



The regular meeting of the council of the Village of Hussar will be held at Council Chambers and via conference call on Thursday, January 12, 2023 starting at 7:00 p.m.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. DELEGATIONS

- a) Tony and Joyce Baker Subdivision

4. ADOPTION OF THE PREVIOUS MINUTES

- (a) December 7, 2022 Regular Council Meeting
- (b) December 15, 2022 Special Meeting

5. POLICY & BYLAW REVIEW

- (a) Bylaw Review
 - 537-21 ATCO Franchise Renewal
 - 541-21 Garbage Collection
 - 549-22 – Urban Hen Bylaw – 3rd Reading
- (b) Policy Review
 - 2.1 Campground Policy - Changes made
 - 5.12 Cell Phone – Changes made
 - 5.2 Faxing & Photocopying Policy
 - 5.3 Rates & Fees
 - 7.1 Outstanding Utility Account Transfer to Tax Roll
 - 7.2 Outstanding Garbage services Fees Transfer to Tax Roll
 - 7.3 Private Services Repairs Charged to Homeowner

6. BUSINESS

- (a) Community Groups – Select meeting date
- (b) Smart Facilities Grant
- (c) Course and Workshop – 2 day Operating Budget Course/2 day Capital Budget Workshop
- (d) WREMP Letter – Chestermere Request to Join
- (e) Email From LOOP – website updating
- (f) TFB Local Authority Loans
- (g) Fortis Alberta – Adjustment to Franchise Fees (11A)
- (h) Wheatland Housing Management Body
- (i) Hussar Emergency Reception Centre

7. FINANCIAL

- (a) December 2022 Bank Reconciliation and Cheque Listing
- (b) Interim Budget 2023 Meeting Date
- (c) Select Auditor

8. COMMITTEE REPORTS

9. CAO, PW & JG REPORT

10. CORRESPONDENCE

- (a) Fortis Alberta- Approved 2022 Distribution Rates
- (b) Land & Property Tribunal – Annexation Approval 406/2022
- (c) Municipal Assessment and Grants - 2022 Assessment Year Modifiers
- (d) Letter from Minister Ellis - Alberta Public Safety and Emergency Services
- (e) SAEWA – Briefing Update November 23, 2022
- (f) Proposal to relocate streetlight on 1st Ave
- (g) Hussar Grain Elevator – Centennial Project
- (h) Email from Mauro Chies Interim President and CEO of AHS - Non-Ambulance Transfer Announcement
- (i) JUPA – Presentation for Distribution

11. CONFIDENTIAL

- a) Resident Request - (as per s. 17(1) of the *FOIP Act*)

12. ADJOURNMENT

Next Meeting: Thursday, February 9, 2023 (Council Chambers and via. Conference call)

We would like to address the council on January 12th 2023

In regards to the following :

We would like to know what the purchase price will be for the land we have asked about prior to paying for the surveying costs. We were told it would be fair market value but how much is that? We are aware that council approved 30 feet but depending on how much that will be we may only want 20 feet. It is a need to know for us.

Thank you

Tony and Joyce Baker

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Bylaw Review
Agenda Item Number:	5a.

BACKGROUND

The following bylaws are attached for review:

- 537-21 ATCO Franchise Renewal
- 541-21 Garbage Collection
- 549-22 Urban Hen Bylaw – 3rd Reading

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

RECOMMENDATION:

1. Motion to make the changes as discussed to the _____.

**BYLAW #537-21
VILLAGE OF HUSSAR**

BEING A BYLAW OF VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO AUTHORIZE THE MAYOR AND ADMINISTRATOR TO EXECUTE AN AGREEMENT WITH ATCO GAS AND PIPELINES LTD., TO RENEW AN AGREEMENT WITH, AND TO CONFER A FRANCHISE ON THE COMPANY TO DELIVER NATURAL GAS TO CUSTOMERS WITHIN THE MUNICIPALITY.

WHEREAS the company has requested a franchise be granted to provide natural gas services to customers within the Village of Hussar;

AND WHEREAS it is deemed that such an agreement would be of benefit to customers within the Village of Hussar;

THEREFORE under the authority of the *Municipal Government Act, R.S.A. 2000, Chapter M-26, Part 3, Division 3, Section 45-47* be it enacted that the Mayor and Administrator be authorized to sign the agreement which is attached to and forming part of this Bylaw and marked as Schedule "A" between the Village of Hussar and the Company to renew an agreement with and to confer a franchise on the Company to deliver natural gas services with the Village of Hussar,

This Bylaw shall rescind Bylaw 478-11.

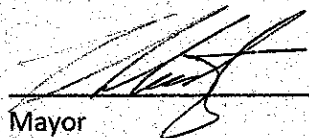
This Bylaw shall come into effect upon the agreement being approved by the Alberta Utilities Commission for the Province of Alberta, and upon being given third and final reading

READ a first time this 10 day of November, 2021.

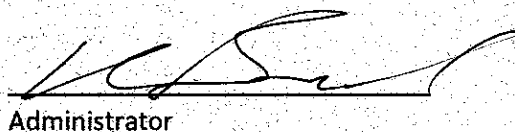
READ second time this 13 day of January, 2022.

READ a third time this 13 day of January, 2022.

Signed this 17 day of January, 2022.



Mayor



Administrator

**BYLAW #541-21
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE
COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE AND REFUSE IN THE VILLAGE OF HUSSAR**

WHEREAS, Section 7(f) of the *Municipal Government Act*, R.S.A. 2000, c-M-26, as amended, provides that the Council of a municipality authorizes Council to pass bylaws respecting services provided by or on behalf of the municipality,

AND WHEREAS, the Village of Hussar provides garbage collection and removal services,

NOW THEREFORE, the Council of the Village of Hussar in the province of Alberta, duly assembled, enacts as follows:

PART I: BYLAW TITLE

1.1 This bylaw may be cited as the "Garbage Collection Bylaw."

PART II: DEFINITIONS

2.1 "Bag Tag" means a self-adhesive sticker issued by the Village of Hussar pursuant to this bylaw for identifying excess residential waste.

2.2 "Bylaw Officer" means each and every member employed and duly appointed as a Bylaw Enforcement or Peace Officer within the Village.

2.3 "Council" means the council of the Village of Hussar.

2.4 "Collection Day" means the day or days during each week on which garbage is regularly collected from a specific premises, together with the twelve (12) hour period immediately preceding and immediately following that day.

2.5 "Commercial Premises" means café or restaurant, warehouse, wholesale or retail business place, office building, garage or service station, factory or industrial plant, and any other building or premises except a dwelling.

2.6 "Dwelling" means a building occupied for residential purposes.

2.7 "Garbage" means discarded ashes, bottles, metal scraps, metal cans or tins, crockery, glass, grass cuttings and other garden refuse, cloth, paper, food and food waste, wrappings, sweepings, and other items of household refuse, but does not include animal excrement or industrial waste.

2.8 "Garbage Can" means a receptacle constructed of non-corrosive durable metal or plastic hold household garbage.

- 2.9 "Garbage Collection Agent" means the person or firm appointed by the Village for the purpose of collecting and disposing of garbage and refuse.
- 2.10 "Garbage Stand" means a wooden or metal stand or enclosure designed to hold all garbage cans required by a premises for which the stand is provided, and which shall be so designed as to keep all garbage cans in an upright position at all times, and protected from interferences from dogs and other animals.
- 2.11 "Householder" means any person occupying any dwelling or place of residence, but shall not include any person who is merely a boarder, roomer, or lodger therein.
- 2.12 "Industrial Waste" means material from:
- a. excavations,
 - b. lot clearing,
 - c. building construction, repairs, alteration or maintenance,
 - d. debris from any building removed or destroyed by fire, flood or contamination,
 - e. material from manufacturing processes,
 - f. dead animals,
 - g. waste from garages or service stations,
 - h. condemned matter or waste from factories or other works, and
 - i. any other similar material other than human or animal excrement or garbage.
- 2.13 "Premise" means any residential dwelling or commercial premises that receives garbage collection.
- 2.14 "Proprietor" means the occupant of a commercial premises.
- 2.15 "Village" means the Village of Hussar.

PART III: GENERAL REGULATIONS

- 3.1 No householder, proprietor or other person within the Village shall dispose of garbage except in accordance with this Bylaw.
- 3.2 No person other than a lawful user thereof, or any authorized employee of the Village or garbage collection agent shall open any garbage can or remove anything therefrom, or in any way disturb the contents thereof; nor shall any person handle, interfere with, or in any manner disturb any garbage of any kind put out for collection or removal.

PART IV: GARBAGE COLLECTION

- 4.1 There is a three (3) bag limit for garbage. The owner or occupant of every premises shall provide sufficient garbage cans to contain the garbage generated from those premises during the period between garbage collection days.
 - a. Seasonal businesses (Arena and Hall) will be allowed a six (6) bag limit for garbage.
- 4.2 Bag tags can be purchased at the Village Office and are registered to each address.
 - a. They can be purchased in bundles of 5 or 10.
 - b. The Fee for bag tags are set out in the Rates & Fees Policy
- 4.3 All additional garbage bags may be set out in accordance with this bylaw and must have a visible bag tag and located at the residential address as shown on the tag.
- 4.4 Where any premises is served by a lane or alley, all garbage from such premises shall be placed for collection at a location within 5 feet or 1.5 meters of the lane, but not in the lane.
- 4.5 Where any premises is not served by a lane or alley, or the lane or alley is deemed inaccessible, all garbage from such premises shall be placed for collection at location as close as possible to the travelled portion of an adjacent street, but not on a sidewalk or in such location as to interfere in any way with vehicle or pedestrian traffic.
- 4.6 Where garbage for collection is stored within any structure, fence or other enclosure, direct access to the garbage cans or bags from the lane shall be provided in every case.
- 4.7 Garbage shall be at the pickup location by 8:00 a.m. on collection day.
- 4.8 Collection Day shall be once a week on a day determined by the Village. The Village will provide notice to residents of any changes to collection days at least four weeks prior to the change taking place whenever possible.
- 4.9 The Garbage Collection Agent shall not enter any dwelling or commercial premises for the purpose of garbage collection.
- 4.10 The Village will not collect any designated recycle items. These items may be taken to the Transfer Site by Village residents.

PART V: GARBAGE CONTAINERS

- 5.1 No person shall place or keep any garbage can or receptacle for industrial waste upon any lane or street in the Village except as specifically provided in this bylaw.
- 5.2 All garbage must be securely bagged and/or boxed and shall not weight more than 30 pounds or 14 kilograms, or Alberta Occupational Health & Safety Code regulations, whichever is less, and be of sufficient strength for lifting of contents.

- 5.3 Every householder and proprietor shall maintain and keep in good condition sufficient garbage cans required by this bylaw for all garbage upon the premises owned or occupied by him and shall ensure that a cover is kept securely over the mouth of all such cans except when said cans are actually being filled or emptied.
- 5.4 Every householder, proprietor or other person shall dispose of garbage upon the premises owned or occupied by him by placing or causing the same to be placed in a garbage can maintained for that purpose, or in such other container as is specifically permitted by this bylaw, but not elsewhere.
- 5.5 Except on collection day, all garbage cans and/or bags shall be kept and maintained on the premises of the householder, and any garbage can located on any street or lane in the Village other than on collection day may be removed and disposed of at the discretion of the Bylaw Officer without compensation to the owner thereof.
- 5.6 The owner, tenant, occupant or other person in charge of a dwelling or other building shall at all times ensure that garbage cans or other receptacles provided for the purpose, are not allowed to spill over or accumulate on any land or street or adjoining public or private property. Every such person shall be held responsible for any violation of this section regardless of the cause of such violation.
- 5.7 When any garbage can has been condemned or is deemed insufficient by a Village representative and written notice to that effect has been given to the householder, the condemned garbage can may be removed and disposed of along with the garbage from the premises, in which case the householder shall forthwith provide a suitable garbage can or container to replace the one that has been condemned or removed.
- 5.8 Notwithstanding any other provision of this bylaw, plastic bags of the type designed for the disposal of domestic refuse may be used for the disposal of garbage under the following conditions:
 - a. Plastic bags containing garbage shall be kept in a structure, fenced area, or other enclosure except when otherwise placed for pickup on collection day.
 - b. Plastic garbage bags containing garbage shall be in good repair, and securely closed when deposited for pickup.
 - c. Plastic bags when filled shall not weight more than 30 pounds or 14 kilograms, or Alberta Occupational Health & Safety Code regulations, whichever is less, and be of sufficient strength for lifting of contents.
 - d. Plastic bags of garbage shall be placed for collection in the same manner and location as prescribed in this bylaw for garbage cans, and under no circumstances shall they be placed on any lane or street other than on collection day.

PART VI: UNACCEPTABLE REFUSE

- 6.1 No person shall directly or otherwise dispose of or permit any person to dispose of any explosive, flammable, volatile, noxious, dangerous device, or hazardous substance in any garbage can.
- 6.2 Disposal of any refuse by burning is not permitted.
- 6.3 No person shall directly or otherwise dispose of or permit any person to dispose of hot ashes, or burning matter in any garbage can.
- 6.4 No person shall deposit any dead animal, manure, excreta, refuse, garbage, liquid waste or other filth upon or into any street, ditch, lane, highway, water, well, lake, pond, bank, stream, or onto any land except with written consent of the Village.
- 6.5 No person shall dispose of garbage, tree or grass clippings, or other refuse onto private or public property, unless provided with written consent of the Village.

PART VII: OFFENCES AND PENALTIES

- 7.1 The Village and Garbage Collection Agent may refuse to collect any garbage that does not comply with this bylaw.
- 7.2 Where any person breaches any provision of this bylaw, the Village may serve upon such person a written notice specifying the breach and requiring remedy of the breach, payment of a fine not less than \$25.00 and not more than \$500.00, or both.
- 7.3 Any written notice issued under the provision of this bylaw shall be deemed to be sufficiently served if served personally upon the person alleged to have committed the breach, or upon the owner, occupier or other person in charge of the premises upon which the breach has been committed, or if mailed to the address of the owner, occupier or other person in charge of the premises upon which the breach has been committed.

PART VIII: SEVERABILITY

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

PART IX: REPEAL

- 9.1 This Bylaw shall rescind Bylaw 509-16.

PART X: ENACTMENT

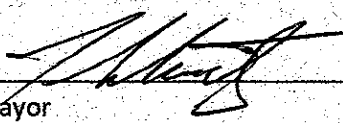
10.1 This Bylaw shall come into force and effect upon third and final reading.

READ a first time this 21 day of December, 2022.

READ second time this 3 day of February, 2022.

READ a third time this 3 day of February, 2022.

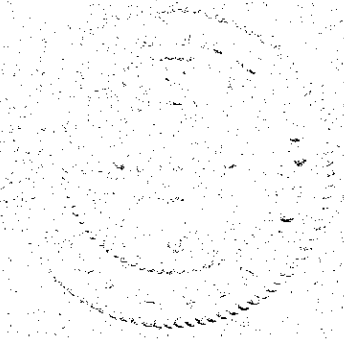
Signed this 7 day of February, 2022.



Mayor



Chief Administrative Officer



**BYLAW 549-22
VILLAGE OF HUSSAR**

A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF CHICKENS AND QUAIL IN URBAN AREAS

WHEREAS pursuant to Section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting; the safety, health and welfare of people and the protection of people and property; wild and domestic animals and activities in relation to them; and the enforcement of bylaws;

WHEREAS pursuant to Section 8 of the *Municipal Government Act*, the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licenses, permits and approvals.

NOW THEREFORE the 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 cited as the Village of Hussar “Urban Hen & Quail Bylaw”.

2. SECTION 2 – PURPOSE

2.1 The purpose of this bylaw is to regulate and control the keeping of chickens and quail within Urban Areas

3. SECTION 3 – DEFINITIONS

3.1 **Abattoir** means a facility where animals are slaughtered for consumption as food for humans.

3.2 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.

3.3 **Adjoining Neighbour** means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street.

3.4 **Animal Health Act** means Statutes of Alberta 2007, Chapter A-40.2.

3.5 **Chief Administrative Officer** means the person holding the office of Chief Administrative Officer of the Village of Hussar.

3.6 **Coop** means a fully enclosed weatherproof structure with an attached outdoor enclosure

3.7 **Council** means the Council of the Village of Hussar.

3.8 **Enforcement Officer** means a Bylaw Officer appointed by the Village of Hussar pursuant to the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended to enforce the bylaws of the Village of Hussar and includes Peace Officers and the members of the Royal Canadian Mounted Police (RCMP).

3.9 **Hen** means a domesticated female chicken that is at least four (4) months old. This can include bantam chickens

3.10 **Hen & Quail Keeper** means a person having any right of custody, control or possession of a Hen or quail.

- 3.11 **Hen & Quail License** means a license issued under this bylaw that authorizes the keeping of hens and quails on a specific property within an Urban area within the Village.
- 3.12 **Licensing Authority** means the Chief Administrative Officer or a person appointed by the Chief Administrative Officer to issue Hen & Quail Licenses.
- 3.13 **Nest Box** means a box within a Coop for the nesting of Hens and Quail.
- 3.14 **Outdoor Enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earthed or vegetated floor for Urban Chickens and Quail to roam.
- 3.15 **Premises Identification (PID) Number** means a nine-character combination of numbers and letters issued by the Province of Alberta pursuant to the provisions of the *Animal Health Act* to owners of livestock.
- 3.16 **Quail** means a small, short-tailed Old World game bird resembling a small partridge, typically having brown camouflaged plumage.
- 3.17 **Rooster** means a domesticated male chicken.
- 3.18 **Sell** means to exchange or deliver for money or its equivalent.
- 3.19 **Subject Property** means a lot or parcel of land in respect of which a Hen & Quail License is sought or has been issued.
- 3.20 **Temporary Caregiver** means a person who has been authorized by the Hen & Quail Keeper to provide care to their Hens and Quail in the event the Hen & Quail Keeper is temporarily unable to do so.
- 3.21 **Urban Area** means lands located within the Village on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the Bylaws of the Village.
- 3.22 **Urban Hen** means a hen that is at least 16 weeks of age.
- 3.23 **Village** means the Village of Hussar, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.
- 3.24 **Violation Tag** means a notice that alleges a bylaw offence and provides a person the opportunity to pay an amount to the Village in lieu of prosecution for the offence.
- 3.25 **Violation Ticket** means a violation ticket as defined in the *Provincial Procedures Act*, R.S.A. 2000, c. P-34.

4. SECTION 4 – PROHIBITIONS

- 4.1 In an Urban Area, no person shall:
 - a) Keep a Rooster;
 - b) Keep a Hen or Quail, other than an Urban Hen or Quail for which a valid Hen & Quail License has been issued.

5. SECTION 5 – URBAN HEN & QUAIL LICENSE

- 5.1 A person may apply to keep a combined minimum of 2 and a maximum of 8 urban hens & quail by:
 - a) Submitting a completed Urban Hen & Quail License Application Form (Appendix A)
 - b) Paying a Hen & Quail License fee prescribed in Schedule A of this bylaw which is due payable at the time of the application, prior to approval and annually thereafter;
 - c) Any other information reasonably required by the Licensing Authority, including but not limited to:

- i. The name, address and contact information of the person who will be the Hen & Quail Keeper and of any person who may act as a Temporary Caregiver;
 - ii. A copy of a Certificate of Title for the Subject Property issued by the Land Titles;
 - iii. Written permission to keep hens and quail on the Subject Property, from the registered owner of the Property as shown on the Certificate of Title, if the Hen & Quail Keeper is not the registered owner.
 - d) A site plan including a drawing that shows the location of the coop and coop run dimensions and associated setbacks from the coop and coop run to the side and rear property lines.
 - e) Evidence that the proposed Hen & Quail Keeper has experience or training from a source approved by the Licensing Authority. At a minimum, read the Training Manual and watched all 9 educational videos (Appendix C), on the safe handling of hens and eggs provided by the Village.
 - f) A copy of the Premises Identification (PID) Number applicable to Subject Property.
- 5.2 At the time of application for a Hen & Quail License, the applicant must demonstrate to the satisfaction of the Licensing Authority that all Adjoining Neighbours have been notified of the intent to apply for a Hen & Quail License on the Subject Property. (Appendix B) If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.
- 5.3 The applicant must reside on the property on which the Urban Hens and Quail will be kept;
- 5.4 A Hen & Quail License does not take effect until:
- a) The Licensing Authority is satisfied all provisions in Section 5.1 and 5.2 have been met; and
 - b) The appeal period referenced in Section 6.2 has expired, if no appeal was received during the appeal period; or
 - c) The Appeal Committee has made a decision on any appeal and that decision upholds the issuance of the Hen & Quail License, with or without conditions.
- 5.5 A Hen & Quail license is valid only for the period of January 1 to December 31 in the year for which the license is issued.
- 5.6 Hen & Quail License fees shall not be reduced or prorated no matter the month of purchase or total number of urban hens and quails.
- 5.7 A Hen & Quail License is not transferable from one person to another or from one property to another.
- 5.8 A person to whom a Hen & Quail License has been issued shall produce the license at the demand of the Licensing Authority or an Enforcement Officer.
- 5.9 The Licensing Authority may refuse to grant or renew a Hen & Quail License for the following reasons:
- a) The applicant or license holder does not meet or has ceased to meet the requirements of this bylaw;
 - b) The applicant or license holder:
 - i. Provides false information or misrepresents any fact or circumstances to the Licensing Authority or Enforcement Officer;
 - ii. Fails to pay any fee required by this Bylaw or any applicable Bylaw;
 - iii. Fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Hens and Quail;

- iv. An applicant for or holder of a Hen & Quail License has been convicted of any offence involving abuse, mistreatment or negligent treatment of keeping of animals;
 - v. An applicant has previously been the holder of a Hen & Quail License that was revoked for non-compliance with this bylaw, or in respect of which an order has been made under section 645 of the *Municipal Government Act*;
 - vi. Has not complied with all other Provincial and Federal regulations for the keeping of livestock; or
- c) In the opinion of the Licensing Authority based on reasonable grounds it is in the public interest to do so.
 - d) If the Licensing Authority refuses to grant or renew a Hen & Quail License, the applicant may appeal the decision to the Appeal Committee, in accordance with the procedures set out in this Bylaw.

6. SECTION 6 – APPEAL

- 6.1 An appeal lies from a decision of the Licensing Authority to:
- a) Issue a Hen & Quail License, if the appellant is an Adjoining Neighbour;
 - b) Impose conditions on a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License or is an Adjoining Neighbour;
 - c) Refuse a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License; or
 - d) Revoke a Hen & Quail License, if the appellant is the holder of the Hen & Quail License that was revoked.
- 6.2 An appeal under section 6.1 must be in writing, addressed to the Chief Administrative Officer, and must be received no later than fourteen (14) days after the decision appealed from is issued.
- 6.3 An Adjoining Neighbour may appeal under clause 6.1(a) or 6.1(b) of this bylaw only if the grounds of the appeal are:
- a) That the keeping of hens and quail on the Subject Property is likely to have a materially adverse effect on the health of the Adjoining Neighbour or of a person living in the premises of the Adjoining Neighbour; or
 - b) A reason or factor listed in clauses 5.9(a), 5.9(b)(i),(ii),(iv) or (v) of this bylaw.
- 6.4 As soon as reasonably practicable and in any event not more than fourteen (14) days after receiving a notice of appeal the Chief Administrative Officer must appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support the Chief Administrative Officer shall not be involved in the appeal process.
- 6.5 The Appeal Committee shall consist of three (3) members, none of whom is an employee or Council Member of the Village and that the Chief Administrative Officer may appoint members as deemed appropriate. In the case of an appeal from an adjoining member alleging the likelihood of a material adverse health effect, the Chief Administrative Officer must also make reasonable efforts to appoint the appeal committee a licensed and practicing veterinarian and a licensed and practicing physician.
- 6.6 The Appeal Committee shall schedule the hearing of the appeal within thirty (30) days after notice of appeal.
- 6.7 Subject to the requirements of this bylaw the Appeal Committee members shall, from among themselves, choose a Chair and may establish a procedure consistent with principles of natural justice for the hearing of the appeal.

- 6.8 The Appeal Committee shall provide its decision in writing, with reasons, within seven (7) business days of the hearing of the appeal. The Appeal Committee may:
- a) Uphold the decision of the Licensing Authority;
 - b) Vary the decisions of the Licensing Authority, including imposing conditions on a Hen & Quail License that differ from any conditions imposed by the Licensing Authority; or
 - c) Overturn the decision of the Licensing Authority.
- 6.9 The decision of the Appeal Committee is final and binding and is not subject to appeal to a Court.
- 6.10 An appeal of the Coop, accessory building, must follow the procedures for an appeal set out in the Village of Hussar Land Use Bylaw.

7. SECTION 7 – RESPONSIBILITIES OF A HEN & QUAIL KEEPER

7.1 A Hen & Quail Keeper must:

- a) Obtain a Premises Identification (PID) under the Premises Identification Regulation in the Animal Health Act and submit a copy to the Village.
- b) Follow biosecurity procedures recommended by the Canadian Food Inspection Agency to reduce potential for disease outbreak.

7.2 Hen & Quail Keepers, owners of a Subject Property, and Temporary Caregivers must:

- a) Provide each urban hen and quail with food, unfrozen water, shelter, adequate light, ventilation, warmth, veterinary care, and opportunities for essential behaviours such as scratching, dustbathing, roosting, pecking and socializing with their own kind;
- b) Keep each Hen and Quail in a secured area at all times;
- c) Keep the Coop secured from sunset on any given day to sunrise the following day;
- d) Ensure that Hens and Quails are kept in the Coop with all openings, such as doors and windows, secured in such a manner that will not allow predators to enter;
- e) Provide warmth to the Hens and Quails through heat lamps, wall insulation, poly-sheeting, seedling heat mat, or other means;
- f) Construct and maintain the Coop to prevent a rodent from harbouring underneath or within it or within in its walls, and to prevent access to the coop by any other animal
- g) Maintain the Coop in good repair and sanitary conditions and free from vermin and noxious or offensive smells and substances;
- h) Store feed in a fully enclosed, non-penetrable container;
- i) Keep food and water containers in the Coop;
- j) Remove leftover feed, trash and manure in a timely manner;
- k) Store manure within a fully enclosed container, and store no more than three (3) cubic feet of manure at any time;
- l) Remove all other manure not used for composting or fertilizing and dispose of such in accordance with Village Bylaws;
- m) Ensure Hens and Quail are slaughtered or euthanized at an appropriate location or facility, not on the Subject Property;
- n) Dispose of the carcass of a Hen or Quail deceased by natural causes, by double bagging and bringing it to a veterinarian, farm, abattoir, or other operation that is lawfully permitted to dispose of Hens and Quails;
- o) Take Hens and Quails to a veterinarian, farm, abattoir, or other operation if Hens or Quails are no longer wanted;
- p) Keep Hens and Quails in a cage only when actively transporting the Hen or Quail; and

- q) Keep Hens and Quails for personal use only, and not sell eggs, manure, meat, or any other products derived from Hens or Quails.

8. SECTION 8 – COOP REQUIREMENTS

8.1 A Hen & Quail Keeper must:

- a) Provide each Hen with at least 0.37 square meters of interior floor area, and at least 0.92 square meters of Coop Run outdoor area, within the Coop;
- b) Provide each Quail with at least one (1) square foot of space within the Coop;
- c) Provide a minimum of one (1) nest box per every 3 Hens and one (1) perch per Hen, that is at least 15 cm long;
- d) Ensure the Coop meets the requirements in the Land Use Bylaw regarding an accessory building.

8.2 Coops must meet the setbacks in the Land Use Bylaw and an accessory building can not block side yard access.

8.3 Coops cannot be located in a Utility Right of Way or an Overland Drainage Right of Way.

8.4 Only one (1) Coop per property shall be permitted.

8.5 Coops must be kept in the rear of the property

8.6 The maximum lot coverage of all structures on a property, including a Coop, must comply with the Land Use Bylaw.

8.7 The Licensing Authority and Development Authority have the authority to impose additional site-specific conditions.

9. SECTION 9 – GENERAL REGULATIONS FOR HEN & QUAIL KEEPERS

9.1 Hen and Quail keeping is permitted under and in accordance with this bylaw.

9.2 This bylaw applies to the activity of Hen & Quail Keeping for personal use only. The commercial sale of Hens or Quail or Hen or Quail products is not permitted.

9.3 This Bylaw enables the keeping of Hens and Quails within the confines of a fenced property that does not permit Hens and Quails to be sheltered within a residential dwelling unit.

9.4 Each Hen or Quail must be a minimum of 4 months (16 weeks) old when acquired for keeping under a Hen & Quail License.

9.5 This bylaw does not exempt a person from complying with any Federal or Provincial law or regulation, other Village bylaw, or any requirement of any lawful permit, order, or license.

10. SECTION 10 – ENFORCEMENT

10.1 The Licensing Authority or an Enforcement Officer has the right to access any Subject Property to inspect for compliance with this bylaw.

10.2 Where an Enforcement Officer has reasonable grounds to believe that a Hen & Quail Keeper has contravened any provision of this Bylaw the Enforcement Officer may serve the Hen & Quail Keeper a Municipal Violation Tag allowing payment of the specified penalty as set out in Schedule “B” of this Bylaw.

10.3 Should a hen and quail keeping site, Coop, or Hen & Quail Keeper be found to be non-compliant with this Bylaw at any time, enforcement action may be taken including without limitation; issuing a Municipal Violation Tag or Violation Ticket, revocation of a Hen & Quail License or issuance of a Stop Order under Section 645 of the Municipal Government Act.

10.4 Should Hens and Quails and/or Coop be ordered to be removed, all costs and associated expenditures related to the removal shall be the responsibility of the property owner.

10.5 In the event of the revocation of a Hen & Quail License, the Licensee will be given fourteen (14) days to rehome the Hens and Quails.

10.6 No person shall hinder, interrupt, or causes to be hindered any employee of the Village or its contractors, servants, agents, or workers, in the exercise of the powers or duties as authorized or required in this Bylaw.

11. SECTION 11 – OFFENCES AND PENALTIES

11.1 A person who contravenes any provision of this Bylaw is guilty of an offence.

11.2 A person who is guilty of an offence is liable to a fine in an amount not less than \$150.00 as set out in Schedule “B” of this Bylaw.

11.3 In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues. A person found guilty of such an offence is liable to a fine in an amount not less than that set out in Schedule “B” for each such separate offence.

12. SECTION 12 – MUNICIPAL VIOLATION TAG

12.1 An Enforcement Officer may issue, with respect to an offence under this Bylaw, a Municipal Violation Tag specifying the amount established by this Bylaw.

12.2 A Municipal Violation Tag may be issued to such person:

- a) Either personally; or
- b) By mailing a copy to such person at his or her last known address.

12.3 The Municipal Violation Tag shall state:

- a) The name of the Person;
- b) The offence;
- c) The penalty established by this Bylaw for the offence;
- d) That the penalty shall be paid within 14 days of the issuance of the Municipal Violation Tag; and
- e) Any other information as may be required.

13. SECTION 13 – VIOLATION TICKET

13.1 An Enforcement Officer may issue, with respect to an offence under this Bylaw, a Violation Ticket specifying the fine amount established by this Bylaw.

13.2 Where a Violation Ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed on the Violation Ticket.

13.3 If a Municipal Violation Tag has been issued and if the penalty has not been paid within the prescribed time, then an Enforcement Officer is authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.

13.4 Despite section 13.3, an Enforcement Officer is authorized and empowered to issue a Violation Ticket to any person who the Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.

13.5 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:

- a) Specify the fine amount established by this Bylaw for the offence; or
- b) Require a person to appear in court without the alternative of making a voluntary payment

14. SECTION 14 – POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

14.1 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:

- a) Carry out any inspections to determine compliance with this Bylaw;
- b) Take any steps or carry out any actions required to enforce this Bylaw;

- c) Take any steps or carry out any actions required to remedy a contravention of this Bylaw;
- d) Establish forms for the purposes of this Bylaw; and
- e) Delegate any powers, duties or functions under this Bylaw

15. SECTION 15 – OBSTRUCTION

15.1 No person shall obstruct or hinder any person in the exercise or performance of the person’s powers pursuant to this Bylaw.

16. SECTION 16 - SEVERABILITY

16.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

17. SECTION 17 – EFFECTIVE DATE

17.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ a first time on this _____ day of _____, _____.

READ a second time on this _____ day of _____, _____.

READ a third and final time on this _____ day of _____, _____.

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**VILLAGE OF HUSSAR
SCHEDULE A
FEES**

Fee Description	Fee
Hen & Quail License Fee, includes Coop development permit (accessory building)	\$75.00
Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$25.00
PRINTED Complete information package	\$10.00

**VILLAGE OF HUSSAR
SCHEDULE B
PENALTIES FOR VIOLATIONS**

Section	Offence	Minimum Penalty (1 st Offence)	Penalty (2 nd & Subsequent)
4.1 (a)	Keep a rooster within Village boundaries	\$150.00	\$300.00
4.1 (b)	Keep an unlicensed urban hen or quail	\$150.00	\$300.00
5.1	Keeping more than 8 hens and/or quail	\$150.00	\$300.00
5.5	Fail to renew urban Hen & Quail license	\$150.00	\$300.00
5.7	Transfer an Urban Hen & Quail License	\$150.00	\$300.00
7.1 (a)	Fail to obtain a Premises Identification Number	\$150.00	\$300.00
7.1 (b)	Fail to follow biosecurity procedures	\$150.00	\$300.00
7.2 (a)	Fail to provide essentials to each urban hen and quail	\$150.00	\$300.00
7.2 (b)	Fail to keep hens and quail secured	\$150.00	\$300.00
7.2 (c), (d)	Fail to keep coop secured	\$150.00	\$300.00
7.2 (e)	Fail to provide warmth	\$150.00	\$300.00
7.2 (f)	Fail to prevent rodents/ animals from entering coop	\$150.00	\$300.00
7.2 (g)	Fail to maintain coop in a sanitary condition/ good repair	\$150.00	\$300.00
7.2 (h)	Fail to properly store feed	\$150.00	\$300.00
7.2 (i)	Fail to keep food and water in coop	\$150.00	\$300.00
7.2 (j)	Fail to remove waste in a timely manner	\$150.00	\$300.00
7.2 (k)	Fail to properly store manure	\$150.00	\$300.00
7.2 (l)	Fail to properly dispose of manure	\$150.00	\$300.00
7.2(m)	Slaughter of hens or quail on property	\$150.00	\$300.00
7.2 (n)	Unlawful disposal of deceased hens or quails	\$150.00	\$300.00
7.2 (q)	Selling products derived form urban hens or quail (eggs, manure, meat, etc.)	\$150.00	\$300.00
8.1(a)	Coop fails to meet size/ enclosure requirements	\$150.00	\$300.00
8.1 (b)	Fail to provide nest box or perch	\$150.00	\$300.00
8.1 (c)	Coop not located properly on subject property	\$150.00	\$300.00
8.2	Coop fails to meet setback requirements	\$150.00	\$300.00

**Appendix A
VILLAGE OF HUSSAR
Urban Hen & Quail License Application**

HEN & QUAIL LICENSES ARE EFFECTIVE FROM JANUARY 1 TO DECEMBER 31, AND ARE REQUIRED TO BE RENEWED ANNUALLY

Please print and complete the entire form

Applicant Name: _____ Phone: _____

Address: _____

Email Address: _____

Number of Hens being kept _____ Number of Quail _____ (Max 8 combined)

Premises Identification Number (PID): _____

Circle One:

Owner

Tenant**

**if tenant, a letter of authorization is required from the registered property owner, along with this application form

- The granting of this license shall in no way relieve the owner from complying with the requirements of the Village of Hussar Urban Hen & Quail Bylaw or any other relevant bylaws of the Village of Hussar or other Provincial or Federal Statutes or Regulations in force.
- I certify that I have read the required training manual in its entirety and watched the 9 educational videos. I have attached a copy of Appendix C with my initials beside each completed training requirement.
- I certify that I will abide by all regulations for the keeping of urban hens and quail pursuant to the Village of Hussar Urban Hen & Quail Bylaw, knowing that failure to comply may result in my Urban Hen & Quail License being revoked.
- I understand that my coop may require a development permit, building permits and safety codes permits that must be completed as per the Land Use Bylaw Regulations.
- I understand that providing false or misleading information will result in my Urban Hen & Quail License being revoked or denied

Applicant's Signature: _____ Date: _____

Any personal information on this form is collected under the authority of Section 33I of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of issuing urban hen and quail licenses, and for monitoring and animal control purposes. If you have any questions about the collection, use and protection of this information please contact the Village of Hussar FOIP Coordinator at 403-787-3766. 109 1 Avenue E, Hussar, AB T0J 1S0

FOR OFFICE USE ONLY

Application Fee: _____

Roll Number: _____

License Number: _____

Date Approved: _____

Status of Application: **Approved** Denied Pending (more info)

Appendix B

Adjacent Properties Notification Form

Applicant Name: _____ Phone: _____

Address: _____

I am presently applying to the Village of Hussar for an Urban Hen & Quail License to keep ___ hens and ___ quail on my property. Each applicant must comply with all regulations for the licensing and keeping of urban hens and quail pursuant to Section 5 of the Village of Hussar Urban Hen & Quail Bylaw #549-22. As per Section 5.2 I am required to notify all adjacent properties of my intention to keep urban hens and quail. Please confirm that I have notified you of such application by completing your contact information and signing below.

Adjacent Property Contact:

Applicant Name: _____ Phone: _____

Address: _____

Signature: _____

Date: _____

Should you have any questions or concerns regarding this application, please contact:

Village of Hussar
109 1st Avenue East, Po Box 100
Hussar, AB T0J 1S0
office@villageofhussar.ca
403-787-3766

Adjoining Neighbour means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street. If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.

Appendix C

Training Manual and Education Videos

READ	INITIAL (beside each once completed)
Urban Chickens Community Package (2 pg)	
A Compre'hen'sive 'Chick'list (1 pg)	
Fowl: Your Feathered Friends (39 pg)	
WATCH	
Are you Ready (1:22 min)	
Do you have what it takes? (5 min)	
Hen Handling (2:16 min)	
Everyday Care (5:31 min)	
Coop Design (9:05 min)	
Biosecurity (6:06 min)	
Enrichments (3 min)	
Are your hens healthy (12:25 min)	
Preparing for Euthanasia (7:26 min)	
QUAIL	
https://www.thehappychickencoop.com/the-ultimate-guide-to-raising-quail/	
https://www.thehappychickencoop.com/how-to-raise-chicken-and-quail-together/	

Other Resources:

Raising Chickens in Alberta, A Guide for Small Flock Owners
<https://open.alberta.ca/publications/9780773261174>

Adjacent Properties Notification Form - SAMPLE

[DATE]

Attention:

[NEIGHBOUR FIRST AND LAST NAME]

[NEIGHBOUR ADDRESS]

Hello,

I am presently applying to the Village of Hussar for an Urban Hen & Quail License to keep ___ hens and ___ quail on my property. Each applicant must comply with all regulations for the licensing and keeping of urban hens and quail pursuant to Section 5 of the Village of Hussar Urban Hen & Quail Bylaw #549-22. As per Section 5.2 I am required to notify all adjacent properties of my intention to keep urban hens and quail.

This letter is to inform you of my intention to keep hens, not to ask for permission. If you have any concerns that I am not able to address, please contact the Village of Hussar Office. You have two weeks to respond to this letter with any concerns you may have before my licence is processed.

Sincerely,

[YOUR NAME]

[YOUR ADDRESS]

Adjoining Neighbour means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street. If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: January 12, 2023
Title: Policy Review

Agenda Item Number: 5b.

BACKGROUND

The following policies are attached for review:

- 2.1 Campground Rental and Reservation – Changes made
- 5.12 Cell Phone Policy – Changes made
- 5.2 Faxing & Photocopying Policy
- 5.3 Rates and Fees
- 7.1 Outstanding Utility Account Transfer to Tax Roll
- 7.2 Outstanding Garbage Service Fees Transfer to Tax Roll
- 7.3 Private Services Repairs Charged to Homeowner

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

RECOMMENDATION:

1. Motion to make the necessary changes as discussed and bring the policy back at the next council meeting for approval.

Campground Rental & Reservations

Date Approved by Council: December 14, 2015

Resolution:

Review Date: December

Related Bylaw: N/A

Amendments: 2017-04-13-03; 2017-08-17-07; 2019-08-08-146; 2020-06-11-143; 2020-12-10-305; 2021-12-02-634; 2022-02-24-062; 2022-04-14-128, 2022-12-12-

Purpose

This policy has been adopted to provide guidelines for the reservation and rental of the Hussar Campground.

Guidelines

CAMPING RATES

- Camping rates will be as follows:

Powered Site	\$25.00/night
Non-Powered Site	\$15.00/night
Tents	\$10.00/night
Group Camping	\$10.00/night/unit (Reservation Only)
Camp Shelter	\$25.00/day (Reservation Only)
Entire Campground	\$250.00/night (Reservation Only) {Does not include Group Camping}
Monthly Rate	\$500.00/month (Reservation Only) POWERED SITES
Monthly Rate	\$350.00/month (Reservation Only) NON-POWERED SITES

- Camping fees are payable at the time of use through the self-registration booth.

TENTING

- Each campsite with a registered trailer/RV will be allowed one tent at no extra charge.
 - Additional tents will be charged the tent rate.
- Individual tents erected in powered or non-powered sites will be charged the regular site rate for those sites.
 - Additional tents erected in the same site will be charged the tent rate.

GROUP CAMPING

- The group camping area may be booked by reservation only.
- All group trailers/RVs and tents must remain parked or erected within the group camping area or will be subject to regular camping rates.
- There is no limit to the number of trailers/RVs or tents that may be parked within the group camping area.

CAMP SHELTER

8. The camp shelter may be booked by reservation only.

CAMP KITCHEN

9. The camp kitchen may be provided by reservation approval only.

PLAYGROUND

10. The playground and surrounding park area are for the use of all members of the public.
11. No camping, including tenting, is allowed in the playground area.

SPORTS GROUNDS

12. The ball diamonds may be reserved for private use, group functions, tournaments, etc. at the Village Office.
13. The riding arena shall be reserved for private use, group functions, etc. at the Village Office.
14. Use of the shooting range is at the discretion of the Hussar Fish & Game Club.

RESERVATIONS

15. All reservations must be made through the Village of Hussar Office.
16. All reservations fees must be paid in full at the time of booking. If payment is not received in full the Village Office will not consider the reservation to be complete.
17. A refundable deposit in the amount of \$250.00 is required for reservation of the entire campground, group camping area, camp shelter, and any portion of the sports grounds. The full cost of any property damage repair or cleanup required will be deducted from the amount refunded.
18. Reservation fees may be paid by cash, cheque or e-transfer.

COMMUNITY GROUPS

19. Community groups may reserve the camp kitchen, camp shelter, ball diamonds, and riding arena for community events at no cost with the approval of Council.
 - a. Community groups must provide a refundable damage deposit for the use of these areas in the amount of \$250.00. The full cost of any property damage repair or cleanup required after the event will be deducted from the amount refunded.
20. Community groups may reserve the group camping area and campsites at the same rates as individual reservations.
 - a. If community groups have paid the damage deposit as per Section 19 they will not be required to pay the damage deposit as per Section 17.

CAMPGROUND RULES

21. The following rules will be posted at the campground:
 - a. Check in: 1:00 pm
 - b. Check out: 11:00 am
 - c. Quiet hours: 11:00 pm to 7:00 am
 - d. Speed limit: 10 km/hour
 - e. Sites must be kept clean and tidy. Please place garbage in bins provided.

- f. No open liquor away from campsites. Unruly and/or intoxicated behaviour will not be tolerated. No glass bottles are permitted.
- g. Fires allowed in fire pits only. Do not leave fires unattended. Firewood is not provided.
- h. Pets must be on a leash and under control at all times. Owners must clean up after their pets.
- i. Parents are responsible for children in the playground areas. The Village will not be held responsible for any injuries from use of playground equipment.
- j. No ATV's, Dirt Bikes, Snowmobiles, etc.
- k. Vandalism, including destroying trees, will be subject to a \$1000.00 charge and will result in eviction from the campground without refund.
- l. The Village reserves the right to refuse service to anyone and will not be held responsible for any accidents, injuries, loss or damages due to fire, theft, accident or acts of God.
- m. No camping, including tenting, is allowed in areas not designated for that usage or purpose
- n. No fireworks are allowed unless you receive permission from Council and the fire department as per Section 8.1(s) of the Village of Hussar Fire Bylaw 501-15

Cell Phone Policy

Date Approved by Council: December 21, 2021

Resolution: 2021-12-21-666

Review Date: December

Related Bylaws: N/A

Amendments: 2023-01-12

Purpose

To establish the expectations for using cell phones in a safe manner during work hours. This policy applies to the use of personal cell phones and to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the internet, or downloads and allows for the reading of and responding to email. The Village of Hussar recognizes that the use of cell phones may be necessary and can be useful when performing business and/or duties for the Village of Hussar.

Guidelines

Cell phones are to only be used for work purposes during work hours. Any personal cell phone calls, text messages and internet use are prohibited during work hours and are only allowed during breaks or lunches.

Responsibility of Cell Phone Users

1. All employees are required to enter into a Cell Phone Agreement, presented as Schedule A.
2. An employee shall restrict personal use of cell phones during work time and should use personal cell phones during scheduled breaks or lunch periods.
3. An employee shall not use their cell phone or similar device to receive or place calls, text messages, surf the internet, check for phone messages, or receive or respond to email while driving.
4. Have cell phone with them at work and answer when available, so the CAO can communicate with them during or after regular working hours.
5. Lost or damaged phones must be reported to the CAO immediately and reimbursement may be recalculated if there is a prolonged period with no replacement phone.

Cell phone use in Vehicles

All employees operating equipment must adhere to the following:

- Adhere to the Distracted Driving Legislation and the use of “handheld” cell phones by the vehicle driver while the vehicle is in motion is prohibited
- If a call on the cell phone is received while the vehicle is in motion, let the person calling leave a message whenever possible
- As soon as it is safe to do so, pull over to a safe area out of the flow of traffic and return the call
- If placing a call on a cell phone, while in a Village owned vehicle and/or equipment, locate a suitable area and bring the vehicle/equipment to a stop, prior to dialing. Complete the call before continuing on your way.

- Do not use a cell phone while refueling and/or near any flammable gases.

Responsibility of the CAO

6. The CAO is responsible for issuance of payment for use of personal cell phones for business purposes.
7. The CAO is responsible for ensuring all employees are aware of the Distracted Driving Legislation and have signed the agreement before payment of cell phone allowances

Responsibility of Council

8. Council is responsible for setting the rate of the cell phone allowance for each position through a resolution in a regular council meeting
9. Casual and seasonal employees are not eligible to receive a cell phone allowance.

Non-Compliance

10. An employee found guilty of unauthorized use of a cell phone under this or any other legislation is subject to disciplinary action as per the Disciplinary Action Policy 4.11

Schedule A

Cell Phone Agreement

Requirements for use of a personal cell phone for business purposes:

1. The cell phone is only to be used for work purposes during regular business hours and personal use shall be limited to breaks and lunches.
2. The cell phone shall only be used in accordance with the provisions of the Cell Phone Policy established by the Village of Hussar, as attached hereto.
3. The use of a personal phone will be reimbursed at \$35 per month for the CAO and \$25.00 for public works. (2021-12-02-637)

Cell Phone Number: _____

I, _____, acknowledge that I have read, understand and agree to adhere to Administrative Policy 5.12 Cell Phone Policy for the Village of Hussar. I understand that if I violate the rules/procedures outlined in this Policy, I may face punitive or corrective action, up to and including termination of employment as per the Disciplinary Action Policy 4.11. If my personal cell phone is lost or damaged, I will replace it in a timely fashion, at my own expense. I understand if I am without a cell phone for a prolonged period of time my cell phone allowance may be recalculated and reduced until a new phone is available.

Signature: _____

Date: _____

Faxing & Photocopying Policy

Date Approved by Council: July 18, 2015

Resolution: 14.07.15

Review Date: January

Related Bylaw: N/A

Amendments: 2017-01-23-16; 2021-03-11-381; 2022-02-03-029

Purpose

This policy has been adopted to provide guidelines for faxing and photocopying requests from the public.

Guidelines

The Village of Hussar will provide photocopy, printing, scanning and fax services to the public up to twenty-five (25) pages maximum at one time for business not relating to the Village.

The Village of Hussar will provide photocopy, printing, scanning and fax services to the public with no maximum for documents relating to the Village, including but not limited to bylaws, policies, minutes and personal account information (taxes and utilities).

The Village of Hussar may charge a fee for all photocopying, printing, scanning and fax services not related to personal account information as per Administrative Policy 5.3.

Council meeting packages can be purchased for a flat fee:

0-125 pages \$10.00

126+ pages \$20.00

Land Use Bylaw can be purchased for a flat fee of \$10.00

Rates & Fees

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: January

Related Bylaws: Various

Amendments: 2017-08-17-07; 2020-01-09-005; 2022-02-03-030; 2022-02-24-063; 2022-04-14-129

Purpose

The purpose of this policy is to set the various rates and fees charged by the Village Office for providing services to residents and the public not specified by a Village Bylaw or other Village Policy.

Fee Schedule

ADMINISTRATIVE RATES & FEES

Information Request..... FOIP Act	\$25.00/request
..... Cost to prepare information requested	\$30.00/hour
NSF Cheques..... 1 st NSF Cheque	\$25.00
..... 2 nd NSF Cheque	\$50.00
..... No Further Cheques Will be Accepted	
Photocopying, etc. Policy 5.2	\$0.25/page
Council Meeting Package.....0-125 pages.....	\$10.00
Council Meeting Package.....126+ pages.....	\$20.00
Printed Land Use Bylaw	\$10.00
Tax Certificate	\$40.00
Hawker Peddler's License.....Per Person/Per Year.....	\$50.00
Commissioner for Oaths 1 signature	\$10.00
Commissioner for Oaths multiple signatures.....	\$15.00
Title Search.....	\$10.00

ANIMAL LICENSES (Bylaw 485-13)

Spayed/Neutered AnimalFirst 2 Animals	\$10.00/each
Un-spayed/Un-neutered AnimalFirst 2 Animals	\$20.00/each
Third Animal.....	\$50.00

CAMPGROUND (Policy)

Powered Site	\$25.00/night
Non-Powered Site	\$15.00/night
Tent	\$10.00/night
Group Camping (Reservation Only)	\$10.00/night/unit
Camp Shelter (Reservation Only).....	\$25.00/day
Entire Campground (Reservation Only)...Does not include Group Camping	\$250.00/night
Monthly Rate (Reservation Only) Powered Site	\$500.00/month
Monthly Rate (Reservation Only) Non-Powered Site	\$350.00/month

CEMETERY PLOTS

Burial Plot	\$200.00
Columbarium Niche	\$600.00
Memorial Wall Plaque	\$160.00

DEVELOPMENT (Bylaw 493-14)

Compliance Certificate within 1 week of request	\$75.00
..... Same Day Service- if submitted prior to noon	\$150.00
Development Permit Deck Construction	\$25.00
..... Fence	\$10.00
..... Discretionary uses not listed in fees.....	\$25.00
..... Accessory Building	\$50.00
..... Building Addition	\$100.00
..... New Construction	\$200.00
..... LUB Amendment (plus Palliser & Advertising fees)	\$100.00

PUBLIC WORKS

Mowing of Private Lots	\$125.00/hour
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UTILITIES (Bylaw 496-15 and 499-15)

Water Service Monthly	\$57.00/month
..... Annual	\$684.00/year
Sewer Service Monthly	\$40.00/month
..... Annual	\$480.00/year
Garbage Service	Monthly
..... Annual	\$26.00/month
..... Annual	\$312.00/year
Extra Garbage Bag Tag	(bundles of 5 or 10)
..... (Monthly Only).....	\$1.00/per tag
Penalties	3%
Bulk Water Fee	\$0.05/gallon
Curb Stop Shut Off Fee	Actual Cost + 25% Admin Fee

General Guidelines

Updates to this policy may be made indirectly by Council resolution or by the approval or amendment of Bylaws or Policies. These updates will be incorporated into this policy automatically without separate approval of Council and will not be included as a tracked amendment to the policy.

Outstanding Utility Account Transfer to Tax Roll

Date Approved by Council: January 14, 2016

Resolution: 06.01.15

Review Date: January

Related Bylaw: 539-21 Utility Bylaw

Amendments: 2017-01-23-13; 2020-05-14-112

Policy Statement

This policy has been adopted to provide guidelines for the transfer of outstanding utility accounts to the property tax roll.

General Guidelines

All utility charges that are over sixty (60) days past due will be added to the tax roll for the property. Yearly mortgagee accounts will be transferred prior to tax assessment notices being sent.

The utility charge will only be transferred to the tax roll on the parcel of land associated with the utility charge so that the service address for the utility charge and the service address for the tax roll are the same.

Written notice will be provided to each utility account owner prior to the transfer of any overdue utility amount to the tax roll for the property.

Accounts receiving monthly utility billing will have the above notice inserted into the utility bill provided as of the first (1st) of the month and the notice will include the following information:

- Utility Account Number,
- Indication that the account is overdue and the overdue amount,
- Notice that the overdue amount will be transferred to the property tax roll as of the last day of the month for which the notice is being sent if payment of the overdue amount is not made in full by the final day of the month for which the notice is being sent,
- Property tax roll number to which the overdue amount will be transferred.

Accounts receiving annual billing will have written notice mailed as of April 1 of each year and the notice will include the following information:

- Utility Account Number,
- Indication that the account is overdue and the overdue amount,
- Notice that the overdue amount will be transferred to the property tax roll as of May 31st of that year if payment of the overdue amount is not made in full by May 31st of that year,
- Property tax roll number to which the overdue amount will be transferred.

Accounts receiving monthly utility billing will have overdue amounts transferred to the property tax roll after monthly utility penalties have been applied and after tax penalties have been applied to the tax roll in order to avoid penalties being applied to the transferred amount twice in one month.

Outstanding Garbage Service Fees Transfer to Tax Roll

Date Approved by Council: March 12, 2015

Resolution: 09.03.15

Review Date: January

Related Bylaw: 540-21 Garbage Collection Fees

Amendments: 2017-01-23-13; 2020-05-14-112; 2021-01-14-354

Policy Statement

This policy has been adopted to provide guidelines for the transfer of outstanding garbage service fees to the property tax roll.

General Guidelines

All garbage collection service fees that are over sixty (60) days past due will be added to the tax roll for the property. Yearly mortgagee accounts will be transferred prior to tax assessment notices being sent.

Garbage collection fees will be transferred to the tax roll of the property at the same time as overdue utility accounts are transferred and will only be transferred to the tax roll on the parcel of land associated with the utility charge so that the service address for the utility charge and the service address for the tax roll are the same.

Written notice will be provided to each utility account owner prior to the transfer of any overdue garbage collection amount to the tax roll for the property.

Accounts receiving monthly utility billing will have the above notice inserted into the utility bill provided as of the first (1st) of the month and the notice will include the following information:

- Utility Account Number,
- Indication that the account is overdue and the overdue amount,
- Notice that the overdue amount will be transferred to the property tax roll as of the last day of the month for which the notice is being sent if payment of the overdue amount is not made in full by the final day of the month for which the notice is being sent,
- Property tax roll number to which the overdue amount will be transferred.

Accounts receiving annual billing will have written notice mailed as of April 1 of each year and the notice will include the following information:

- Utility Account Number,
- Indication that the account is overdue and the overdue amount,
- Notice that the overdue amount will be transferred to the property tax roll as of May 31st of that year if payment of the overdue amount is not made in full by May 31st of that year,
- Property tax roll number to which the overdue amount will be transferred.

Accounts receiving monthly utility billing will have overdue amounts transferred to the property tax roll after monthly utility penalties have been applied and after tax penalties have been applied to the tax roll in order to avoid penalties being applied to the transferred amount twice in one month.

Private Service Repairs Charged to Homeowner

Date Approved by Council: March 12, 2015

Resolution: 08.03.15

Review Date: January

Related Bylaw: 539-21 Utility Bylaw

Amendments: 2017-01-23-13

Policy Statement

This policy has been adopted to provide guidelines for the procedure to charge costs for water and sewer repairs to the homeowner when water and sewer repairs are undertaken and paid by the Village of Hussar but are on homeowner property and are the responsibility of the homeowner.

General Guidelines

The Village may undertake water and sewer repairs on Village owned property which encroach onto private property.

All repairs on private property are the responsibility of the property owner.

When the Village undertakes water and sewer repairs that encroach on private property, the Village shall determine the amount of work conducted on private property based on the actual costs of the repair.

The amount of work determined to be on private property will be calculated based on cost per foot (or meter) of work completed with the addition of costs of any parts or equipment used or installed on private property.

The Village will invoice the owner for the amount of the repair determined to be the owner's responsibility based on the above plus a 5% administrative charge.

The property owner will have thirty (30) days to pay the invoice as determined from the date of the invoice.

If the Owner fails to pay the invoice within sixty (60) days of the date of the invoice, the amount of the repair may be transferred to the tax roll related to the property where the repairs were completed.

The Village will notify the property owner in writing when the unpaid repairs are transferred to the tax roll by way of letter sent by regular mail.

The Village of Hussar shall not be liable for any expenses incurred for repairs, cleanouts or inspections not authorized by the Village prior to the expense being incurred.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Business
Agenda Item Number:	6b.

BACKGROUND

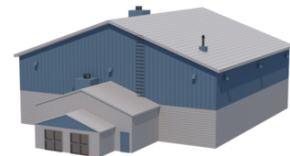
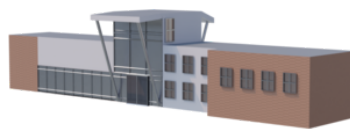
Smart Facilities Grants – Covers 80-90% of the sensors that clip to circuits of electrical panels.
Brochure attached.

RECOMMENDATION:

If we would like more information we can book a 10-15 minute call for further details.

1. Motion to _____.

Smart Facilities



for Small Municipalities

Overview

What is a Smart facility?

Summary

A smart facility provides you with an online dashboard to see what is happening in your facility at any time.

What is equipment/assets running, when it's running, and how long has it been running

Through this online dashboard, you can gain full clarity into your facility.

A smart facility goes far beyond that, though; by seeing what is happening, it can make suggestions within your facility in the following categories.

Energy Efficiency:

Identify where every penny of your energy is going; by having this clarity, ability to find every possible way to make your facility more energy efficient and calculate the exact savings you can expect

Equipment/ Asset Health:

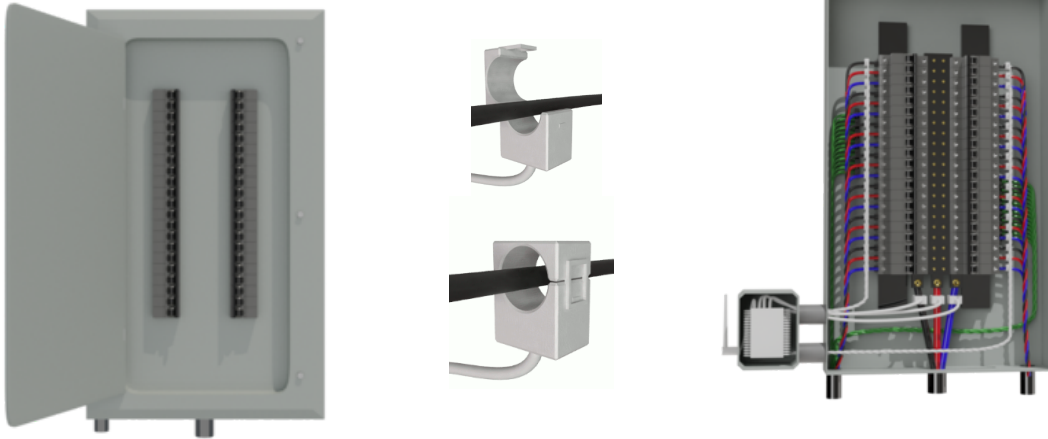
See how often your equipment start, how it draws energy and cycles, and how many hours its running; this helps ensure all assets and equipment is running properly and helps catch out early failures and faults long before they happen

Affordability

Its made to be affordable for small municipalities, costing no more than a few thousand installed, and has an ROI(return of investment period) of under two years in most cases.

How does it work?

Just Clip on



We clip on small sensors inside of your electrical panel.

They clip on very easily and are non-intrusive - with no modifications required, they clip on to individual circuits within the panel and send back information to an online dashboard of what is happening second by second

See whats happening 24/7

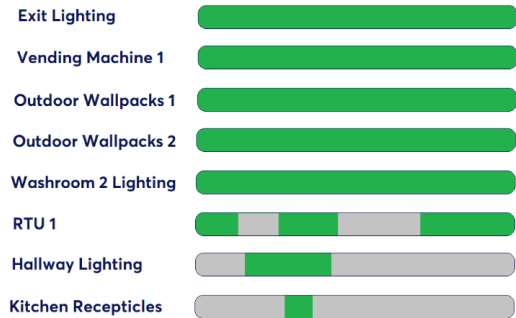
You get an online Dashboard you can access 24/7, see exactly what is happening in your facility and what its costing you



On-Going Analysis

Energy Efficiency

Seeing exactly when and for how long every circuit/piece of equipment is running allows us to make better scheduling and suggestions on what to do to reduce costs, also get accurate information on

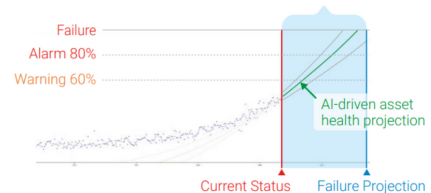


Equipment/Asset Health



How can you see or tell if your equipment is running properly or potentially facing some early symptoms of failure? The sensors help catch out any irregularities in performance and alert you long before issues arise

Get a constant live update of how quickly your equipment is deteriorating, as well as projected failures and lifetime



Contact Us

to learn more

To book a demo:

Peter Hart

phart@sustainergy.ca

(780)-863-4723



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Business
Agenda Item Number:	6c.

BACKGROUND

Course and Workshop regarding Capital Budgeting and Operating Budgeting. Courses will be available in March 2023 and April 2023. There is one session for Capital Budget and one session for Operating budget. Each session is \$1000.

RECOMMENDATION:

It may be beneficial as we are still working on the Capital and Operating Budget. April may be better to gain a bit more experience before attending

1. Motion to _____.

BLOOM

Centre for Municipal Education



2 DAY IN-PERSON CAPITAL BUDGET AND LONG TERM CAPITAL PLAN WORKSHOP

MARCH 13 & 14, 2023

FANTASYLAND HOTEL | WEST EDMONTON MALL

\$1000 / PER REGISTRANT (group rates available)

PRESENTED BY TIM DUHAMEL

780.991.8854 | Tim.Duhamel@bloomcme.com

REGISTER AT

<https://www.eventbrite.ca/e/capital-budget-and-long-term-capital-plan-workshop-tickets-462037395287>

FOR COMPLETE COURSE INFORMATION VISIT

<https://bloomcme.com/education/>

**CONTACT US FOR IN-HOUSE TRAINING
FOR YOUR MUNICIPALITY OR REGION
NO TRAVEL REQUIRED – WE COME TO YOU!**

<https://bloomcme.com/contact/>

CAPITAL BUDGET / LONG TERM CAPITAL PLAN

This course provides everything today's municipal executive, manager, finance officer and subject matter expert needs to know about capital budgeting and long-term capital planning. This is a two-day intensive course that will provide all the tools required to ensure the capital budget and long-term capital plan meets the needs and goals of your municipality.

Prudent capital planning is a critical factor in every municipality's long-term sustainability.

An investment in this course is an investment in your municipality's future.

The wide variety of topics covered in this course will give students an extensive "beginning to end experience" of capital planning.

Attendees will be exposed to all aspects of the capital budgeting spectrum.

- Learn how to build a capital budget from scratch
- The development of a long-term capital plan
- How to develop both long and short-term funding plans
- Long-term funding strategies
- Legislation
- Capital plan structure
- Annual processes
- Advanced analytics
- Funding sources
- Funding strategies
- Public communication plan
- Capital priorities and decision making
- Funding large scale projects

COURSE OVERVIEW

- Introduction & course overview
- The basics (Long-Term Capital Plan)
- Capital budget structure/fundamentals
- Creating a capital planning process
- Decision-making - conventional and priority based budgeting
- Techniques for analyzing, funding and financing; (excel tools provided – funding pool)
- Municipal scan for capital – challenges and opportunities
- Advanced techniques for creating a capital needs list (long term)

ALL TAKING PLACE AT THE WORLD FAMOUS WEST EDMONTON MALL!

Finally!

**A Business Trip
That's Fun For The
Entire Family!**

World-Class Shopping & Dining
Amusement Park & Waterpark
Sea Life Caverns | Skating Rink
Movie Theaters | Casino | Nightlife
Bowling | Race Karts | Mini Golf

AND SO MUCH MORE!



get **BLOOMED!**

BLOOM

Centre for Municipal Education

2 DAY IN-PERSON OPERATING BUDGET AND LONG-TERM TAX STRATEGY ESSENTIALS COURSE

MARCH 9 & 10, 2023

FANTASYLAND HOTEL | WEST EDMONTON MALL

\$1000 / PER REGISTRANT (group rates available)

PRESENTED BY TIM DUHAMEL

780.991.8854 | Tim.Duhamel@bloomcme.com

REGISTER AT

<https://www.eventbrite.ca/e/operating-budget-and-long-term-tax-strategy-essentials-course-tickets-462033423407>

FOR COMPLETE COURSE INFORMATION VISIT

<https://bloomcme.com/education/>

**CONTACT US FOR IN-HOUSE TRAINING FOR YOUR
MUNICIPALITY OR REGION
NO TRAVEL REQUIRED – WE COME TO YOU!**

<https://bloomcme.com/contact/>

OPERATING BUDGET ESSENTIALS

- A new and an innovative operating budget course built specifically to take on today's complex municipal challenges!
- Basic to advanced essentials required to be compliant with municipal legislation for financial planning!
- A two-day intensive and energized course that will ensure your operating budget and long-term financial plan meets the strategies, needs and goals of your municipality!
- The wide variety of topics covered in this course will give students an extensive "beginning to end experience" of financial planning and the operating budget.
- Students will be exposed to all aspects of the operating budgeting spectrum— learning how to build the operating budget from scratch, the development of a long-term operating plan (three-year forecast), and how to develop both short-term funding plans and long-term funding strategies.
- Legislation, operating budget structure, annual processes, advanced analytics, funding sources, funding strategies, public communication plans and presenting budgets to Council are just some of the topics that will build student capacity.

The operating budget is critical to every municipality's success and achievement of Council's strategic plan. A results-driven process that guides quality operating budgeting and planning enables sustainable every-day service delivery. Quality, evidence based operating budgeting is a crucial exercise required to sustain the health of financial and infrastructure assets, advance priorities and drive local and regional economies.

An investment in professional development related to the operating budget is an investment in the future of your municipality!

COURSE OVERVIEW

- Introduction and course overview
- The basics (operating budget essentials)
- Creating an operating budget process
- Decision-making - conventional priority based budgeting
- Fundamentals of the strategic plan and the budget
- Learn how to utilize the PBB framework to make evidence-based decisions to result in budget savings
- Develop a priority framework to support your municipality's long-term tax strategy
- Learn how to improve performance through proper management of measured activities

ALL TAKING PLACE AT THE WORLD FAMOUS WEST EDMONTON MALL!



get **BLOOMED!**

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Business
Agenda Item Number:	6d.
<u>BACKGROUND</u>	
WREMP – request for Chestermere to join.	
<u>RECOMMENDATION:</u>	
Review and provide comments or concerns to discuss in the new year.	
1. Motion to _____.	



Attn: David Sturgeon Mike Bourgon
Fire Chief Strathmore Fire Chief Wheatland County

WHEATLAND REGIONAL EMERGENCY MANAGEMENT AGENCY

Thank you for the opportunity to submit this letter as our request to join the Wheatland Regional Emergency Management Agency in 2023.

The City of Chestermere believes deeply in partnerships with our regional neighbors. We feel this opportunity would benefit all parties, bringing our limited resources together in an affective, sustainable way, this will bring us all together during training, preparing, and exercising our disaster management plans.

Our emergency management capabilities are limited but we are excited to grow our capacity and learn from our neighbors. We believe we will be stronger together, and the City of Chestermere will put the necessary resources toward this partnership. We look forward to hearing back from you regarding our participation. Please let us know your decision as soon as it is practical so we can move forward with our Emergency Management plans for 2023.

Regards

Cameron Wong

City Director Community Operations (Interim)



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Business
Agenda Item Number:	6e.

BACKGROUND

Loop website update. It has been a few years since our last website update. They are wanting to know if there are any changes we need done to any features, website design or offer and app to notify residents

RECOMMENDATION:

At this time, I believe the website works for what we need it to do and functions for what we need.

1. Motion to _____.

Municipal Website Pricing Plans



Pricing reflects annual costs on a 3-year term.

Basic	\$1,500	Essentials	\$2,500	Plus	\$3,750
Loop CMS & Training		Loop CMS & Training		Loop CMS & Training	
News		News		News	
Events Calendar		Events Calendar		Events Calendar	
Page Manager		Page Manager		Page Manager	
Emergency Notices	\$500	Emergency Notices		Emergency Notices	
Polls	\$375	Polls		Polls	
Business Directory	\$500	Business Directory		Business Directory	
Quick Links	\$375	Quick Links		Quick Links	
Form Builder*	\$750	Form Builder*	\$750	Form Builder*	
Public event submissions with online payments	\$375	Public event submissions with online payments	\$375	Public event submissions with online payments	
Meetings Module	\$500	Meetings Module	\$500	Meetings Module	
Tax Calculator	\$500	Tax Calculator	\$500	Tax Calculator	
Secure Council Pages	\$500	Secure Council Pages	\$500	Secure Council Pages	

Additional Features

Report a Problem	\$4,750	Trail Maps	\$1,500
Integrated Staff & Department Directory	\$500	Lot Maps	\$1,000
HR - Job Postings	\$500	Site Search Engine	\$575
HR - Applicant Tracking	\$2,000	Videos	\$375
Tenders	\$500	Redirects	\$375
Waste Collection	\$500	Website Custom Design	\$6,000 - 10,000
Snow Removal	\$500	Municipal App	
Active Directory Integration for User Management	\$500	Unified App	\$1,250
		Standalone App	\$4,750

- available in the app

*Online payment fees are 4.5% + 35 cents per transaction
Updated 2022-21-01



A division of Box Clever Incorporated

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Business
Agenda Item Number:	6f.
<u>BACKGROUND</u>	
Alberta Treasury Board and Finance – loan applications deadline is January 31, 2023.	
<u>RECOMMENDATION:</u>	
1. Motion to _____.	

Current Loan Application Dates and Application Requirements

Application Deadline: January 31, 2023

Loan Issue Date: March 15, 2023

Please submit all required documentation by the application deadline of **January 31, 2023**. Applications for education and health borrowers should be submitted well in advance of the application deadline due to additional review and legal work required. Please refer to the [Loans to Local Authorities website](#) for information on [how to apply](#), [application forms](#), and general information.

All applicants must submit the following documents:

- 1) [Loan application](#);
- 2) Authorized borrowing bylaw or resolution (certified true copy);
- 3) Most recent audited financial statement;
- 4) [Loan calculator](#); AND

The following additional documents, as applicable to your borrower category:

	Debt Limit Worksheet and supporting documents ¹	Financial Information Return	Master Loan Agreement (New agreement with Treasury Board & Finance)	Business Case	Ministerial Approval, (As applicable)	Credit Review Documents (As applicable)
Municipalities	√	√	√		√	√
Regional Service Commissions	√	√	√	√	√	√
Post-Secondary Institutions	√			√	√	
School Board				√	√	
Health Authorities				√	√	
Airport Authorities	See respective Credit Agreements					

¹Debt Limit Worksheets must be completed as at **Dec 31, 2022** for municipal and regional service commission borrowers. Please submit supporting documentation for your year-end 2022 revenue and debt and your 2023 debt repayments. Please use the most recent version of the debt limit worksheet from the website.

Electronic submissions are accepted and no hard copies are required. Please submit your applications to localauthorityloans@gov.ab.ca.

The next quarterly loan date is June 15, 2023 and the application deadline is May 1, 2023.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Business
Agenda Item Number:	6g.

BACKGROUND

Any adjust to the Fortis Franchise fees can only be done onse per calendar year. Attached are the dates that they must receive documentation by should any adjustments be required.

RECOMMENDATION:

1. Motion to _____.

FortisAlberta Friendly Reminder Key Dates for 2023 Franchise Fee changes



Good morning,

This is just a reminder that if your municipality would like to adjust your franchise fees in 2023, here are the key dates to consider. Please note adjustments can only be done **once** per calendar year.

Documentation <u>must</u> be received no later than:	Franchise Fee Implementation Date:
February 15, 2023	April 1, 2023
May 15, 2023	July 1, 2023
August 15, 2023	October 1, 2023
November 15, 2023	January 1, 2024

If you have any questions, or require any additional information, please contact your Stakeholder Relations Manager.

Thank you,



We are FortisAlberta. We deliver the electricity that empowers Albertans to succeed. We keep the power on, not just because it's our job, but because we care about the people we serve. We are reliable, honest and dedicated to our work because our employees, customers and communities matter to us.

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE December 31, 2022

STATEMENT BALANCE 172,847.38

ADD: OUTSTANDING DEPOSITS

Deposited in November	1,190.18	-
		1,190.18

LESS: OUTSTANDING CHEQUES

8955 CIMA Canada Inc.	599.32	
8956 Contact Safety Services Ltd.	1,255.27	
8957 Direct Energy	1,293.33	
8958 Data Scavenger	157.50	
8959 Epcor Utilities	4,038.80	
8960 Gregg Distributors LP	72.10	
8964 Tim Muir	2,000.00	
8965 Munisoft	5,195.40	
8966 Reality Bytes Incopr	115.16	
8967 Canoe Procurement Group	204.75	
8968 Russell Hermanson Ag Mechani	2,171.86	
8969 Sunset Memorial& Stone Ltd.	310.80	
8972 Village of Rockyford	133.20	
[REDACTED]	[REDACTED]	
8980 CIMA Canada Inc.	18,598.73	
8981 Jepson Petroleum Ltd.	562.13	
8982 Sunset Memorial& Stone Ltd.	310.80	
8983 Telus Mobility	227.87	
8984 Wheatland County	1,179.94	
		- 39,336.62

OUTSTANDING TRANSFERS

-
-
-

RECONCILED BALANCE	134,700.94
GL BALANCE (3000012700)	134,700.94
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800) Community Account (Rate .05)	STATEMENT 3,216.79 Interest GL BALANCE <u>3,216.79</u> \$ 0.13 Variance -
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT 21,293.85 Interest GL BALANCE <u>21,293.85</u> \$ 0.91 Variance -
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT 27.63 Interest GL BALANCE <u>27.63</u> \$ - Variance -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT 1,234.24 Interest GL BALANCE <u>1,234.24</u> \$ - Variance -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT 10,535.27 Interest GL BALANCE <u>10,535.27</u> \$ 13.40 Variance -
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT 151,350.18 Interest GL BALANCE <u>151,350.18</u> \$ - Variance -
Common Share 10497733 (3000030000) Common Share	STATEMENT 2,708.32 Interest GL BALANCE <u>2,708.32</u> \$ - Variance -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT 58,263.51 Interest GL BALANCE <u>58,263.51</u> \$ 74.13 Variance -
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT 1,110.12 Interest GL BALANCE <u>1,110.12</u> \$ - Variance -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT 294,867.20 Interest GL BALANCE <u>294,867.20</u> \$ - Variance -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT 10,055.60 Interest GL BALANCE <u>10,055.60</u> \$ 12.79 Variance -

Special Events Account 722821632741 (3000034000)
High Interest Savings (Rate .35)

STATEMENT	917.58	Interest
GL BALANCE	<u>917.58</u>	\$ 1.17
Variance	-	

Emergency Management 722821646022 (3000035000)
Savings Account (Rate .05)

STATEMENT	2,185.09	Interest
GL BALANCE	<u>2,185.09</u>	\$ 0.09
Variance	-	

Centennial 722821666012 (3000036000)
Savings Account (Rate .05)

STATEMENT	1,751.13	Interest
GL BALANCE	<u>1,751.13</u>	\$ 0.07
Variance	-	

Village Reserves Term Account 723112219933 (3000031000)
12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)

STATEMENT	400,000.00	Interest
GL BALANCE	<u>400,000.00</u>	\$ -
Variance	-	

Village of Hussar
List of Accounts for Approval
Batch: 2022-00126 to 2022-2147483647

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
8954	2022-12-20	Armstrong Auto Service	37.32
8955	2022-12-20	CIMA Canada Inc.	599.32
8956	2022-12-20	Contact Safety Service LTD.	1,255.27
8957	2022-12-20	Direct Energy	1,293.33
8958	2022-12-20	Data Scavenger Inc.	157.50
8959	2022-12-20	EPCOR Utilities Inc.	4,038.80
8960	2022-12-20	Gregg Distributors LP	72.10
8961	2022-12-20	Harms, Derek & Robyn	525.00
8962	2022-12-20	Jepson Petroleum Ltd.	565.36
8963	2022-12-20	JG Water Services	4,122.83
8964	2022-12-20	Tim Muir	2,000.00
8965	2022-12-20	Munisoft	5,195.40
8966	2022-12-20	Reality Bytes Incorporated	115.16
8967	2022-12-20	Canoe Procurement Group of	204.75
8968	2022-12-20	Russell Hermanson's Ag Mechani	2,171.86
8969	2022-12-20	Sunset Memorial & Stone Ltd.	310.80
8970	2022-12-20	Telus Communications Inc.	111.98
8971	2022-12-20	Telus	43.00
8972	2022-12-20	Village of Rockyford	133.20
8973	2022-12-20	Wild Rose Assessment Service	490.00
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
8980	2022-12-31	CIMA Canada Inc.	18,598.73
8981	2022-12-31	Jepson Petroleum Ltd.	562.13
8982	2022-12-31	Sunset Memorial & Stone Ltd.	310.80
8983	2022-12-31	Telus Mobility	227.87
8984	2022-12-31	Wheatland County	1,179.94
Total Computer Cheque:			55,667.31

Total AP: 55,667.31

Certified Correct This December 31, 2022

Reeve

Administrator

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Financials
Agenda Item Number:	7b.

BACKGROUND

Set Date for Special Meeting to work on the Interim Budget 2023

RECOMMENDATION:

1. Motion to set the Special Meeting for working on the Interim Budget 2023 for _____

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	January 12, 2023
Title:	Financials
Agenda Item Number:	7c.
<u>BACKGROUND</u>	
Appoint Auditor – quotes from Vista and Gregory Harrimann & Associates LLP.	
<u>RECOMMENDATION:</u>	
1. Motion to appoint _____.	

GHA

GREGORY
HARRIMAN
& ASSOCIATES LLP
CHARTERED PROFESSIONAL ACCOUNTANTS

January 9, 2023

Liz Santerre, CAO
Village of Hussar
109 – 1st Avenue East
PO Box 100
Hussar, Alberta
T0J 1S0

Dear Madam:

Re: “Request for Proposal - Auditing Services”

Please accept this as our proposal for providing independent audit services to the Village of Hussar for the three-year period commencing with the year ending December 31, 2022.

Our goal is to offer exceptional auditing, advisory and accounting services in a timely and professional fashion. Our firm has over 20 years' experience in Municipal public sector accounting for entities similar in size to the Village, including the Village of Champion, the Village of Carbon and the Village of Standard. We are a well-respected accounting firm that believes taking an active role in community involvement is paramount in the success of our firm and the success of the community. We are confident that we have both the knowledge, skills and attitude to satisfy the Village's needs.

Appendix “A” of the attached outlines the details of our proposal. We have included references in Appendix “B” and Appendix “C” provides our fee information, followed by our certification in Appendix “D”.

Should you have any questions relating this proposal, or if you require additional information, please contact myself at (403) 934-3176.

Yours truly,



Erin Gregory, CPA, CA
Gregory, Harriman & Associates LLP
Chartered Professional Accountants
Enclosures

VILLAGE OF HUSSAR

PROPOSAL CALL FOR EXTERNAL AUDIT SERVICES

VILLAGE OF HUSSAR
PROPOSAL CALL FOR EXTERNAL AUDIT SERVICES

PRESENTED TO COUNCIL BY:

**ERIN GREGORY, CPA, CA OF
GREGORY, HARRIMAN & ASSOCIATES LLP
CHARTERED PROFESSIONAL ACCOUNTANTS**

#104, 331 – 3rd Avenue, Strathmore, Alberta T1P 1T5

PHONE: (403) 934-3176
FACSIMILE: (403) 934-3182
E-MAIL: egregory@gh-a.com
WEBSITE: www.gh-a.com

VILLAGE OF HUSSAR
PROPOSAL CALL FOR EXTERNAL AUDIT SERVICES

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Certification – Appendix “D”

VILLAGE OF HUSSAR

EXTERNAL AUDITORS PROPOSAL QUESTIONNAIRE – APPENDIX “A”

AUDIT FIRM PROFILE

GREGORY, HARRIMAN & ASSOCIATES LLP

Our firm is an active registered member of the Chartered Professional Accountants of Alberta.

- Partners: Erin Gregory, CPA, CA
Shelley Harriman, CPA, CGA
John Gauvin, CPA, CGA
- Managers: Jenna Harriman-Fitzsimmons, CPA, CA
Scott Banadyga, CPA, CA
Anita Timmerman-McNamara, CPA, CGA
John Deering, CPA, CA
Michael McCutcheon, CPA, CGA
Samuel Miller, CPA, CA
Danielle Sywenky, CPA, CGA
Jennifer Jensen, CPA, CGA
- Professionals: Five CPA, CA's, six CPA, CGA's, two CPA's and two CPA students
- Accounting Technicians: Nine accounting technicians
- Staff Accountants: One staff accountant
- Administration: Four administrative staff

Gregory, Harriman & Associates LLP is a locally owned and operated firm located in Strathmore, AB providing a full range of audit, accounting and taxation services. Our audit focus lies in government agencies and not-for-profit organizations, utilizing the accounting methods prescribed in the Public Sector section of the CPA Handbook, as well as the Not-for-Profit section of the Handbook. We are very knowledgeable in all aspects of the audit process and continue to keep abreast of any changes made by government legislation or by the Chartered Professional Accountants of Canada regarding audit and disclosure requirements.

We take pride in our ability to enhance our service through prompt assistance to clients with audit and operational issues that may arise. We also offer the convenience of web portal access on our website.

Our firm believes in actively supporting our local community, whether through volunteering at events such as packing hampers at The Strathmore & Wheatland Christmas Hamper Society or providing donations to various Charities and Not-For-Profit Organizations in the area. We want to give back to the community that has contributed to the success of our firm.

The audit personnel of Gregory, Harriman & Associates LLP are qualified to perform all audit requirements as needed by the Village of Hussar, in accordance with Canadian Auditing Standards prescribed by the Chartered Professional Accountants of Canada and the Province of Alberta. We are committed to providing reasonable annual continuity of experienced and qualified personnel.

EXPERIENCE WITH MUNICIPAL AUDITS

Below is a listing of current and past public sector audit clients from the past 10 years, including the number of years our firm was appointed as auditor:

- Village of Standard – 21 years
- Village of Champion – 6 years
- City of Chestermere – 17 years
- Village of Carbon – 10 years
- Town of Claresholm – 3 years
- Village of Linden – 11 years
- Village of Longview – 8 years

Erin Gregory, CPA, CA – Partner

Erin has extensive experience in performing audits of government and non-profit organizations. She commenced employment with Gregory, Harriman & Associates LLP in 2005, completed her Chartered Accountant designation in 2011 and joined the partnership thereafter. Throughout her experience and continued professional development she has become highly skilled in performing audits on Public Sector entities such as Municipalities and possesses a thorough and current knowledge of the many changes in the CPA Handbook and other reporting organizations that govern these bodies.

Her experience encompasses acting as the partner in charge of audits including the Village of Beiseker, Village of Carbon, Village of Champion, Village of Longview, and the City of Chestermere. She has also been involved in the review and assessment of governance policies and systems throughout these audits and various other engagements. She actively reviews annual publications from Alberta Municipal Affairs regarding legislated financial reporting requirements, as well as, ongoing review of publications from CPA Canada, the Canadian Auditing and Assurance Standards Board, the Canadian Accounting Standards Board and the Public Sector Accounting Standards Board.

Scott Banadyga, CPA, CA – Manager

Scott has a considerable amount of experience in performing audits in both the Not-for-Profit and municipal government sectors. He began working with Gregory, Harriman & Associates LLP in 2012, completing his Chartered Accountant designation in 2014. Throughout his experience, he has gained a strong understanding of audits and assurance guidelines by working as the manager of audits including the City of Chestermere, Town of Claresholm, and Village of Carbon. He has taken an active role in mentoring CPA articling students as well, requiring him to stay up to date in any changes regarding the auditing sections of the Handbook and have the working knowledge required to explain it in a way that is easy to learn and understand.

He also actively reviews the changes in the CPA Handbook, as well as, ongoing review of publications from CPA Canada, the Canadian Auditing and Assurance Standards Board, the Canadian Accounting Standards Board and the Public Sector Accounting Standards Board as he has taken on the role of reviewing any new Audit Standards that are introduced for the firm, in order to ensure any that will effect our clients our known and understood internally and can be efficiently relayed to the Municipalities that are effected. Scott has also completed a Professional Development courses for Public Sector Accounting.

PROPOSED SERVICES

Our firm will carry out all required duties to ensure that the Village of Hussar meets yearly audit and financial requirements in compliance with Section 276, 277, 278, 279, 280, 281 and 283 of the *Municipal Government Act Revised Statutes of Alberta 2000* Chapter M-26. The proposed services to be provided to the Village of Hussar will include:

- Year-end audit fieldwork including tests of documentary evidence and review of internal controls;
- Preparation of Audited Financial Statements in accordance with Canadian Public Sector Accounting Standards including Independent Auditors' Report;
- Audit findings report to Municipal Council;
- Preparation of the Municipal Financial Information Return (MFIR);
- Provision of required copies of the above documentation;
- Presentation of the audited financial statements to Municipal Council; and,
- Written communication regarding accounting policies and internal controls and operations.

Increased fees may be incurred if additional work is undertaken. This would be discussed and reviewed with Council and staff prior to commencement of the audit.

Our office has experience in review and formulation of Board Governance policies and procedures, budget forecasting, internal control review and recommendations, as well as a broad background in public sector accounting and reporting issues. Through our extensive experience, we are qualified to assist you in many additional aspects of carrying out the organization's goals and objectives.

WORKLOAD REQUIREMENTS OF THE VILLAGE OF HUSSAR STAFF

As auditors, we request that the staff ensures all related working papers required to complete the financial statements and financial information return are provided. We also request access to certain staff for various discussions and access to the computer system with accounting data. We understand that the staff are required to carry out their regular duties while audit field work is being performed and endeavor to minimize disruption to staff.

AUDIT APPROACH

Our firm utilizes an approach that identifies the business risks facing our client. We then assess the adequacy of internal control systems designed to mitigate the risk that financial information may not be reliably recorded and reported. We allocate greater audit focus to the areas where the risk of material error is high. Planned audit procedures are then performed and the audit evidence is evaluated. Depending on the results of this assessment, additional audit procedures may be performed. Finally, the Independent Auditors' Report is prepared. Throughout this process we utilize appropriate and effective audit techniques, and implement our own systems of control, which includes a thorough review process.

Audit Planning

In planning for the audit, we will obtain a thorough understanding of the Village of Hussar and its environment, including its internal controls, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and sufficient to design and perform further audit procedures. The prior year results will be reviewed and any major changes will be identified. The above assessment will result in establishing the basic audit approach, materiality, and timing of procedures and assignment of the audit staff.

Risk Assessment Procedures

Risk assessment procedures will be used to:

- identify and assess business and fraud risks;
- identify significant risks; and,
- evaluate the design and implementation of controls that mitigate risks of material misstatement.

Internal Controls

The control environment reflects the overall attitude, awareness, commitment and actions of management relating to internal controls. In planning our audit approach, we will assess the control environment, including the computer information systems environment.

Relevant internal controls will be documented through inquiry, preparation of flow charts and performance of walk-through tests of key systems. This documentation will identify what controls exist to mitigate identified risks, assure us that controls are actually operating as designed, identify key controls for testing and identify control weaknesses to be reported.

Where internal controls are viewed to be sufficiently strong, and where it is efficient to do so, we may rely on these controls to reduce our level of substantive work required. This requires us to test those controls to verify that they are effective and were in place throughout the year. Where reliance is not placed on internal controls, we will obtain assurance through substantive procedures.

As noted, the assessment of risks is not complete without input from the client. To this end, both management and Council will be expected to provide response to inquiries made by audit staff throughout the audit.

Audit staff will also be required to access the computer systems of the Village of Hussar to complete certain risk assessment procedures.

Design of Further Audit Procedures

The overall audit strategy will be finalized at this stage and will be based on the assessment of risk at the financial statement level.

An appropriate audit response (by financial statement area and assertion) to the assessed risks identified will be developed. Substantive procedures, including analytical review, confirmations with third parties, and various detailed testing of transactions will be used during the audit. These procedures are performed for all financial statement components, with more extensive testing applied to components of higher dollar value, greater risk of misstatement, and/or where reliance is not placed on internal controls.

Our completion of the review of internal controls and the application of substantive procedures will allow us to assess those areas seen as critical and significant audit areas. These are generally those areas with at least one of the following characteristics:

- pose significant business risk and thereby increase audit risk;
- non-routine transactions;
- require the use of estimation and judgment; or,
- have a history of being problematic resulting in audit differences.

These areas may require additional audit procedures to be performed.

AUDITORS' RESPONSIBILITIES RE: REPORTING

Our desire as auditors is to avoid a qualified report where possible. To accomplish this, we keep our clients abreast of any reporting changes that may affect them so they can make the appropriate adjustments where necessary. A qualification requirement would be discussed extensively with the client before it would be issued.

The Independent Auditors' Report, management letter, audit findings report and results of the audit will be presented first in exit meetings with management, followed by a formal presentation to Council. The material will be presented by way of paper copies for each Council member and a complete bound package for the organization's file.

We have attached our quotation regarding audit fees in Appendix "C" – Details of Fees. We have assumed that all the necessary working papers and client prepared financial statements will be made available to the auditors' and our main focus will be on the audit process.

INDEPENDENCE

We are not aware of any independence issues which would prohibit us from accepting the engagement as auditors for the Village of Hussar and we do not foresee any conflicts of interest.

AUDIT STAFFING

Managing Partner: Erin Gregory, CPA, CA

Manager: Scott Banadyga, CPA, CA

SCHEDULING

We would anticipate the following approximate schedule for the conduct of the audit as follows:

Year end audit field work:	February 2023
Financials and Management letter presentation to Municipal Council:	April 2023
Submission of Financial package to Municipal Affairs:	April 2023

VILLAGE OF HUSSAR

REFERENCES – APPENDIX “B”

Village of Carbon

Contact: Ms. Vanessa Van der Meer, CAO
Telephone: (403) 572-3244
E-mail: carbon.cao@gmail.com

Type of Services: Audit of financial statements, Municipal Financial Information Return and Notice to Reader for Parkview Lodge

Year's services provided: 10 years (to present)

Town of Claresholm

Contact: Mr. Blair Bullock, Director of Corporate Services
Telephone: (403) 625-3381
E-mail: Blair@claresholm.ca

Type of Services: Audit of financial statements and preparation of Municipal Financial Information Return

Year's services provided: 3 years (to present)

Village of Standard

Contact: Ms. Yvette April, CAO
Telephone: (403) 644-3968
E-mail: cao@villageofstandard.ca

Type of Services: Audit of financial statements and preparation of Municipal Financial Information Return

Year's services provided: 21 years (to present)

VILLAGE OF HUSSAR

DETAILS OF FEES – APPENDIX “C”

Our budget for providing audit services for the next three years is as follows:

AUDIT FEE:

2022 Preparation and audit of Financial Statements for the year ended December 31, 2022, including Management Letter	\$	16,500
Preparation of Municipal Financial Information Return for the year ended December 31, 2022		1,500
2022 Total Fees	\$	18,000

2023 (Total: 2022 plus 3%)

The 2023 budget will be based on the previous year's billing plus adjustment for inflation (3% each year, assuming this to be the consumer price index).

Preparation and audit of Financial Statements for the year ended December 31, 2023, including Management Letter	\$	16,995
Preparation of Municipal Financial Information Return for the year ended December 31, 2023		1,545
2023 Total Fees	\$	18,540

VILLAGE OF HUSSAR

DETAILS OF FEES – APPENDIX “C”

2024 (Total: 2023 plus 3%)

The 2024 budget will be based on the previous year's billing plus adjustment for inflation (3% each year, assuming this to be the consumer price index).

Preparation and audit of Financial Statements for the year ended December 31, 2024 including Management Letter	\$	17,505
Preparation of Municipal Financial Information Return for the year ended December 31, 2024		1,590
2024 Total Fees	\$	<u>19,095</u>

OTHER SERVICES AVAILABLE:

- Bookkeeping
- Financial analysis
- Budgeting assistance
- Management consulting
- Grant application assistance
- Director consulting
- Governance
- Internal control review
- General advisory services

All amounts are excluding GST.

Invoices will be mailed after completion of the annual audit. Invoices can be paid via cheque, e-transfer or credit card.

VILLAGE OF HUSSAR
CERTIFICATION – APPENDIX “D”

WE: Gregory, Harriman & Associates LLP
(Legal Company Name)

OF: #104, 331 – 3rd Avenue
(Business Address)

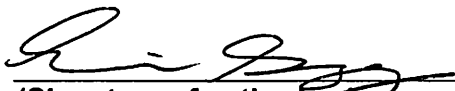
Strathmore, Alberta T1P 1T5

(403) 934-3176
(Telephone Number)

(403) 934-3182
(Facsimile Number)

We hereby bid and agree to provide the services/products in accordance with the Proposal documents, and do hereby agree to accept the terms and conditions set out in this Proposal.

Executed this 9th day of January, 2023.


(Signature of authorized representative)

Erin Gregory, CPA, CA, Partner, Gregory, Harriman & Associates LLP
(Name and status/title of authorized representative)

PROPOSAL FOR AUDIT
AND ASSURANCE
SERVICES



Prepared for:

Village of Hussar

Attention: Liz Santerre, CAO

Prepared by:

Stephen A. Johnson, CPA CA
Vista Accounting Professional Corporation

December 12, 2022

Liz Santerre, CAO
Village of Hussar
109 1st Avenue E
Box 100
Hussar Alberta T0J 1S0

Dear Liz Santerre,

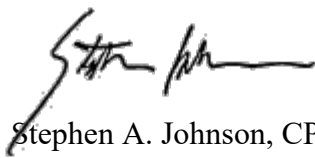
Vista Accounting Professional Corporation is pleased to provide this proposal for professional accounting, financial audit, and assurance services to Village of Hussar. Our experience in providing reviews and audits for not-for-profit entities and municipalities over the last 20 years, provides us with a solid understanding of your business environment and needs.

We are active members in the Calgary and surrounding area community and believe that we can provide Village of Hussar with outstanding service.

We have developed the enclosed proposal with Village of Hussar in mind, providing information that is most relevant to your current needs.

We look forward to serving you.

Sincerely,



Stephen A. Johnson, CPA, CA
Principal
Vista Accounting Professional Corporation

ABOUT US

Our firm is comprised of a dedicated team of professionals that provide a full range of accounting, assurance, and taxation services. Our success has been built on our ability to provide these services combined with practical advice that improves the way our clients operate

As a firm, we have over twenty years of experience in performing reviews and audits of not-for-profit entities and government organizations.

Through our experience in dealing with not-for-profit organizations and government entities, we have gained a solid understanding of their needs associated with the reporting requirements. Our team is qualified to perform all audits and reviews in accordance with standards prescribed by the Chartered Professional Accountants of Alberta.

Our quotations regarding fees are detailed in the Proposed Fees Schedule. We have assumed that all necessary working papers and client prepared financial statements will be made available to our team, so that their focus will be on the review process.

Client Experience

Some of our related client experience includes:

- Village of Beiseker
- Parkland Community Centre
- Calgary Seniors' Resource Society

FIRM PROFILE

Vista Accounting Professional Corporation provides a full range of accounting, assurance, and taxation services. Our audits are based on prescribed, generally accepted, reviewing standards in accordance with Canadian Accounting Standards for Not-For-Profit Organizations. We are very knowledgeable in all aspects of the audit process and continue to keep abreast of any changes made by government legislation or by the Canadian Institute of Chartered Professional Accountants.

PROPOSED STAFF



Stephen Johnson

Stephen graduated from the University of Alberta in 2000, with a Bachelor of Commerce degree and obtained his Chartered Accountant (CA) designation in 2002. In 2009, he graduated from the University of Alberta with a Certificate in Local Government Municipal Administration.

Stephen started his professional career with Deloitte LLP in 2000, where he was involved in engagements for companies whose revenues ranged from \$100,000 to \$30,000,000. Stephen has over ten years of government financial reporting experience at the provincial and municipal levels. He was a manager for the Auditor General of Alberta and managed several large provincial audits. He was the Chief Financial Officer for Wheatland County and has managed countless audits in the not-for-profit and government sectors.

MUNICIPAL AUDITING EXPERIENCE

Stephen Johnson, CPA CA, Principal for Vista Accounting Professional Corporation, has twenty years of experience in government finance. He was the Chief financial officer for the county of Wheatland. In this role he prepared internal financial statements and prepared supporting documents for the annual external audit. He also spent time as the manager for the Auditor General of Alberta. In this role he participated in numerous audits of government ministries, and entities across the Alberta government. His audit recommendations were published in an annual Auditor Generals report. This experience has uniquely prepared him to assist our municipal clients in preparing for and understanding the Audit process.

Stephen carried his provincial and municipal government knowledge into his accounting practice. Our team brings strong accounting knowledge added with good interpersonal skills, which allows us to connect with management and council, while communicating the results of the audit.

In the last five years we have worked with Village of Hussar and the Village of Beiseker. We have audited their financial statements, which includes an onsite visit to each village office to do financial testing and compliance. This is then followed with ongoing conversations to bring clarity and transparency in the process. We also prepare and submit the Financial Information Return for Alberta for each entity.

PRICING FORM

Company Name: Vista Accounting Professional Corporation

Contact Name/Email/Phone: Stephen Johnson / sjohnson@vistacpa.ca / (403) 719-7985

Prices to be quoted in CAD and include all applicable fees (e.g., disbursements, travel, and accommodation costs)

	2022	2023	2024
Annual Audit of Year End Financial Statements	13,500	14,100	14,700
Preparation and submission of the FIR	1,000	1,100	1,200
TOTAL	14,500	15,200	15,900

We have listed our quotation regarding fees in the above schedule. We have assumed that all the necessary working papers and client prepared financial statements will be made available to our team, so that their focus will be on the audit process.

PRICES DO NOT INCLUDE GST

Any services performed outside of the scope of services identified in this proposal including accounting advice not related to the Audit will be charged to Village of Hussar at the following rates:

Principal \$300/hour
Manager \$215/hour
Staff acct \$110/hour
Administrative \$80/hour

SCHEDULE

Municipal Entity Clients

Village of Beiseker

Beiseker, Alberta

Contact: Heather Leslie, CAO
(403) 947-3774

Type of Services: Audit of financial statements, preparation, and submission of the Financial Information return.

Not for Profit Entity Clients

Parkland Community Centre Calgary Ltd.

Calgary, Alberta

Contact: Mr. Charles D'Souza, Accounting Consultant
(403) 863-1584

Type of Services: Audit of financial statements (Operating Budget - \$250,000)

The timetable is tentative only. It will vary depending on the preparation and availability of required documents.

November	Interim Work
Year End	December 31, 20XX
January	Time for Village of Hussar to prepare year-end journal entries, review and assurance working papers, all other required reports and documentation.
Second/Third week of February	Review Fieldwork
Second/Third week of March	Finalization of Financial Statements and Review paperwork

JGwaterservices Montly Summary For Dec 2022

- December 1,2,5-9 Daily tests, Covered for Murray (holidays) Dec 1,2,5-9
- December 17, 2023 Power outage had to reset plant (emergency callout)
- December 29, 2023 LS had 2 high level alarms.LS would not run on Auto, shut down, cleaned, reset floats, restarted pumps



December 21, 2022

RE: Approved FortisAlberta 2023 Distribution Rates

As a follow up to our correspondence in September 2022, FortisAlberta has received approval from the Alberta Utilities Commission (AUC) for its distribution rates, effective January 1, 2023. The AUC has also approved a new Rate 62 that has been specifically designed for Electric Vehicle (EV) services and has the same investment as Rate 61.

The attached charts illustrate the estimated percentages and average changes for each rate class based on estimated consumption and demand between December 2022 and January 2023 on a bundled bill basis from your retailer. These charts reflect the rates approved by the AUC.

We thank you for the opportunity to advise you of these updates. Please feel free to contact me or your Stakeholder Relations Manager should you have any questions or require further information.

Sincerely,

A handwritten signature in blue ink that reads "Dave Hunka".

Dave Hunka
Manager, Municipalities
P: (780) 464-8311
C: (780) 868-7040
E: Dave.Hunka@FortisAlberta.com

2023 Approved Rates
Average Monthly Bill Impacts by Rate Class
BUNDLED BILL Including Energy, Retail, and DT Rates & Riders

Rate	Rate Class Description	Consumption Usage	Demand Usage	Dec 2022 Bill	Jan 2023 Bill	\$ Difference	% Change
		300 kWh		\$97.89	\$100.19	-\$2.30	2.3%
11	Residential	640 kWh		\$169.58	\$172.56	-\$2.98	1.8%
		1200 kWh		\$287.68	\$291.78	-\$4.10	1.4%
		900 kWh	5 kVA	\$126.95	\$131.72	-\$4.77	3.8%
21	Farm (Breaker Billed)	1,400 kWh	10 kVA	\$426.39	\$433.77	-\$7.38	1.7%
		7,500 kWh	25 kVA	\$1,851.35	\$1,866.07	-\$14.72	0.8%
		700 kWh	10 kVA	\$310.96	\$320.44	-\$9.48	3.0%
22	Farm (Demand Metered)	3,000 kWh	20 kVA	\$892.12	\$907.03	-\$14.91	1.7%
		15,000 kWh	60 kVA	\$3,723.88	\$3,754.89	-\$31.01	0.8%
		6,000 kWh	20 kW	\$2,281.39	\$2,282.72	-\$1.33	0.1%
26	FortisAlberta Irrigation	14,518 kWh	33 kW	\$4,765.38	\$4,712.43	\$52.95	-1.1%
	*Seasonal bill impact	45,000 kWh	100 kW	\$14,239.40	\$14,079.27	\$160.13	-1.1%
31	Streetlighting (Investment)	5,144 kWh	12,500 W	\$3,397.32	\$3,507.57	-\$110.25	3.2%
33	Streetlighting (Non-Investment)	7,900 kWh	12,000W	\$2,014.22	\$1,980.06	\$34.16	-1.7%
38	Yard Lighting	5,000 kWh	12,000 W	\$2,267.15	\$2,312.09	-\$44.94	2.0%
		Rates 31 and 38 are based on 100 HPS Lights in assorted fixture wattages.					
		1,083 kWh	5 kW	\$298.95	\$300.15	-\$1.20	0.4%
41	Small General Service	2,165 kWh	10 kW	\$560.07	\$560.59	-\$0.52	0.1%
		10,825 kWh	50 kW	\$2,649.04	\$2,644.08	\$4.96	-0.2%
		2,590 kWh	7.5 kW	\$699.61	\$706.97	-\$7.36	1.1%
44/45	Oil and Gas Service	5,179 kWh	15 kW	\$1,334.94	\$1,348.55	-\$13.61	1.0%
		25,895 kWh	75 kW	\$6,417.56	\$6,481.16	-\$63.60	1.0%
		32,137 kWh	100 kW	\$5,838.83	\$5,755.81	\$83.02	-1.4%
61	General Service	63,071 kWh	196 kW	\$11,279.33	\$11,114.27	\$165.06	-1.5%
		482,055 kWh	1500 kW	\$85,970.21	\$84,693.92	\$1,276.29	-1.5%
		824,585 kWh	2500 kW	\$138,408.58	\$140,085.62	-\$1,677.04	1.2%
63	Large General Service	1,529,869 kWh	4638 kW	\$242,263.09	\$244,952.47	-\$2,689.38	1.1%
		3,298,338 kWh	10,000 kW	\$513,065.24	\$518,293.50	-\$5,228.26	1.0%
65	Transmission Connected Service	The Distribution Component will increase from \$44.38971/day to \$47.451461/per day. The Transmission Component is the applicable rate of the AESO.					

CUSTOMER CONTRIBUTIONS SCHEDULES **

**Table 1
Maximum Investment Levels for Distribution Facilities
When the Investment Term is 15 years or more**

Type of Service	Maximum Investment Level
Rate 11 Residential	\$2,749 per service
Rate 11 Residential Development	\$2,749 per service, less FortisAlberta's costs of metering and final connection
Rate 21 and 22 Farm, and Rate 23 Grain Drying	\$6,235 base investment, plus \$892 per kVA of Peak Demand
Rate 26 Irrigation	\$6,235 base investment, plus \$992 per kW of Peak Demand
Rate 31 Street Lighting (Investment Option)	\$3,209 per fixture
Rate 38 Yard Lighting	\$887 per fixture
Rate 41 Small General Service	\$6,235 base investment, plus \$992 per kW of Peak Demand
Rate 45 Oil and Gas Service	\$6,235 base investment, plus \$992 per kW of Peak Demand FortisAlberta invests as required per unmetered to metered service conversion program.
Rate 61 General Service and Rate 62 Electric Vehicle Fast Charging Service	\$6,235 base investment, plus \$992 per kW for the first 150 kW, plus \$124 for additional kW of Peak Demand
Rate 63 Large General Service	\$112 per kW of Peak Demand, plus \$123 per metre of Customer Extension

**Alberta Utilities Commission (AUC) Decision 27658-D01-2022, Dec. 16, 2022.

Maximum Investment Levels are reduced if the expected Investment Term is less than 15 years.



Province of Alberta
Order in Council

O.C. 406/2022

DEC 14 2022

ORDER IN COUNCIL

Approved and ordered:

Lieutenant Governor
or
Administrator

The Lieutenant Governor in Council makes the Order Annexing
Land from Wheatland County to the Village of Hussar set out in the
attached Appendix.

CHAIR

For Information only

Recommended by: Minister of Municipal Affairs

Authority: Municipal Government Act
(section 125)

APPENDIX

Municipal Government Act

ORDER ANNEXING LAND FROM WHEATLAND COUNTY TO THE VILLAGE OF HUSSAR

- 1** In this Order, “annexed land” means the land described in Schedule 1 and shown on the sketch in Schedule 2.
- 2** Effective January 1, 2023, the land described in Schedule 1 and shown on the sketch in Schedule 2 is separated from Wheatland County and annexed to the Village of Hussar.
- 3** Any taxes owing to Wheatland County at the end of December 31, 2022 in respect of the annexed land and any assessable improvements to it are transferred to and become payable to the Village of Hussar together with any lawful penalties and costs levied in respect of those taxes, and the Village of Hussar on collecting those taxes, penalties and costs must pay them to Wheatland County.
- 4** For the purpose of taxation in 2024 and subsequent years, the assessor for the Village of Hussar must assess the annexed land and the assessable improvements to it.

Schedule 1

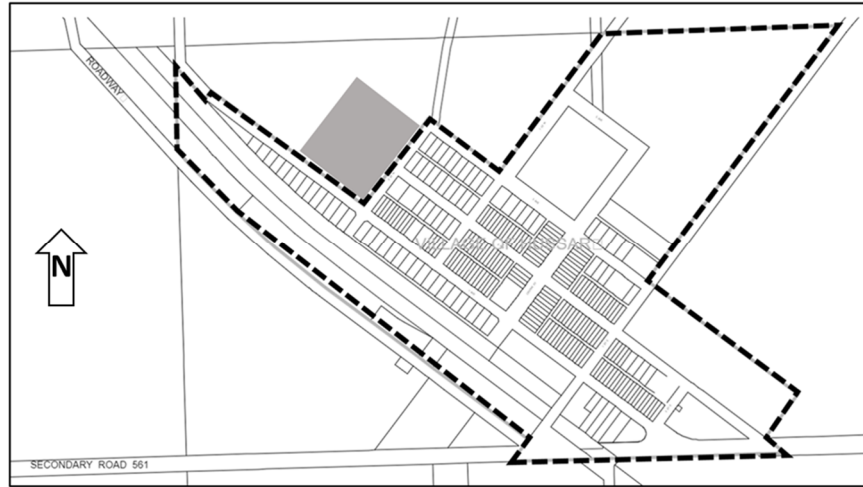
**DETAILED DESCRIPTION OF THE LANDS SEPARATED
FROM WHEATLAND COUNTY AND ANNEXED
TO THE VILLAGE OF HUSSAR**

ALL THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION FOURTEEN (14), TOWNSHIP TWENTY-FOUR (24), RANGE TWENTY (20), WEST OF THE FOURTH (4) MERIDIAN DESCRIBED AS FOLLOWS:



COMMENCING AT THE INTERSECTION OF THE NORTH EASTERLY LIMIT OF THE ROADWAY ACCORDING TO A PLAN OF RECORD IN THE LAND TITLES OFFICE FOR THE SOUTH ALBERTA LAND REGISTRATION DISTRICT AS 1876BM WITH THE NORTH WESTERLY LIMIT OF SECOND STREET WEST ACCORDING TO A PLAN OF RECORD IN THE SAID LAND TITLES OFFICE AS HUSSAR 6780AM THENCE NORTH EASTERLY ALONG THE SAID NORTH WESTERLY LIMIT OF SECOND STREET WEST A DISTANCE OF 626 FEET MORE OR LESS TO ITS INTERSECTION WITH THE NORTH WESTERLY PRODUCTION OF THE NORTH EASTERLY BOUNDARY OF BLOCK 6 ACCORDING TO THE SAID PLAN 6780AM THENCE NORTH WESTERLY ALONG THE SAID NORTH WESTERLY PRODUCTION OF THE NORTH EASTERLY BOUNDARY OF BLOCK 6 A DISTANCE OF 543 FEET THENCE SOUTH WESTERLY PARALLEL WITH THE SAID NORTH WESTERLY LIMIT OF SECOND STREET WEST A DISTANCE OF 626 FEET MORE OR LESS TO INTERSECTION WITH THE SAID NORTH EASTERLY LIMIT OF ROADWAY 1876BM THENCE SOUTH EASTERLY ALONG THE SAID NORTH EASTERLY LIMIT OF ROADWAY 1876BM A DISTANCE OF 543 FEET MORE OR LESS TO THE POINT OF COMMENCEMENT.

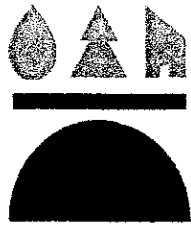
Schedule 2

**SKETCH SHOWING THE GENERAL LOCATION OF THE AREA
SEPARATED FROM WHEATLAND COUNTY AND ANNEXED
TO THE VILLAGE OF HUSSAR**



Legend

-  Existing Village of Hussar Boundaries
-  Annexed Land



**LAND &
PROPERTY
RIGHTS
TRIBUNAL**

2nd Floor, Summerside Business Centre
1229 – 91 ST SW
Edmonton, AB T6X 1E9

Tel (780) 427-2444
Email lprr.appeals@gov.ab.ca
Website www.lprr.alberta.ca

Our File: AN21/HUSS/V-01

December 19, 2022

Liz Santerre
Chief Administrative Officer
Village of Hussar
PO Box 100
Hussar AB T0J 1S0

Brian Henderson
Chief Administrative Officer
Wheatland County
Highway 1 RR 1
Strathmore AB T1P 1J6

Re: Annexation

Enclosed is one copy of Order in Council No. 406/2022 dated December 14, 2022 which approves the application for annexation of certain lands to the Village of Hussar.

Yours truly,

for 
Rick Duncan
Case Manager

Enc.

cc: Fraser Paterson, ATCO Pipelines & Liquids Global Business Unit
Brad Samchuk, ATCO Pipelines & Liquids Global Business Unit
Jim Chorel, AltaLis Ltd.
Heidi Kalyniuk, Manager, CP Rail
Kevin Crush, Corporate Services Manager, Federation of Alberta Gas Co-ops Ltd.
Michael Scheidl, Manager, Capacity Services, Alberta Municipal Affairs
Peter Ngo, Alberta Transportation
Dave Hunka, Fortis Alberta Inc.
M. Purdon, Alberta Culture, Multiculturalism & Status of Women
Affected Landowners



ALBERTA
PUBLIC SAFETY AND EMERGENCY SERVICES

*Office of the Minister
MLA, Calgary-West*

AR 53295

Dear Community Leader:

Over the last number of weeks, many of our Alberta municipalities have been in contact with government, requesting further information and clarification on a number of items related to the provincial changes to victim services announced July 19, 2022, and scheduled for implementation by April 1, 2024.

I have heard from the many of you about your concerns with the redesign initiative. I am writing to provide clarification on a number of points.

I would like to reassure you the move to a regional governance model for police-based victim services units has always been intended to improve the consistency, stability, and continuity of services received by victims of crime across all regions of the province - municipal, rural and remote. It was also designed to ensure that all victims would continue to be supported locally, by dedicated workers and volunteers from within and around their own communities. While board governance is moving toward integration, all front-line services remain local. I appreciate this opportunity to provide further information about the ongoing redesign work that has occurred to date as it relates to your community and others like it.

Is victim services being removed from your community?

In short, no. The new governance model will empower more than 130 paid, front-line victim caseworkers (full and part-time equivalents), each of them living and working in the communities they serve now. Our new model never contemplated centralizing front-line victim caseworkers in a regional office. They will continue to be co-located with RCMP members in their local detachments, work alongside their volunteer advocates, and be supported not only by their regional boards but also by a new, full-time centralized professional support staff (CPSS); one CPSS for each region. These CPSS teams will consist of, at minimum: an executive director; human resources professional; regional operations manager; regional court support coordinator; cultural safety specialist; admin/office manager; qualified financial management professional; and a retained legal resource.

For smaller, rural and remote communities in Alberta, the new regional governance model for police-based victim services means all areas of the province will have uniform, flexible and sustainable victim services. The new layer of full-time, professional support staff for front-line victim caseworks will stabilize and improve programs above and beyond what is offered under the current governance structure. Front-line caseworkers will have more time to focus on working alongside volunteer advocates and with their local RCMP officers to support victims in the immediate aftermath of a crime, to provide court support within an integrated and coordinated court support program, and for engaging with local and community partners.

How will our communities be represented at the regional level?

As stated, front-line staff will work in the same detachment areas in which they live, as will their cadre of volunteer advocates. The new regional governance boards themselves will be virtual in nature, and will consist of members from communities all across the region. While every detachment area will not necessarily be represented at the board level, no more than one board member per detachment area will be selected.

Did the MLA-led review ever seek to engage municipalities, and did it engage local victim services units (VSUs)?

The MLA-led review of victims services took place over 2020/21 and included participants from the Rural Municipalities of Alberta and the Alberta Municipalities. Other individuals and organizations engaged during this period included MLAs from across the political spectrum, volunteers and staff at police-based VSUs, victim-serving community organizations, a variety of police service representatives, the RCMP, legal experts and Indigenous organizations. Alberta held about 40 engagement sessions, with around 150 stakeholders and organizations attending. The Victim Service Redesign is based on feedback received during these engagements and reflects the final report and recommendations of the MLA-led review. The Victims Services Redesign team continues to meet with affected and/or interested groups and municipalities to gather any outstanding questions, concerns and suggestions. These meetings have already been instrumental in informing improvements to the model.

Will there be a reduction in scope of services provided by the new victim services model, and will this new model serve Albertans who have been traumatized by non-criminal and tragic events?

As Minister of Public Safety and Emergency Services, I recognize that services other than those provided solely to victims of crime, such as for victims of non-criminal trauma, are incredibly important to Albertans. As such, Albertans will not experience a reduction in services currently available, now nor when the new zonal model is implemented. If legislative amendments to the Victims of Crime and Public Safety Act are required to assure this, then our government will pursue those.

Are program managers and other staff guaranteed jobs or do they have to re-apply for positions within the new zonal model?

The hiring of the victim caseworker positions will be the responsibility of each new executive director and respective support staff group. GOAVS will collaborate with the support staff groups, preferring a process that honours the skills and experience of the current cadre of police-based victim services workers. We will be recommending that current VSU employees be invited into a stream-lined on-boarding process prior to any positions being advertised publicly.

These changes to victim services in Alberta are an exciting step forward to ensure victims in our province have the help they need when they need it most. Over the next year, we will continue to work closely with municipalities and Indigenous communities to design and implement the new service delivery model. To ensure that you continue to have the most accurate and up to date information about the new victim services redesign, I encourage you to maintain direct contact with the Director of Victim Services Trent Forsberg at Trent.Forsberg@gov.ab.ca. He would be happy meet with you should you have any future questions, concerns, or suggestions. We look forward to continuing to engage Alberta municipalities on this important initiative.

Thank you for your ongoing commitment to ensuring the needs of victims in your community continue to be met.

Sincerely,

A handwritten signature in black ink, appearing to read 'Mike Ellis', with a stylized flourish at the end.

Honourable Mike Ellis, ECA
Minister

cc: Trent Forsberg, Director, Victims Services, Strategy, Support and Integrated Initiatives



Southern Alberta Energy from Waste Association (Est 2012)

MISSION: To find an alternative to landfilling residential waste that will reduce climate impact.

Briefing Update – November 23, 2022

SAEWA, after a thorough and sequential process has reported the completion of the Review of the Expressions of Interest and scoring process guided by HDR Engineering (the Engineering Firm) who has provided a Confidential Summary of the Expression of Interest process now reviewed and approved by the Board.

As was reported to the Board on November 18th, the process unfortunately has been delayed by the scheduling availability of a major corporation and the Steering Committee is now working towards coordination of meetings early 2023 for further clarification to move forward.

SAEWA will be submitting an application to the Alberta Community Partnership funding program on December 17th. The funds are essential and timely to the facilitation of a Memorandum of Understanding Agreement with “the” qualified Energy-from-Waste Investment partner to move forward in development of a 300,000 Tonne energy-from-waste

facility at the Newell County Landfill Site. SAEWA will also be seeking letters of endorsement from Member Municipalities and relevant MLA's.

Background:

By resolution of the SAEWA Board on June 15, 2022 appointed a Steering Committee tasked to complete the Request for Expression of Interest and Expression of Interest Evaluation Process. The REOi Committee process was activated on record as commenced on June 20, 2022 and was completed January 2022 along with the confidential review and scoring process.

Summer 2022, the SAEWA Waste Volumes Review Committee along with Chair Juska provided a report update to the Board as a result of the current review of waste volumes comparing 2010 waste volumes to 2021. The results demonstrated that volumes have increased marginally by 5,000 tonnes over this period. - This also concludes that the waste volumes have been maintained consistently with only a slight increase through the last decade of membership to SAEWA - despite a general population increase to the membership area as reported at: Statistics Canada for the 2021 Census population results updated April 27, 2022. <https://www12.statcan.gc.ca/census-recensement/2021/dp-pd/prof/index.cfm?Lang=E>

Through the successful award of the Alberta Community Partnership Intermunicipal Collaborative Funding \$149,000 award (2021 – 2022) the Steering Committee was able to complete the qualification of the (3) Consortia Expressions of Interest to move forward with the formal process of review and scoring evaluation of the (3) Consortia submissions received October 2021.

The SAEWA Steering Committee after the review of the NDA, Non-conflict and Anti-Lobbying Agreements by its legal firm of record, Brownlee LLP signed the documents to activate the review and scoring process along with HDR representation as the Lead Engineer in the EOI process.

SAEWA advises members, stakeholders and the public that they officially engaged in the formal process of review of the (3) Energy-from-Waste (EfW) Consortia Expressions of Interest (EOI) June 1, 2022.

Expression of Interest process of submissions of proposal to partner with SAEWA – completed October 2021

- SAEWA as a result of the Request for Expressions of Interest process received 3 Expressions of Interest from (in no particular order):

1. Covanta – EQT Infrastructure
 2. Hitachi Zosen INOVA
 3. SUEZ - VEOLIA
-

Membership: Fifty plus communities consisting of Hamlets, Villages, small Urban and Rural Municipalities, and waste authorities

Processing Capacity: Up to 300k tonnes per year.

Potential Outputs: +/- 50 MW electricity +/- 1m tonnes process steam

Estimated tipping fees: \$50 per tonne with higher level (non granted) government support. \$90 per tonne with debt financing.

Green House Gas Reductions (peer reviewed): 230k tonnes per year, 7m tonnes over 30 year lifespan of the facility

Engineers of Record: HDR Inc.

Funds Expended:

Higher level of Governments \$1.5m (Federal and Provincial)

Municipal support estimated \$2.0m (member representation)

Engineering Work Completed: (supported by Federal & AB Provincial Funding Programs \$2.1m)

- Project Development Plan
- Regulatory Requirements Plan
- Siting Process Plan
- Communications Plan
- Procurement Process Plan
- Initial Business Plan
- Detailed Business Plan
- Governance Model established by Brownlee LLP
- Waste Stream Characterization
- Transportation Study and Siting Analysis (U of A)

- Site Selection Process (13 submissions received in interest of hosting the site; in result of selection process Newell County Landfill identified as host site)
- Environmental Life Cycle Analysis: HDR with 3rd Party Review by O&G Sustainability and Pembina Institute confirming reduction of 7 million tonnes GHG's and methane over facility lifecycle (35 years)
- Request for Expressions of Interest Process completed (2021)
- Expression of Interest Review Process (in-progress in selection of a preferred investment partner)

Work Completed February 2020: (ACP \$400,000)

- Site Study Evaluation Analysis completed by HDR and
- Site Announcement: Newell Regional Waste Landfill Site
- Extensive Provincial Government Engagement process completed

Work Completed Summer – Winter 2020 (CARES \$48,000)

- EfW Economic & Environmental Outreach Analysis roll-up

Socio-Economic Impact of a Proposed Energy-from-Waste Facility in Newell County

A Better Waste Management Alternative

- The proposed Energy-from-Waste facility to be located in Newell County, is planned to process a maximum of 300,000 metric tonnes of municipal solid waste per year from various SAEWA member municipalities and other waste generators across southern Alberta.
- The primary purpose of the facility is to divert waste streams from landfill sites resulting in GHG emission reductions estimated at 7 million metric tons of CO₂-equivalents – equivalent to taking over 53,000 vehicles off the road, and currently valued at \$75 million over the lifecycle of the project.
- The facility would generate approximately 205,000 MWh of electricity per year – enough to power over 28,000 homes, resulting in annual revenues of at least \$11 million per year. Additionally, alternative energy sales opportunities such as selling steam to neighbouring industrial facilities could also prove to be even more valuable.
- The facility is also estimated to recover 5,400 metric tonnes of metal annually for recycling.
- Other waste streams could also be processed at the facility, including railway ties, specified risk materials, and other unique waste streams from local industrial facilities.

Economic Impacts

- Development of the 300,000 tonne scale EFW facility in Southern Alberta will stimulate the energy and value-add economy which directly represents key pillar priorities framed within the Province's Recovery Plan economic diversification and energy innovation goals.
- The construction of the facility will create approx. 490 high-paying jobs over 3 years (1,471 job-years) generating approx. \$108 million in employment income, generate approx. \$442 million in business revenues (mainly in Alberta), and add approx. \$183 million in GDP.
- The ongoing operations of the facility will create an additional approx. 57 direct permanent jobs and approx. 69 indirect jobs (for a total of 126), generating approx. \$11 million in employment income.
- The EFW facility will spur additional economic development. The facility has the ability to use steam energy for district heating enabling co-location such as greenhouse, agricultural production, anaerobic digestion facilities and further providing energy to nearby industries such as meat packing plants.

Detailed Economic Impact Estimates

Table 1: Impact of Facility Construction, Cumulative over Construction Period

Type of Effect	Output, \$M	GDP, \$M	Employment Income, \$M	Jobs (Job-Years)	Average Salary, \$
Direct	\$281.1	\$89.5	\$60.2	762.4	\$78,927
Indirect	\$106.7	\$55.7	\$33.6	435.4	\$77,146
Induced	\$54.3	\$38.1	\$14.0	273.4	\$51,337
Total	\$442.2	\$183.3	\$107.8	1,471.3	\$73,272

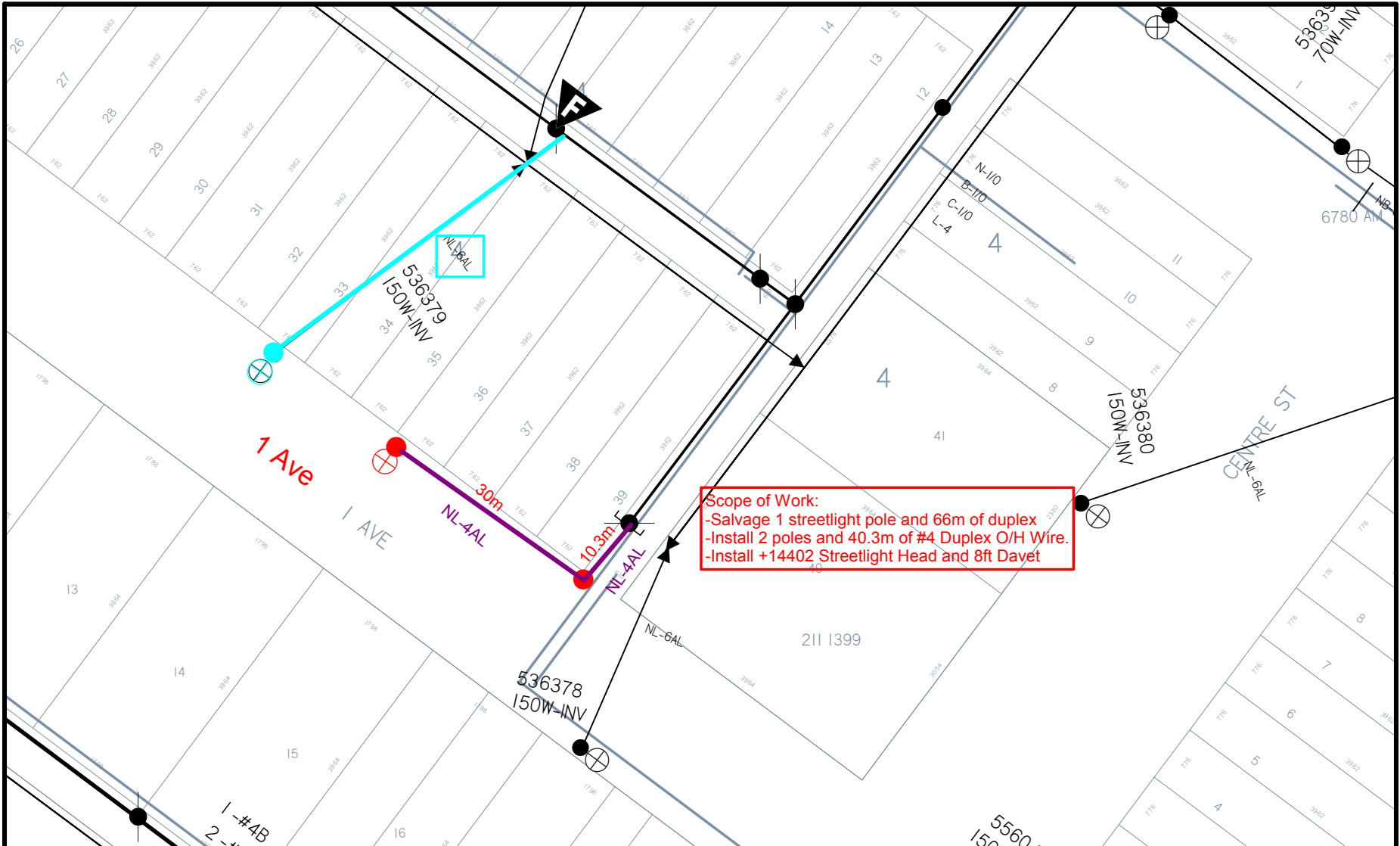
Note: monetary values are in 2015 dollars.

Table 2: Impact of Facility Operations, Average Annual

Type of Effect	Output, \$M	GDP, \$M	Employment Income, \$M	Jobs	Average Salary, \$
Direct	\$24.7	\$12.2	\$5.9	56.8	\$104,429
Indirect	\$14.0	\$6.9	\$3.5	42.6	\$81,355
Induced	\$5.3	\$3.7	\$1.4	26.6	\$51,389
Total	\$44.0	\$22.8	\$10.8	126.0	\$85,421

Note: monetary values are in 2015 dollars.

www.saewa.ca



Scope of Work:
 -Salvage 1 streetlight pole and 66m of duplex
 -Install 2 poles and 40.3m of #4 Duplex O/H Wire.
 -Install +14402 Streetlight Head and 8ft Davet

NOTES:

↑

LAND ONLY TO SCALE 1:750
 Print

FORTIS ALBERTA

Designer: Taurean Kugler
 Customer: Village of Hussar
 Location: SE 14 24 20 W4

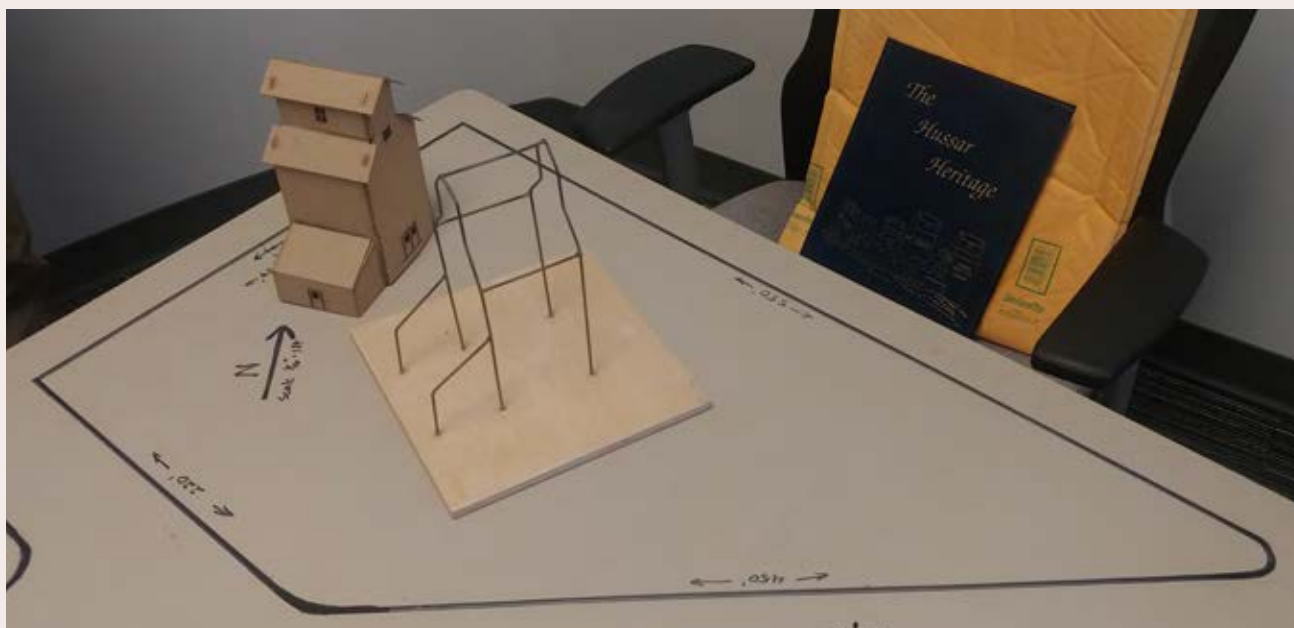
LEGEND:

- RED ——— NEW PRIMARY
- PURPLE ——— NEW SECONDARY
- BLUE ——— SALVAGE
- GREEN ——— BRUSHING
- BLACK ——— EXISTING FACILITIES

Date: 12/20/2022
 WO#/OI#: 65454175

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

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+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,

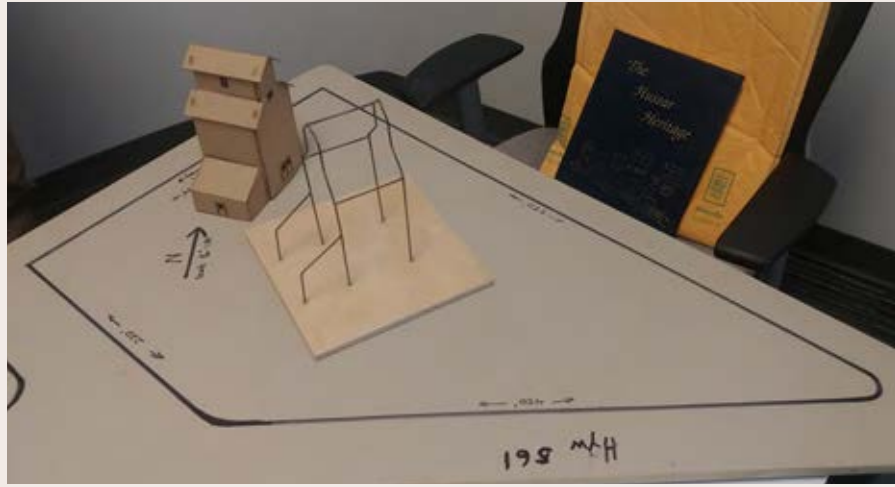


Connor Hayduk
Director of Creative

INFO@
HEAVYEXPERIENCE.COM

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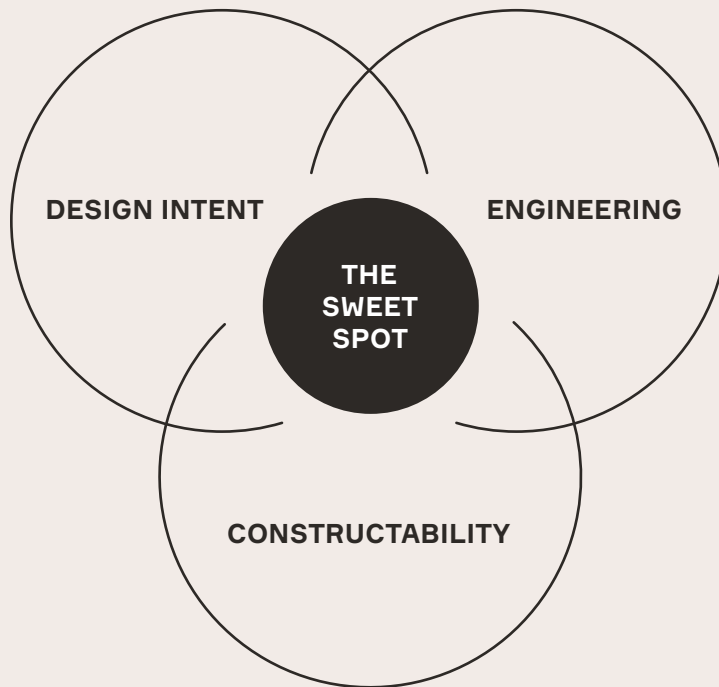
BE BOLD—TOGETHER.

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 fabricated while maintaining the aesthetic 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™

THE INVERTED LAKE



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 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™

APPENDIX B: TEAM RESUMES



PRESIDENT

Ryan is the Founder and President of Heavy and has been one of the key minds behind the design, fabrication and installation of some of Canada's best known public artworks and unique architectural features. Ryan started Heavy with a focus on building sculpture and public art out of EPS foam. This led directly to the knowledge and expansion into the variety of materials and processes that Heavy specializes in today.

After Heavy's work on Wonderland, Ryan Noticed an opportunity to improve the procurement process of projects by working direct with the owner through the design/pre-construction phase of a job. He ensures that our clients get what they want, for the budget they want, with an experience that is simple and enjoyable. Ryan's ability to build the right team, ask the right questions and ultimately relate to Heavy's customers has helped build a successful business that is tailoring a custom process for design/build and is paving it's own path in the creative construction industry.

Professional Experience

- Ryan has been with Heavy since the beginning in 2003, overseeing every project that has come through Heavy's doors.



ATCO ICON



TELUS SKY



GLACIER SKYWALK



WONDERLAND



TSAW WASSEN MILLS



VP OPERATIONS

Overseeing project management, production and operations, Renato is at the core of Heavy. Leveraging his background in accounting and experience in both residential and commercial construction, his desire to continually influence the company's growth can be seen in every inspired project.

His realistic disciplined approach and ability to link all scopes of work, combined with his comprehension of the entire Plan-Build™ process allows him to break down complex ideas into simple processes. With an acute awareness of his responsibility to all stakeholders, Renato consistently delivers the end product that the client envisions.



GLACIER SKYWALK



YORK UNIVERSITY



TSAWASSEN MILLS



53°30'N



BELLA CONCERT HALL



PURSUIITS LEAD – PROJECT DEVELOPMENT

With over 12 years of experience in many different facets of general construction, Kevin brings a well-rounded approach to Heavy’s Project Development department. His understanding of construction processes has allowed to him to develop a keen eye for details and schedules bringing confidence to the prices Heavy submits.

Kevin is primarily engaged in the early stages of new projects to create cost estimates, identify and mitigate risk, and developing the preliminary project plan. With a comprehensive understanding of the full project lifecycle, Kevin endeavours to ensure positive results for the project, the client and the company. Kevin’s previous project management experience and BSc. in Engineering provides the framework for collaboration with the design team, ensuring practical and plausible solutions are pursued while maintaining the essence of the client’s vision.

Professional Experience

- Kevin brings 6 years of experience working with Heavy
- 11 years of experience in major commercial, institutional and civil projects
- Experience as acting site superintendent on major commercial development projects, including coordination of all site trades with peak personnel management of over 100 workers



TELUS SKY



INVERTED LAKE



WEST EAU CLAIRE



9TH AVE PARKADE



BONEY THE DOG



DESIGN & DEVELOPMENT LEAD - PROJECT DEVELOPMENT

Never content to leave well enough alone, Connor leads the Heavy team through the conceptual process with creativity and integrity, while leveraging his 10+ years of design experience and his Master's in Environmental Design. He particularly enjoys the creative problem solving required to bring projects from conceptual what-ifs into a finished, tangible product. Connor has used his design sense, calm in the storm attitude and ability to conceptualize methods to realize the wildest ideas on 100's of projects over the span of his career, and is driven by the desire to create engaging, meaningful experiences.

Professional Experience

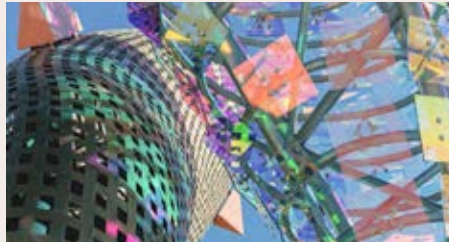
- Connor has worked with Heavy since 2010 and was involved in developing many of Heavy's most iconic projects



GLACIER SKYWALK



BELLA CONCERT HALL



TSAWWASSEN MILLS



YORK UNIVERSITY



CARRINGTON



PROJECT MANAGER

Ian is involved from concept to completion on a project, building a schedule and framework that ensures successful execution. While his educational background is in risk management, business analysis, and project management, it was his experience in commercial projects, especially those with unique traits and high-concept design, that inspired Ian to go out and build what hasn't been built before. His pride in being part of a team that constantly pushes the boundaries of design and fabrication as well as his understanding of the importance of team work guarantee he is continuously collaborating and communicating with the client throughout the process.

Professional Experience

- Ian has managed many large-scale, complex projects including key exterior/interior features for Rocky Ridge Centre, Studio Bell and the YYC airport extension
- Ian has 5 years experience managing the deployment of thermal systems across projects varying in scale and scope



9TH AVE PARKADE



TELUS SKY



TRUE NORTH PLAZA



WASHINGTON PARK ZOO



CITY OF EAST CHICAGO WATERFRONT

BE BOLD—TOGETHER.

DRAFT AGREEMENT

Design & Fabrication of the Hussar Grain Elevator Feature

<p>“Client” Peter Sanden Hussar Historical Society</p>	<p>“Project” Hussar Grain Elevator Feature 2 St E, between 1st & 2nd Ave Hussar AB</p>
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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

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 *Project Brief* 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.

Deliverables for Approval:

Project Brief document

Phase 2: Schematic Development

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

Deliverables for Approval:

Schematic Development 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

Phase 5 involves finalizing our relationships with key suppliers and subcontractors, and ordering the required material for fabrication.

Deliverables for Approval:

Procurement plan finalized

Phase 6: Fabrication

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.

Deliverables for Approval:

Shop fabrication and assembly of all components

Phase 7: Installation

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.

Deliverables for Approval:

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

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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.

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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.

Non Ambulance Transfer Announcement



Good afternoon,

Today Dr. John Cowell provided an update to media on his first 30 days as AHS's Official Administrator. His focus has been on four priority areas

- Improving EMS response times
- Decreasing emergency department wait times
- Reducing wait times for surgeries
- Improving patient flow throughout the system

As part of Improving EMS response times, Premier Smith, Minister Copping and Dr. Cowell spoke to the decision to reduce EMS transports of medically stable patients. The non-ambulance transfer (NAT) program has been piloted in Calgary, Bonnyville, Valleyview, Athabasca and St. Paul for six months. Evaluation of those pilots suggests that adoption of this algorithm could divert 15 per cent of transports from emergency medical services. This is already happening in many places across the province, and [this policy](#) formalizes this expectation. We are now expanding the program across the province.

In his comments to media, Dr. Cowell identified non-ambulance transfer as a service Health Advisory Councils have requested in their communities and have deemed a high priority for Albertans. AHS Zone leaders will be working to identify options for supporting patients for whom getting a ride from a family member or friend is not an option. Alternative transportation options may include community shuttles, wheelchair-accessible taxis and other locally available options. AHS will cover the cost of transportation for patients who express they are financially unable to do so.

Community partners and operators interested in learning about how to join the preferred vendor list Dr. Cowell referenced in his remarks can contact AHS at cpsm.customersupport@albertahealthservices.ca or 1-877-595-0007.

This program supports using EMS when their skillset is truly required and will support patient flow, allowing for safe, faster discharges for medically stable patients, which can then provide other patients access to a hospital bed sooner. Read the full [News Release](#) here.

We plan to host a virtual session with you, our community partners, to provide further information and to answer your questions. Please watch for an invitation to that conversation early in the New Year.

Dr. Cowell also provided updates on each of the four priority areas. I have included summaries of those updates below for your information.

As we head into the holiday season, I want to thank you for your commitment to your communities, and your passion for healthcare. I look forward to meeting with you in the New Year as we continue to strive to improve

Alberta's healthcare system, together

Sincerely,

Mauro Chies

Interim President and CEO



Summary of AHS' progress on our 4 Priority Areas:

Improving EMS response times

Nineteen new ambulances have been added this year and we are aggressively working to recruit and retain EMS staff. Initiatives like the NAT program will help keep our ambulances and skilled crews on the roads. We will shortly be able to widely support our paramedics to treat patients on scene without transporting people to hospital, if clinically appropriate.

Decreasing emergency department wait times

For Emergency Departments, we have taken actions including expanding hours for non-urgent pediatric clinics, increasing supports in the ED to support assessment and discharge of elderly and frail patients and working with community partners to facilitate safe discharge for individuals experiencing homelessness. Dr. Cowell has met with the Alberta Medical Association, and they are jointly working to increase the availability of primary care for Albertans. This would, in turn, take some of the pressure off AHS, which becomes the only option for care in some communities on the weekend and in the evenings at times.

Reducing wait times for surgeries

Surgical activity provincewide is at 99 per cent of pre-pandemic levels. We continue to focus on surgical prioritization, central access and intake and Rapid Access Clinics for orthopedic patients. The province has expanded the number of surgeries performed at Chartered Surgical Facilities. We are working directly with surgeons who have longer waitlists to address this challenge. In the longer term, we are exploring ways to optimize surgical activity at rural sites.

Learn more about the [Alberta Surgical Initiative](#)

Improving patient flow throughout the system

Patient flow is critical to our system, and it's critical to patient care. We are working to ensure that we have good flow across all our sites. Next year, 1,150 continuing care spaces will be added to our system. This creates more opportunity to quickly place patients who are assessed and ready to move into continuing care, making an acute care space available to someone who needs that level of care.

These are ambitious goals and these actions and measures are highlights of a series of strategic actions being put in place to better serve Albertans. AHS cannot achieve these targets alone and will therefore continue to look to you – our community partners – as we work to improve the healthcare system for all Albertans. Learn more here:

[Community Partners & Stakeholders](#)



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**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Wednesday December 7, 2022, commencing at 7:31 pm

- IN ATTENDANCE Councillors: Les Schultz, Coralee Schindel, Tim Frank
Michelle Plante (Administrative Assistant), Elizabeth Santerre (CAO)
1 person via. conference call
- CALL TO ORDER The meeting was called to order at 7:31 pm
- ACCEPTANCE OF AGENDA
2022-12-07-368 MOVED by Councillor Frank that the agenda be accepted with the following additions:
Add 5 (i) Christmas Bonus and Party for Staff
10 (c) Lot on 1st Ave (as per S.16 (1) of the *FOIP* act)
10 (d) Training for Liz (as per S.16 (1) of the *FOIP* act)
CARRIED
- APPROVAL OF MINUTES
2022-12-07-369 October 20, 2022 Regular Council Meeting Minutes
MOVED by Councillor Schindel that the minutes of October 20, 2022, be accepted as presented
CARRIED
- 2022-12-07-370 November 10, 2022 Regular Council Meeting Minutes
MOVED by Councillor Schindel that the minutes of November 10, 2022 be accepted as presented
CARRIED
- BYLAW REVIEW
2022-12-07-371 Bylaw Review
MOVED by Councillor Schindel to accept Utility Bylaw 539-21 without changes
CARRIED
- POLICY REVIEW Policy Review
- 2.1 Campground Rental and Reservation – Make changes as discussed and bring back to next meeting
 - 2.3 Metal Detecting on Village Property – no changes

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

2022-12-07-372 MOVED by Councillor Frank to approve policy 5.1 Office Hours of Operation from 8:00 to 12:00 and 1:00pm to 4:00pm with an hour off for lunch, and to make sure it's posted properly.

CARRIED

- 5.12 Cell Phone Policy – Make changes as discussed and bring back to next meeting
- 7.5 Utility Rate Policy – no changes

BUSINESS

Change February Council Meeting Date

2022-12-07-373 MOVED by Councillor Frank to accept that the Council meeting date be changed to Wednesday, February 8, 2023, instead of the scheduled Thursday February 9th, 2023

CARRIED

Rockyford Sanding Unit Agreement

2022-12-07-374 MOVED by Councillor Schultz to purchase a tandem truck load or 10 yards of sanding chips and keep them in a pile behind or next to the Tractor Shop

CARRIED

Trailer and Holiday Trailer winter parking for fall/winter 2023, proposed area at the overflow campground section

2022-12-07-375 MOVED by Councillor Frank to have administration put together a winter holiday trailer parking policy and waiver directing them that they could park in the overflow area and that they would be out by April 1st, that they would not be charged but there would be a waiver to sign and any other things that they may think of that may impact, and bring it back to council for consideration.

CARRIED

More details on winter parking and sending out a poll to residents

Discuss adding to an existing policy or creating a new policy regarding sick leave, personal days, bereavement and compassionate care

2022-12-07-376 MOVED by Councillor Frank to direct the CAO to study and bring back a policy regarding sick leave, personal days, bereavement and compassionate care to a future meeting

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

2022-12-07-377 Bell request for lease agreement renewal
MOVED by Councillor Schindel to bring this back to our next council meeting with the rates that we currently have with them to make a final decision on whether or not we need to come to a new agreement or maintain our current agreement

CARRIED

2022-12-07-378 Community Futures Rural Renewal Program
MOVED by Councillor Frank to enter into a dialog and conversation with Wheatland County to explore the application process for developing a plan and securing provincial municipal funds to conduct a labor market study and strategic plan as per the Rural Renewal Program

CARRIED

2022-12-07-379 Wheatland Regional Corporation
MOVED by Councillor Frank to enlist the help of Wheatland Regional Corporation to aid the Village of Hussar in studying all aspects of our water/sewer system within a larger scope study of our entire water/wastewater infrastructure system

CARRIED

2022-12-07-380 Marigold Library Insurance
MOVED by Councillor Schultz to approve the amendment to the Marigold Library Insurance

CARRIED

2022-12-07-381 Christmas Bonus and Party for Staff
MOVED by Councillor Schultz to have administration get a \$200 Gift Card for the Public Works Foreman

CARRIED

Staff Christmas party will be in February 2023 sometime

Councillor Schultz called a recess at 8:26 pm

Councillor Schultz called the meeting back to order at 8:36 pm

FINANCIAL
REPORTS

Financial Reports

2022-12-07-382

November 2022 Bank Reconciliation and cheque listing

MOVED by Councillor Schultz to accept the November 2022 Bank Reconciliation and Cheque Listing as presented

CARRIED

2022-12-07-383

Interim Operational Budget Review

MOVED by Councillor Schultz to pass the 2023 Interim Operating Budget as presented

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

COMMITTEE
REPORTS

Councillor Frank

The Drumheller and District Solid Waste Association met November 17th, 2022. Organizational Meeting preceded Board Meeting. All Members of executive were returned to positions previously held. At AGM Audited Financial statement was presented. A clean audit was presented. Discussion ensued around closure liability (2085 being tentative closure date) and resources required for closure and post closure. Discussion happened around the budget and potential requisition increases needed of municipal members. Next meeting will be on December 15th.

Hussar Rural Fire Association met November 21st. Decision was made to continue with purchase of Bush Buggy despite uncertainty in the economy and a shortfall in donations. Resources from the Cluny Department have been shared throughout all the departments. In terms of Department; 41 calls so far in 2022. 9 Fire calls, 14 Medical calls, 8 motor vehicle crashes, 1 Hazmat (gas leak) call, 6 Stand-downs, and 3 non response from guys. The AED supply order for the Village is complete. We have 6 AED's in Village and all are operational. Next board meeting and AGM will be February 27th, 2023

Southern Alberta Energy from Waste Association announced they have received the Alberta Community Partnership Funding award. They will be using this to review the three companies that have expressed interest in our project.

Cemetery Board We have had a busy month at the Cemetery. And it has been hard to locate plots and expose existing grave headstones, especially with the 3 or 4 feet of snow at the graveyard. I will be asking board to look into a way to mark graves better especially in the winter. Low profile grave headstones being especially hard to find and uncover.

Wheatland Regional Corporation - We had a change of leadership at WRC at our organizational and board meeting on November 16th. Martin Gauthier from Standard is our new Chair, and Scott Klassen from Wheatland County is Vice Chair. County set forth motion to hire a consultant/facilitator to review WRC governance and operations, which was put forth quite awhile ago but not acted on. County will pay for this study, but WRC will pick firm to do study. Also noted was need for 2022 audit to be completed in time for Villages and County to incorporate within their own year end audits. In terms of legal updates, draft documents have been received, and opinions and recommendations will be forthcoming. Next Board Meeting will be January 18th.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

Councillor Schultz

WADEMESA meeting was held on Nov. 15th and started with the organizational meeting. Darcy Burke is the Chair again and the only changes to the Executive is Rick Laursen became Vice-Chair and Richard Wegener replacing Donna Biggar on the Personnel committee with myself as an alternate. The AGM has been set for January 16th 2023. The Regular meeting started and there was no business arising from the past minutes so the Financials were presented with minimal questions and passed. We moved right into the CAO report from Rob Witty and as of Oct. They had 3702 calls as compared to 4484 last year this time. After the AHS Summit in Red Deer and the new Govt. Leader there is an expected shake up at AHS but Rob is not sure or even if it will affect this organization at all after the recent changes. Dec. 13th was decided as the WADEMESA Christmas party date 6pm at the Strathmore Golf Course. The NextGen 911 will be online ready as of the 2nd quarter of 2023 if all continues well, and that's ahead of schedule. They will also be keeping the 8 dollar per capita for the Dispatch Requisition. It was discussed that CAO Rob come to the Regional Partnership meeting in January to discuss the operation and describe better to everyone what you get with WADEMESA as opposed to going with another service and dispatch system. This was brought forward because of some of the newer councillors on Strathmore have asked about the cost and it will be easier for Rob to explain the cost differences to all councils and why and what you get with WADEMESA. We then moved into closed session to do Rob's performance review before adjourning

Wheatland Housing Management Body - We started with the Organizational meeting and there were 2 nominations for Chair and they were Denise Peterson and Shannon Laprise and Denise Peterson won and is the Chair again. There were 2 nominations for Vice Chair being Leah Smith and Shannon Laprise and the Vice is Leah Smith. All the other committee placements were decided with 3 people being on each one. We as Hussar still do not have a vote on the board so I cannot sit on any committees or executive. We moved into the regular meeting and right away there was a point of order from the Chair as to why Councillor Ikert was there when he was removed from the board once for improper comments made to the media and still has not made an apology to the Board the Chair and most importantly to the CAO Vicky. There were a lot of comments and discussion on this and Mr. Ikert sat silent for the most part. When he was pressed for a response he was reluctant to say he would apologize but eventually agreed that he would send a written apology. If this is not done by next meeting the board will have no alternative but to remove him from the board.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

We moved on to other issues and one was the heavy snowfall and the fact that the Town and in places Volker Stevin were putting up ridges across their driveways and sidewalks and it was a challenge for residents to get around. They were contacted and discussed about going forward with the CAO. It was voted on and passed to give staff bonuses, 38 staff at \$100 each and 2 staff at \$150 because of their long service. There was quite a discussion on notes being taken and texting during the In-Camera meeting held with Derek Weiss on the options and costing of the proposed new building. The Chair was unaware it was happening at the time of the meeting but it was brought to her attention at a later date. This is a definite No-No as it states in the MGA that any notes taken in-camera cannot leave the room and must be destroyed and there cannot be any texting during the In-camera. There was a voluntary show of hands admitting to texting during the In-camera and this was addressed. The board wishes to invite the Minister of Community and Social Services Jeremy Nixon to the Regional Partnership meeting in Hussar on Jan. 17th where the presentation about the new build and costing will take place. Also the board members from the Hospice Society that are not Councillors of a municipality should be invited separately as well. They are voting members of the board. Next In-Camera meeting is Dec. 15th with Derek Weiss to discuss final plans and cost. Next Regular meeting is Jan. 12th 2023

Councillor Schindel

Wheatland Family Community Support Services met November 23, 2022. Our recent WFCSS meeting was an organizational meeting. Shannon Laprise will be the new Chair. Shannon has a passion to see what more WFCSS can do for our communities after having attended the FCSS conference at the beginning of November. She looks forward to working with the board to serve WFCSS and their clients. Donna Biggar was nominated and will be vice chair. Finance Committee is Chair, Vice Chair, and Richard Bryan. Personal/Evaluation Committee is Shannon Laprise, and myself. Policy Committee will be the Chair and Vice Chair. We will renew with Avail for our audit. Meetings will continue to be the 4th Wednesday @ 7pm. WFCSS received information regarding the 2023-2025 Funding Agreement. Funding will remain the same at this time. FCSS has recently updated their logo. We decided to keep WFCSS logo the same. As we feel our logo represents who WFCSS is and was changed recently. It has been acknowledged that Wheatland Food Bank accessibility is the most difficult for those in need. Pick up is in a limited time frame, and a lot of families are unable to make it for that window. WFCSS looking into how we can ensure that all families

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

needing support can access it. Bridging the Gap and 5 for life will now transition under Growing Families Society. Interview for the WRREH Grant was scheduled for November 25, 2022. Crystal will keep us updated. FCSSAA Conference was attended this year by Crystal Gaudet, Shannon Laprise, and Donna Biggar. They report that there were many great sessions/speakers. With topics like rural homelessness, mental health, family addictions, and FCSS 101. The shopping bus will no longer be in operation as of November, as they have been dissolved. 5 for Life is having a community book sale fundraiser January 27 & 28th @ Hope Community Covenant Church. WFCSS is asking for book donations. The book bin will be located at the Sundowners and accepted until January 20th. See posting online for details. No meeting in December. Next meeting January 25th @ 7pm

Hussar Library Board met November 30th. Card holders should have been automatically renewed in October. Discussed what we would like to apply funds to in the 2023 budget. Things such as more community events (summer reading program, community scavenger hunt, blind date with a book auction), donations to Marigold, etc. Approved \$2,000 donation to Marigold. Approved funds for a Summer Days float. New locker software is a little touchy. Will reach out to Marigold. Will be looking into how the community computers are doing at the Sundowners. Welcome letters for new villagers. We will look into for the new year.

CAO REPORT

2022-12-07-384 MOVED by Councillor Schindel to receive the CAO, Public Works and JG Water Services reports as information
CARRIED

CORRESPONDENCE HELP International Shelterbelt Program

2022-12-07-385 MOVED by Councillor Schindel to create a budget for up to a maximum of \$850.00 for the purchase of 150 Lilacs and 150 Poplars for beautification and a natural shelterbelt along 2nd Avenue.
CARRIED

2022-12-07-386 Ponoka Letter to Minister of Health re Fire Department and Ambulance
MOVED by Councillor Frank to accept as information
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, December 7, 2022**

2022-12-07-387 MOVED by Councillor Schultz to bring the meeting into closed session at 9:45 pm to discuss the following:

- (a) Personnel Matter (as per S. 17(1) of the *FOIP Act*)
- (b) Water Services Contract (as per S. 16(1) of the *FOIP Act*)
- (c) Lot on 1st Ave (as per S.16 (1) of the *FOIP act*)
- (d) Training for Liz (as per S.16 (1) of the *FOIP act*)

CARRIED

2022-12-07-388 MOVED by Councillor Schultz that the meeting come out of closed session at 11:01 pm

CARRIED

2022-12-07-389 MOVED by Councillor Schultz to sign the new Water/Wastewater Services Agreement with JG Water Services for January 1st, 2023 to December 31st, 2023

CARRIED

2022-12-07-390 MOVED by Councillor Schultz to sign the Certificate of Compliance that was brought to Council

CARRIED

ADJOURNMENT The meeting was adjourned at 11:02 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

**VILLAGE OF HUSSAR
SPECIAL COUNCIL MEETING
MINUTES
Thursday, December 15, 2022**

The Special meeting of the council of the Village of Hussar was held in Council Chambers on Thursday December 15, 2022, commencing at 10:00 am

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel (via cell phone), Tim Frank Michelle Plante (Administrative Assistant), Elizabeth Santerre (CAO)	
<u>CALL TO ORDER</u>	The meeting was called to order at 10:02 am	
<u>ACCEPTANCE OF AGENDA</u>		
2022-12-15-391	MOVED by Councillor Frank that the agenda be accepted as presented	CARRIED
<u>APPOINTMENTS</u>	<u>Appointment of Auditor</u>	
2022-12-15-392	MOVED by Councillor Schultz to table the appointment of the Auditor until the January 12 th , 2023, Regular Council Meeting	CARRIED
<u>FINANCIALS</u>	<u>Interim 2023 Capital Budget</u>	
2022-12-15-393	MOVED by Councillor Schultz to adopt the Interim Capital Budget for 2023 as presented.	CARRIED
<u>CONFIDENTIAL</u>		
2022-12-15-394	MOVED by Councillor Schultz to bring the meeting into closed session at 10:07 am to discuss the following: (a) Personel Matter (as per S. 17(1) of the <i>FOIP Act</i>)	CARRIED
2022-12-15-395	MOVED by Councillor Schultz that the meeting come out of closed session at 11:20 am	CARRIED
2022-12-15-396	MOVED by Councillor Schultz to direct Administration to deal with the Personel Matter as discussed In-Camera	CARRIED

VILLAGE OF HUSSAR
SPECIAL COUNCIL MEETING
MINUTES
Thursday, December 15, 2022

ADJOURNMENT The meeting was adjourned at 11:20 am

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

DRAFT