Government of Alberta practices and position titles. These changes do not introduce any new operational requirements.

Administrative changes	Reference
Use of “financial or other assistance” instead of “compensation”	EMA s. 6(1) (c), 7(1) (a) DRR
Renaming “Disaster Recovery Program” to “Program for financial or other assistance”	EMA s. 6(1) (c.2) DRR
Improve flow and readability	EMA s. 21(3.1), 21 (3.2), 22 (1), 22(4)
Consequential amendment – section references	EMA s. 22 (5), 24 (1.012)
Updating position title to “Executive Director” of Recovery	DRR
“Alberta Public Safety Agency” updated to “Alberta Emergency Management Agency”	DRR



Bassano RCMP – Local Media Release - April 14th, 2025:

**Bassano RCMP – Local Media Release - April 14th, 2025:****Alberta RCMP adds new province-wide phone line for non-emergency police reporting:**

Bassano RCMP Detachment, Alta. – Effective April 14th 2025, individuals in Alberta will be able make non-emergency police reports by calling 310-RCMP, or 310-7267. The new function is designed to streamline the crime reporting process, optimize early stages of investigations, and reduce unnecessary calls to 911.

“310-RCMP was created to help eliminate confusion about which detachment someone should call if they experience a non-emergency. Non-emergencies often require a police response, but not necessarily an immediate police attendance.” says Chris Spence, Director of the Alberta RCMP Operational Communication Centre. “We encourage people to report non-emergencies, as this helps us focus frontline efforts on high-priority calls and deploy resources in areas that need it most.”

310-RCMP calls are directed to the Alberta Operational Communication Centre who then dispatch non-emergency calls in the order of their priority. These calls will receive a police response.

Long-distance charges do not apply, and no area code prefix is required. The number is accessible to all Albertans within the province with a phone line or an active mobile phone with a cellular signal.

Non-emergencies:

- Do not pose an immediate or potential threat to life or public safety.
- Include crimes that have already taken place prior to being discovered.
- Often do not require police attendance, but do require police response.

Examples include but are not limited to:

- Minor motor vehicle collisions.
- Break and enters that already took place.
- Scams in which money or personal information was not transferred or provided.
- Lost property.
- Property damage under \$5,000.
- Theft under \$5,000.

Board Updates

April 12, 2025 AGM & Board Meeting Highlights

Audited Financial Statements

2024 Audited Financial Statements were presented by auditors Gregory, Harriman & Associates and approved by the Marigold Board. It was another clean audit, and Marigold remains in a stable financial position.

Marigold Headquarters staff were complimented on managing the change to the population source which reduced Marigold's 2024 revenue by \$320,692 while sustaining Transfer Payments and Materials Allocations for member libraries. Through budget management, the shortfall was kept to \$55,646.

Board & Staff Service Recognition

Board members recognized for long service:

- Sharon Mooney, Village of Beiseker—20 years
- Maxine Booker, M.D. of Acadia—25 years

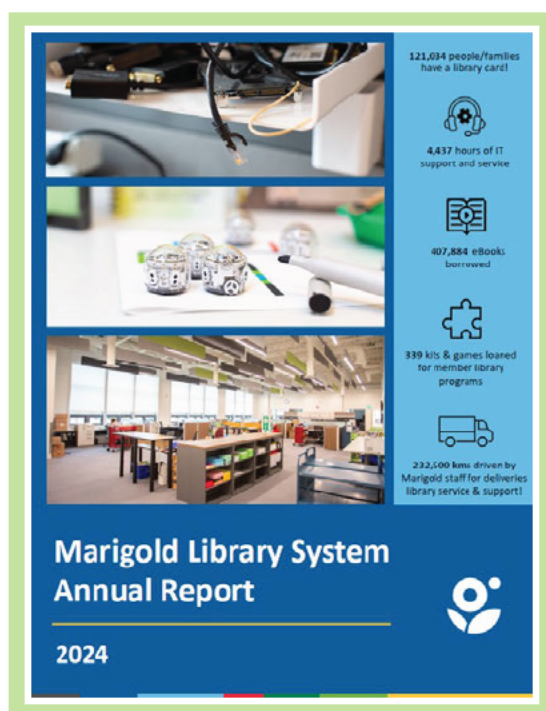
Staff members recognized for long service:

- Alida Pituka, Accounting Specialist—10 years
- Mike Froese, Collection Services Clerk—15 years
- Lynne Price, CEO—15 years

2024 Annual Report

The Board approved the 2024 Annual Report, presented by COO Laura Taylor, for distribution to stakeholders. The report can be accessed online at:

<https://marigold.ab.ca/About-Us/Publications>



Upcoming Board Meetings:

Saturday, August 23, 2025 9:30 AM In Person
Marigold Library System & Western Irrigation
District Community Room, Strathmore

Saturday, November 22, 2025 9:30 AM
Virtual TEAMS Meeting

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

B 1000 Pine Street
Strathmore Alberta, T1P 1C1 | 1-855-934-5334
marigold.ab.ca

Board Updates—April 12, 2025

Financial Statements

Unaudited financial statements to February 28, 2025 were accepted as presented.

Policy Approval & Decision

Policies reviewed & approved:

- Policy Development Policy
- Board Member Compensation Policy
- Operational Governance Policy
- Marigold Library System Procedural
- Marigold Library System Constitution

TRACpac+

Director of Service Delivery Kristine den Boon provided an update on TRACpac+, the new online library catalogue and discovery layer coming this fall! Significant background work is underway on the set up for the main site.

Enjoy a preview of TRACpac+ new features here:
<https://www.youtube.com/watch?v=i4hPeXnS1J4>



Information & Updates

COO Laura Taylor reported on the impacts of possible tariffs on books, magazines, and processing supplies. Laura will be hosting a Board Development session in Three Hills on April 26, 2025. The session will cover board governance and the roles and responsibilities of board members.

CEO Lynne Price reported that Marigold has received information on the *Provincial Priorities Act* from Alberta Municipal Affairs. There will be minimal to no impact on Marigold's operations or capital projects. Marigold is awaiting information on provincial reporting requirements and processes for public library boards and systems.

The province released 2024 Official Municipal Affairs population numbers in early February. Some Marigold municipalities have seen increases in population, including Airdrie, Cochrane, Chestermere, and Oyen. At Marigold, staff have begun the strategic planning process for the 2026-2030 Plan of Service, which will be discussed with the Executive Committee and then rolled out for stakeholder feedback.





121,034 people/families
have a library card!



4,437 hours of IT
support and service



407,884 eBooks
borrowed



339 kits & games loaned
for member library
programs



232,500 kms driven by
Marigold staff for deliveries,
library service, & support!

Marigold Library System Annual Report

2024



Partners in Delivering Excellence

On behalf of the Board of Directors, leadership and team at Marigold Library System, we are pleased to share our 2024 Annual Report.

In it, you will find details on the services we provided to our member libraries and municipalities last year. We are pleased with the results we achieved in a very difficult year with unforeseen obstacles that impacted our operations.

In particular, we spent a good deal of time working through the best way to manage the changes in Provincial population figures so as to reduce the impact felt at the local level. After much thoughtful consideration, the Marigold Library Board decided to use whichever population figures that resulted in the least negative impact for each municipality for 2024. This meant Marigold absorbed lost revenue, and some minor services were reduced. These changes were a necessary part of our commitment to put our member libraries first in all we do.

The annual report outlines data and narratives that describe our strong relationship with member libraries. We increased our engagement with libraries last year in order to generate more opportunities for us to listen, invest in and act on requests from libraries to support their operational needs. Some highlights:

- Nearly 270 library staff and trustees participated in the Marigold Library System Conference – our best attended conference to date. It was a day of rich learning and networking opportunities.
- Libraries voiced specific requests via our engagement efforts. As a result, we created a marketing content bank, creating pre-made social posts for municipalities, rolled out new website functionality, and more. New programming resources were developed for libraries, such as an Ozobot coding kit, STEM kits, and additional StoryWalks.
- Several IT upgrades were completed at member libraries to ensure libraries have safe, reliable systems on which to operate.

Marigold's mission is to empower communities through exceptional library service and support. This is best achieved when we work together as partners in delivering services to our region's patrons.

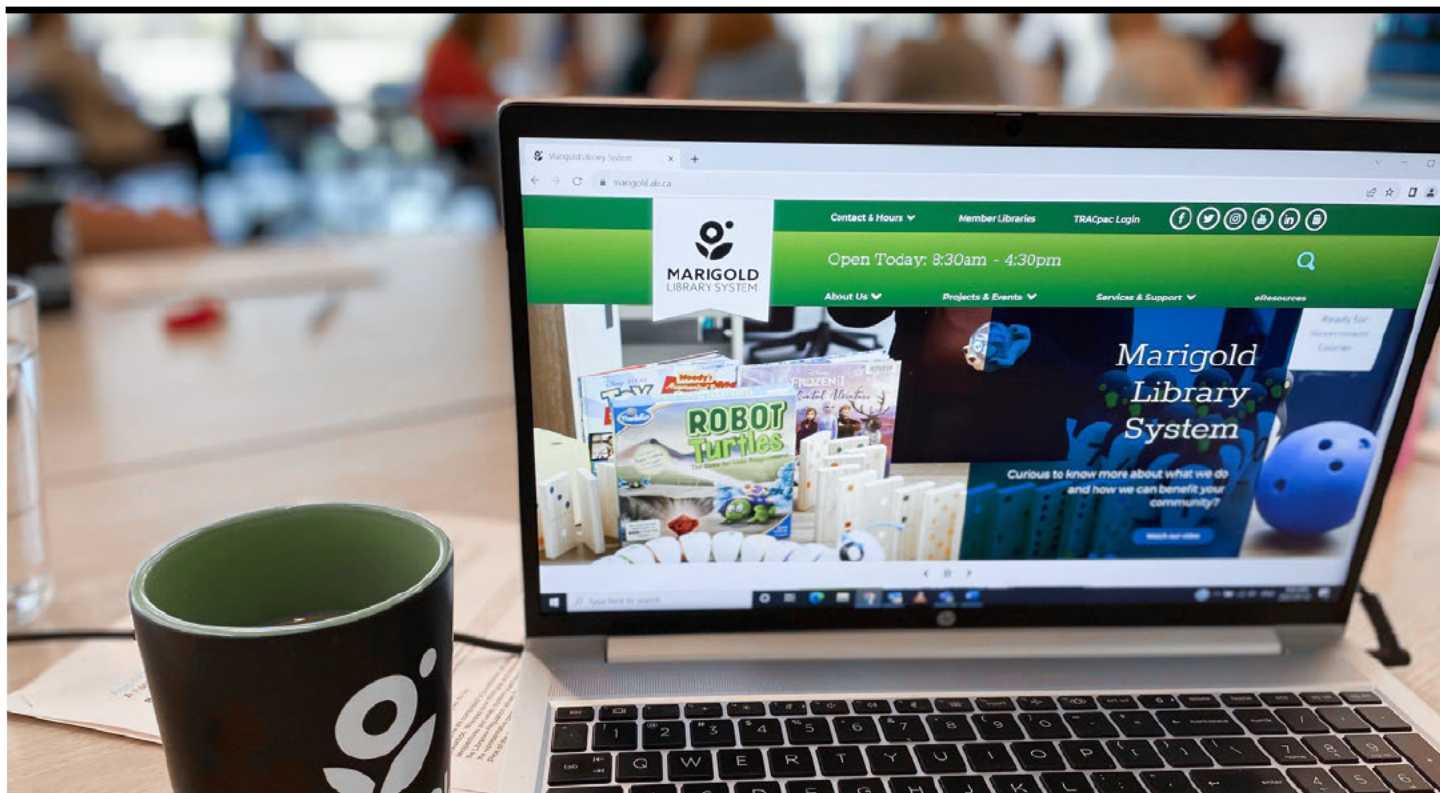
Participating Municipalities & Board Members (as of March 2025)

Acadia M.D. #34	Maxine Booker* (Vice Chair)	Kananaskis I.D.	Dave Rodney
Village of Acme	Daniel Leronowich	Kneehill County	Faye McGhee
City of Airdrie	Natasha Roberts*	Village of Linden	Cynthia Klassen
Town of Banff	Manuela Olibera-Dorn	Village of Longview	Rose Klassen
Village of Beiseker	Sharon King	Village of Morrin	Alenda Gridley
Bighorn M.D. #8	Libby McMenamon	Village of Munson	Leslie Landon
Town of Canmore	Norah Bonsteel	Town of Okotoks	Nicole Kieffuk*
Village of Carbon	Michelle Lomond	Town of Oyen	Ed Hogan
City of Chestermere	Robert Schindler	Village of Rockyford	Tyler Henke
Town of Cochrane	Charles Love*	Rocky View County	Laura Chitwood*
Village of Consort	Michael Beier	Special Areas Board:	
Town of Crossfield	Luke Brennan	Area #2	Helen Veno
Village of Delia	Melody Christofferson	Area #3	Elaine Michaels
Town of Diamond Valley	Ian Huffman	Area #4	Jodi Kurek
Town of Drumheller	Margaret Nielsen*	Village of Standard	John Getz* (Chair)
Village of Empress	Kelly Burgess	Starland County	Lil Morrison*
Foothills County	Eleanor Chinnick	Town of Strathmore	Melissa Langmaid*
Ghost Lake Summer Village	Corinne Smith	Town of Three Hills	Miriam Kirk
Town of Hanna	Sandra Murphy	Town of Trochu	Jenny Lyver
Town of High River	Laurette La Plante	Waiparous Summer Village	Janine Jevne
Village of Hussar	Kristen Anderson*	Wheatland County	Donna Biggar
ID 9	Alexandra Parkinson	Village of Youngstown	Renee Laughlin
Town of Irricana	Vacant		

*Member of Executive Committee

Marigold thanks the following members for serving on the Board in 2024: Daina Barbary, Teresa Cameron, Christopher Gillespie, Nicholas Wiebe.

Marigold Library Board



Board Committees

Committees develop policies and make recommendations to the Board. Staff support policy development through research on service, technology, governance, programs, and advocacy. Committees are catalysts for growing new ideas and ensuring regular policy review that embraces sustainability and accountability.

Executive Committee

Fulfills the functions of the Marigold Board, with full powers between Board meetings. Policies are presented to the Executive before being presented to the Board.

Standards & Services Committee

Reviews resource distribution through policy and schedules, and provides governance in the areas of programs and services to members.

Governance Committee

Ensures that governance of Marigold is practical, efficient, and functional. Governance Committee work includes policies for community libraries and member agreements.

HR (Human Resources) Committee

Reviews HR policies to support sound business practices and safe workplace that complies with employment standards and occupational health and safety legislation.

Ad Hoc Nominating Committee

Brings forward the names of Marigold Board members willing to stand for Chair and committee positions.

4 Board Meetings

January, April (AGM), August, & November

16 Executive & Committee Meetings

13 Trustees at Orientation & Training Sessions

Financial Overview

The Annual Report provides information regarding Marigold's finances for the purpose of providing quality services and ongoing operations.

Expenses 2024: \$6,259,901

Salaries & Benefits 43%

Marigold employs 30 staff (26.5 FTE). Staff organize and deliver services to member libraries and residents. Includes salaries, benefits, payroll expenses, and training.

Materials & Delivery 24%

Library collections including ebooks and eresources (e.g. Ancestry Library Edition), print books, audiobooks, DVDs/blu-ray, video games, large print materials, and more. Physical items are delivered shelf-ready to member libraries for patron browsing and checkout.

Transfer Payments/Operating Grants 13%

Cash payments assist member libraries with resource sharing.

TRAC Contract & Equipment 4%

TRAC includes library software license and support that enables patron service, account management, inventory and reporting, and ebook purchases.

Computers & Software 4%

Maintenance agreements, network and applications, server, and operational hardware.

Facility 3%

Caretaking, insurance, maintenance, and utilities.

Other Expenses 9%

Professional fees, travel, meetings, supplies, programs, memberships, marketing, postage, freight, furniture, and equipment.

Revenue 2024: \$6,204,255

**Based on 2023 Municipal Affairs population*

Municipal & Library Board levies paid to Marigold 58%

\$6.46 per capita: Municipalities with library boards

\$10.96 per capita: Municipalities without library boards

\$4.50 per capita: Library Board

Provincial Grants 35%

\$4.75 per capita: Library System Board Operating Grant to run System and provide services

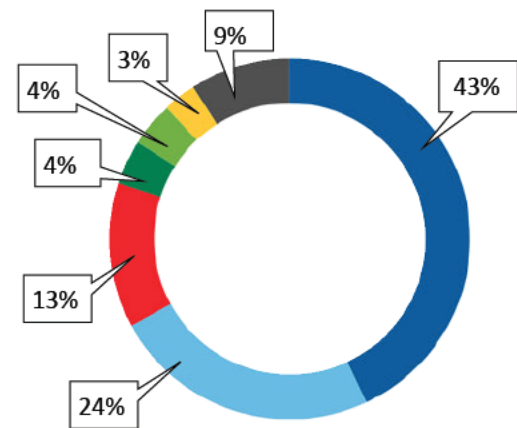
\$5.60 per capita: Rural Library Services Grant for populations where Marigold is the governing board. Pooled and redistributed as operating grants and services.

\$10.35 per resident for Indigenous Project Grant

Other Revenue 7%

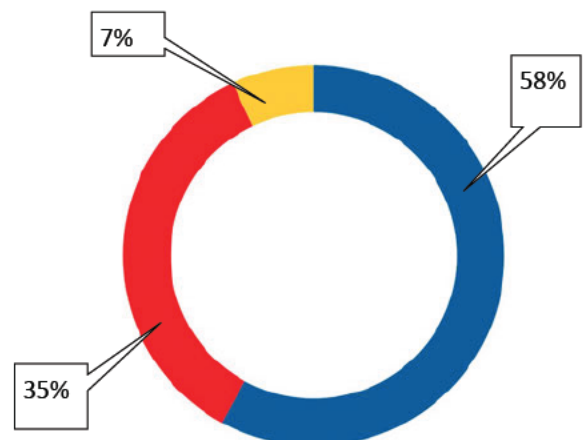
Interest, donations, contracts, and grants.

Expenses



- Salaries & Benefits
- Materials & Delivery
- Transfer Payments/Operating Grants
- TRAC Contract, Computers, and Software
- Computers & Software
- Facility
- Other Expenses

Revenue



- Municipal & Library Board Levies
- Provincial Grants
- Other Revenue

Find out more at:
marigold.ab.ca

eResources & Digital Content

1,061,742

eBooks, eMagazines
& eAudiobooks
circulated

\$354,711

Spent on eResources
& digital content

63,969

eBooks, eAudiobooks,
& eMagazines titles
available in Libby &
Cloud for member
library patrons!



Marigold provides digital collections for reading, watching, listening, and learning! Your residents have access to **eBooks, eAudiobooks, eMagazines, streaming movies, music, newspapers, early literacy resources, training videos, school study prep**, and more.

Marigold negotiates licensing and platform contracts with vendors and obtains better value by pooling revenue. We provide libraries with training on use and access, statistics, and troubleshooting, and we create and provide marketing materials and videos for patrons to learn how to use digital collections.

Marigold's membership in TRAC stretches dollars by sharing **Overdrive/Libby and Cloud Library eBooks and eAudiobooks, eMagazines, and eResources like Novelist**.

Marigold's membership in **The Alberta Library** allows us to obtain the best pricing on eResources and digital content, such as **Kanopy, Consumer Reports, and Solaro online study help for Grades 3-12**.

Find them all at marigold.ab.ca/eresources



Collection Services



Marigold orders, receives, and processes new materials for member libraries to maximize on bulk purchasing and centralized workflows. Thanks to professional cataloguing, patrons can quickly find and request popular books, video games, movies, equipment, and more through the online catalogue or app. New materials are delivered to member libraries ready for checkout, complete with barcoding, mylar protection or durable cases, and labeling.

Collection use is on the rise!!!



10% increase from last year!

The number of unique patrons
borrowing items from libraries
increased by **8.9%**

96,322

New items added
to library collections

\$938,217

Spent on new physical
library materials

3,297,561

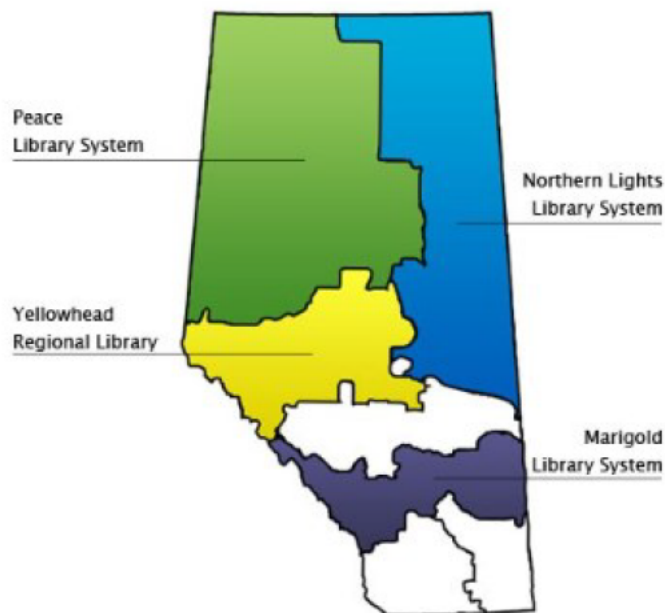
Items available for your patrons to
borrow at tracpac.ab.ca!



It's the Library of Things!
Check out a bread maker,
weighted blanket, or disc golf
kit!

Marigold staff assist libraries with making non-traditional collections ready to borrow by adding them to the library catalogue! 2024 additions included pickleball kits, a knee scooter, a dryer vent cleaner, and a ghost hunting kit.

The Regional Automation Consortium (TRAC)



TRAC is a society formed by Marigold Library System, Peace Library System, Yellowhead Regional Library, and Northern Lights Library System that finances and supports a shared library catalogue, eBooks, and some eResource collections.

Patrons from Marigold member libraries can access items from over 185 public libraries across Alberta!

The TRACpac online catalogue and app allow your patrons to place holds on an item anywhere in Alberta and have it delivered to their local library through Marigold van delivery.

814,604 items
loaned to library
patrons through TRAC

12 million
visits to tracpac.ab.ca
in 2024!

Over 3 Million items
available for patrons!

TRAC working groups represent the four member systems:

System Administrators Group (SAG)

Reviews technology for TRAC, enhances authentication services for patron access, implements best practices for end users.

Public Services Group (PSG)

Reviews procedures for patron accounts and circulation of library materials, shared eContent selection.

Bibliographic Services Group (BSG)

Reviews workflows in shared cataloguing and acquisitions, database quality and initiatives (e.g. supporting the launch of TRACpac+ by cleaning up cataloguing records and functionality).

TRAC Training Group (TTG)

Develops training and other professional development opportunities suitable for all TRAC libraries.

TRAC investigated, selected, and negotiated the acquisition of a new online library catalogue discovery layer, TRACpac+, set to enhance the experience for both patrons and library staff — launching in 2025.

Delivery Services & ILL



1,276,034

Patron interlibrary
loans via HQ!



3,108

Delivery stops at
member libraries



232,500 KMs

driven for ILL
delivery!



Vehicles also support

IT and project work at
member libraries, training,
and more!

Interlibrary holds requested by patrons pass through Marigold for sorting and are transported to the patron's member library through Marigold van delivery. Likewise, items being sent out for loan at other libraries and library systems are transported to Marigold for sorting before going on to the next location, either by Marigold van, provincial courier (other systems), or by mail (e.g. academic libraries).

Drivers also deliver new collection materials, kits, games, supplies, and promotional materials to member libraries.



In addition to TRAC items, cardholders from member libraries can register online to access nearly 20 million items from public libraries across the province.

Consultation & Professional Support



Carbon Public Library manager orientation

Marigold *Library Services Consultants* provide advice and solutions for member libraries, including:

- Library Manager Training
- Professional Development
- Program Planning & Support
- Outreach Program Development
- Collection Development
- Weeding & Inventory
- Board Development
- Policy Development
- Standards and Best Practices
- Performance Measures
- Space Planning... and MORE!

111 Consultation visits with member library managers and staff



329 Hours of In-Person *Consultation*

Library Manager Orientation

Acadia, Acme, Berry Creek, Carbon, Crossfield, and Drumheller

Trustee Orientation & Training

Bighorn M.D., Cochrane, High River, Strathmore, Three Hills, and Trochu

Inventory, Weeding, & Collections Projects

at Banff, Bighorn, Chestermere, Cochrane, High River, Irricana, Linden, Okotoks, Oyen, and Youngstown

Marigold Library System Conference & Making a Difference Award Winners!



Marigold’s annual conference was held on May 15, 2024, marking the highest attendance to date with **269 participants**, including library staff, trustees, and distinguished guests.

The keynote address was delivered by Nick Tanzi, the Digital Librarian, who spoke about the transformative impact artificial intelligence has on the information landscape. Tanzi emphasized that, despite the uncertainties surrounding the future, libraries will continue to play a vital role in an increasingly AI-driven world.

Making a Difference Awards

Every year, Marigold recognizes exceptional contributions made by member libraries in programming, outreach, advocacy, public relations, and partnerships. These efforts play a vital role in strengthening their communities and enhancing library services. Thank you to the Marigold Board Standards & Services Committee, who reviewed 15 submissions and selected the Making a Difference Award winners.

2024 Winners		Honourable Mentions	
<div>Airdrie Public Library</div> <div><i>Library as a Community Warming Centre</i></div>	<div>Morrin Municipal Library</div> <div><i>TD Summer Reading Program</i></div>	<div>Sheep River Library</div> <div><i>Podcast Recording Room</i></div>	<div>Rockyford Municipal Library</div> <div><i>Drama Camp</i></div>

Training & Professional Development



Marigold is committed to support member library staff in developing their knowledge, skills, and abilities. This includes in-person sessions at member libraries, workshops held at Marigold's headquarters, as well as virtual training and webinars—ensuring accessibility and flexibility for all participants.

In 2024:

105 library staff attended in-person and virtual training sessions on websites, eResources, Biblioboard, Leap, LibraryAware, Relais, collections, PSG, BSG, and TTG, and Simply Reports.

27 library staff and trustees attended Marigold's annual Library Leaders event in September. The meeting focused on performance management and communication strategies.

Marigold staff provide training for:

- Polaris & Leap (patron & circulation software)
- Collection Development & Management
- Simply Reports (reporting & inventory software)
- Relais (Interlibrary Loan software)
- Website Editing
- Library Apps
- LibraryAware (promotional & marketing materials)
- Using eBooks and eResources



First Nations' Services



2,488
People/families
have library cards



39
Outreach programs with
1,299 participants



1
Indigenous Advisory
Group Meeting

With money from Alberta Government grant for public library service to Indigenous communities, Marigold continues to extend public library services to Stoney Nakoda and Siksika Nations.

Due to some renovations to the facility hosting the Mînhî Thnî Book Deposit on Stoney Nakoda, the book deposit was temporarily closed to the public. As a result, Marigold's outreach efforts increased, resulting in sustained service and community interactions.

During a Mother's Day event at Stoney Health Services, Marigold's Indigenous Outreach Specialist Rose Reid hosted the children's craft table. This provided an opportunity to introduce community members to our available eResources.



Wednesday in the Woods program

Over the years, Marigold has built valuable partnerships with schools on the reserves and provided students and staff at Stoney Education Authority with library cards.

Rose collaborated with the Îyarhe Nakoda Family Resource Network to offer Stoney Language programs for children. Elders led the lessons, while Rose supported the activities with games and crafts. She also participated in a video book review for author Elmer Ghostkeeper's *Spirit Giving: The Concept of Spiritual Exchange*, featured on the *Voices of the Land* platform.

In the summer, a member of the Stoney Nakoda Nation was hired to help assist with various community groups, including the Îyarhe Family Resource Network's "Wednesday in the Woods" program. Additionally, elders at the Chiniki Kitchen participated in button-making and green screen activities, promoted *Voices of the Land* at the Stoney Health Services Day program, and helped run a button maker program at Spirit North. Rose also attended a ceremony marking the official name change of the community from Morley to Mînhî Thnî.

Marigold staff attended the Provincial Indigenous Advisory Meetings in Maskwacis, while Marigold hosted one of these meetings in the fall. Marigold staff also attended the NIKLA Conference, convened the Indigenous Ways of Knowing session at Marigold's annual conference, and took part in the Words to Action—Land Acknowledgement presentation.



PLSB Indigenous Liaison Meeting

IT Support & Services

Libraries need the right equipment, the right software, the right network, and the expertise to put it all together. Marigold IT support includes email hosting, cloud-based file storage, library software (Polaris ILS), software licensing, file sharing, and more.

456

**Hours of onsite work
at Marigold member
libraries**



1,144

**Remote support
sessions**



1,402

**Hours providing remote
support for library staff**



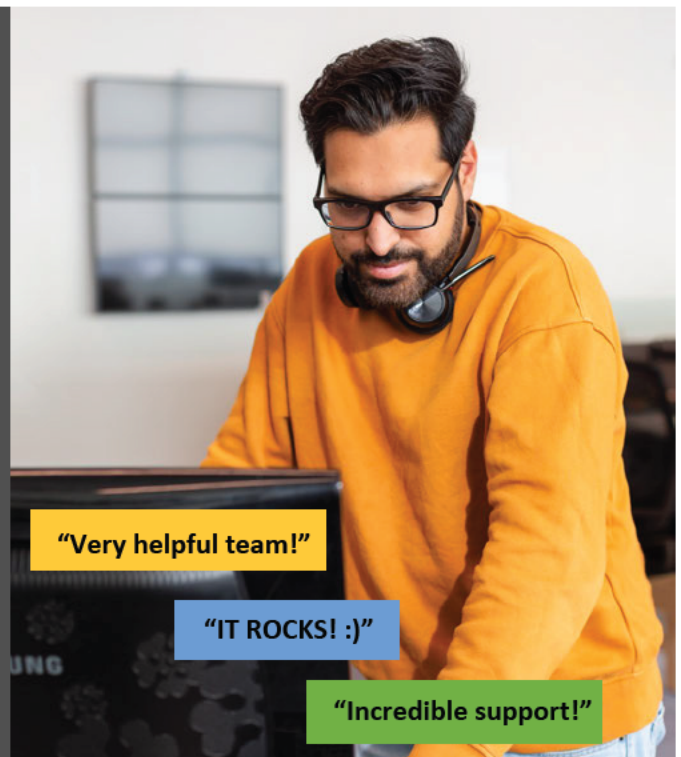
Marigold provides high-speed, secure internet and Wi-Fi access through a cutting-edge fibre-optic network, ensuring seamless connectivity for both patrons and staff at member libraries. This type of infrastructure enables patrons to easily access online library services, such as downloading eBooks and placing holds, all while ensuring their accounts are protected in a secure environment maintained by our IT team.

The IT department is a vital resource for member libraries, offering comprehensive remote support, monitoring bandwidth, and implementing firewall and security protocols. Additionally, IT staff troubleshoot connection issues, oversee software and equipment upgrades, and collaborate with library staff and boards to strategically plan for computer equipment.

2024 IT Infrastructure Projects

IT supported libraries during their construction projects, including Airdrie, Morrin, and Rumsey. Our IT department collaborated closely with contractors, municipalities, and the Municipal Affairs Public Library Services Branch.

Additionally, IT completed infrastructure upgrades, including switch replacements and UPS power system installations at member libraries to improve power quality, reliability, and monitoring capabilities.



Programming & Support



41 Summer programs were delivered at 21 member libraries with 409 participants!

- Marigold staff coordinated the national TD Summer Reading Program on behalf of participating libraries.
- StoryWalks were borrowed *40* times by *13* member libraries.

Kits, Games, & Traveling Displays were loaned to member libraries 389 times!!!

Libraries save money by borrowing kits, games, and displays from Marigold, such as craft and makerspace kits, travelling book displays, and STEM and hobby kits.



39 teens participated in the online Teen Summer Reading Club. Prizes for the Teen Summer Reading Challenge included a Nintendo Switch and Super Mario Bros. Wonder game, Eilik robot, and a Lego Technic NASA Mars Rover.



Marigold added 8 new kits & games!

- Binocular kit
- Microscope kit
- Ozobots
- Animation kit
- Werewolf
- Mobile Podcast & Photo Booth
- Nintendo Switch GamerSpace
- Steam Deck GamerSpace

Patron & Direct Services

8,996 items mailed to Marigold patrons via Library to You (L2U)!

L2U is a free mail service for those who face physical or geographic difficulties in visiting their public library in person. For patrons across Marigold, Marigold staff fill holds for homebound or remote patrons and mail items to the patron with a free return label.

358 new large print books, audiobooks, high demand movies, & more!

These expensive collections are shared with libraries and rotated to ensure fresh browsing material for patrons. Libraries also collaborate with senior's lodges to provide Marigold collection large print materials for residents.

2,263 new books for Book Deposits!

Book Deposits are located in small communities across the Marigold region. Marigold staff support local volunteers in maintaining these honour-system collections. Each month, the deposit receives new popular material from Marigold and the collection is replenished annually.



2024 Book Deposit Tour—Eastern Trip



Blackie Book Deposit

Collaborations



SAIT

Marigold has a long-standing partnership with the SAIT Library & Information Technology (LIT) program!

- Marigold hosted three practicum students from the SAIT LIT program in April, June, and October. Each practicum lasted three weeks.
- In September, the SAIT LIT class toured the Marigold facility to learn more about Marigold's operations and opportunities for LIT's in regional library systems.

Canadian Urban Libraries Council (CULC)

Marigold is a member of CULC, an organization open to public libraries that serve an urban population of 100,000. CEOs from across Canada engage with each other to share ideas and discuss emerging issues. COO Laura Taylor participates on CULC's Futures Lab Champions.

The Alberta Library (TAL)

Marigold's CEO Lynne Price was appointed to the TAL Board in 2024. COO Laura Taylor works closely with TAL for licensing many of our eResources at TAL's discounted rates.

Staff Represented Marigold at the Following Conferences:

- Ontario Library Association (OLA) Super Conference—January 24-27
- Public Library Association (PLA) 2024 Conference—April 3-5
- Innovative Users Group (IUG) 2024 Conference—March 25-27
- SocialWest - June 5-7
- PLSB Connecting the Digital Dots: A Symposium on Digital Literacy—June 10-11
- American Library Association (ALA) Conference—June 27-July 2

Advocacy & Marketing Support



323,457

pages printed at Marigold and distributed to member libraries. This included brochures to promote and inform library staff and patrons on various eResources, using eBook devices, accessing interlibrary loans, and more!

Website Templates

Marigold provides website templates for member libraries to promote everything the public library has to offer! Last year, Marigold developed and rolled-out new website template functionality based on member library feedback.

Marigold's CEO Lynne Price presented on Marigold services and support to Starland County, the Village of Delia, and Rocky View County. COO Laura Taylor visited local library boards to provide orientation and training.

We help get the word out!

- **Content Bank:** Marigold creates marketing materials such as social media, eNewsletters, and more that highlight eResources, products and services, special events, and popular new books. With our pre-made content, it's easy for member libraries to quickly customize and promote events and services!
- **Customized promotion:** Marigold develops tailored promotional content for ID 9 and Lake Louise, and are rolling out more offerings for municipalities in 2025!
- **Professional Development Newsletter:** Contains updates on upcoming opportunities to learn about human resource management, library collection management, advocacy, technology, and more. This newsletter has gained a global readership of nearly 1,000 subscribers.
- **Marigold Newsletter:** Provides monthly updates from Marigold headquarters on member libraries, eResources, training opportunities such as readers' advisory, and more.
- **Weekly update emails:** Informs libraries of time-sensitive or critical information.

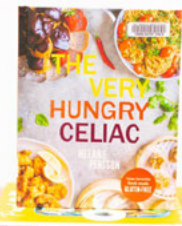
Read what YOU want!



Freedom to Read Week
February 23 - March 1, 2025

Our library is whipping up something special!

Newly released cookbooks are coming this week!



Head to our library or visit tracpac.ab.ca to place a hold now!

Demand for public library service continues to grow!



MARIGOLD
LIBRARY SYSTEM

Across Marigold...

121,034 people/families have a library card

407,884 eBooks borrowed

2,357,559 items loaned to Marigold cardholders, a 10% increase over 2023!

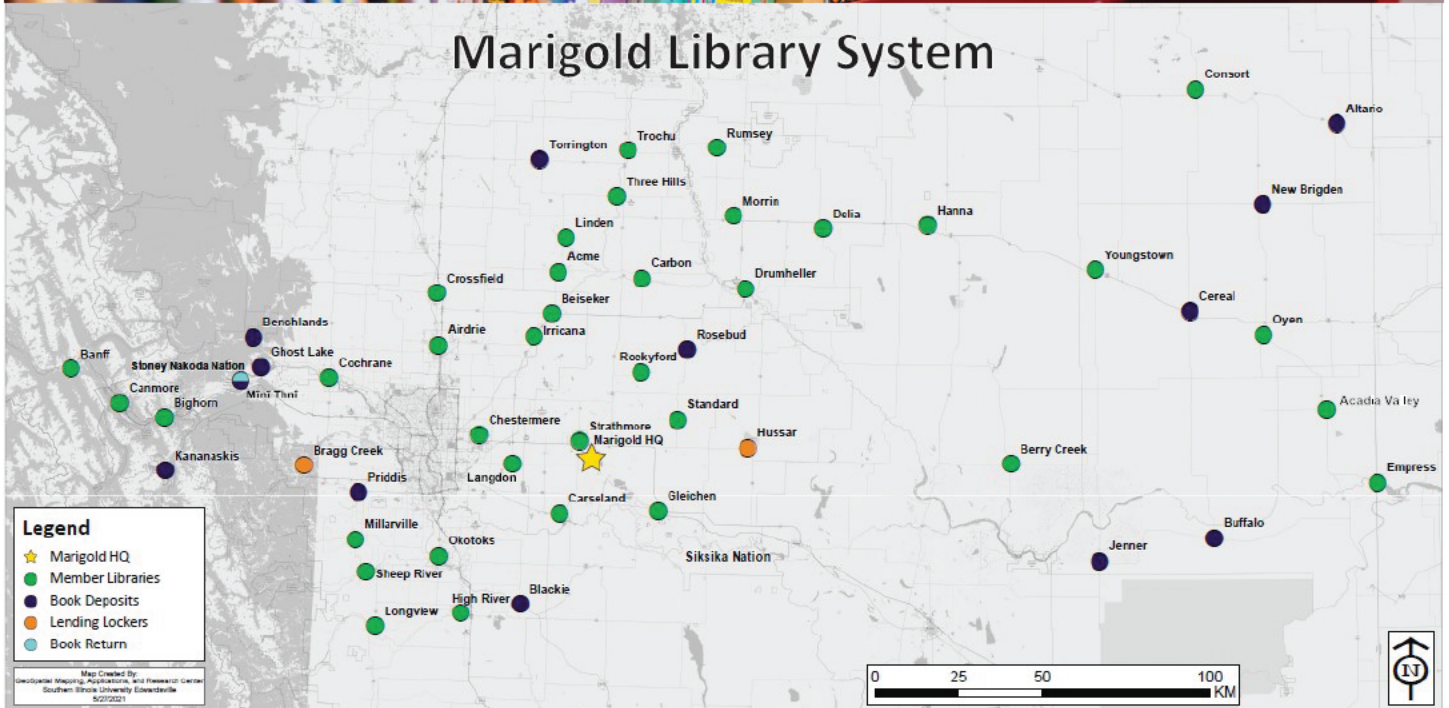
9,959 programs with 136,414 participants

63,969 new items added to Marigold library collections

11.5 million visits to the online library catalogue



Marigold Library System



Find out more at marigold.ab.ca!

Congratulations on Your Nomination – Heart of Our Community Awards

Dear Armstrong Auto / Clay,

We were thrilled to previously share the news of your nomination for the *Heart of Our Community* Small Business Awards—and now, we're excited to share what your community had to say about the incredible impact you've made.

This meaningful initiative from **Community Futures Wild Rose** was created to recognize the incredible impact that local businesses like yours have on the communities they serve. Your nomination is a true reflection of the heart, dedication, and positive spirit you bring to your work every day—and we're thrilled to celebrate you.

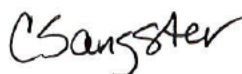
Here's What People Are Saying About You:

"The garage was founded by his great uncle, Jim Stewart in 1947. Clay and his Dad bought the business and now Clay is the sole owner. He volunteers for every community function, and his business is an anchor for the community. He provides 3 full time and 1 part time job in a small community, taking time out to help with hockey, curling, the Lions Club and is always available to help. He services an area from Drumheller to Bassano to Strathmore, providing excellent mechanical service. He stands behind his work, and is a trusted business owner. He has also served time on the Hussar Volunteer Fire Dept, and was a Village councillor. He is the 4th generation community member."

These kind words speak volumes about how much your business means to your community. Whether you're supporting local causes, contributing to events, or simply showing up for your customers—you're making a real and lasting difference.

Once again, congratulations—it's businesses like yours that make our region so special.

Warm regards,

A handwritten signature in black ink that reads "CSangster".

Chantale Sangster
Executive Director

The Community Futures Wild Rose Team

<https://wildrose.albertacf.com/wildrose-programs/heart-of-our-community>