



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, September 14, 2023 starting at 7:00 p.m.

**1. CALL TO ORDER**

**2. ACCEPTANCE OF AGENDA**

**3. DELEGATION**

- (a) 7:00 PM Resident comments (as per S. 17(1) of the FOIP Act) – dog licence

**4. ADOPTION OF THE PREVIOUS MINUTES**

- (a) August 10, 2023 Regular Council Meeting

**5. POLICY & BYLAW REVIEW**

(a) Bylaw Review

- 520-18 Public Notification Bylaw
- 524-20 Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw
- 553-23 to replace 538-21 procedural Bylaw

(b) Policy Review

- 4.11 Disciplinary Action Policy
- 4.12 Vehicle Use Policy
- 7.4 Sewer Backup Policy

**6. BUSINESS**

- (a) Organizational Meeting Date  
(b) Sidewalk Concerns on 1<sup>st</sup> Ave (From 1<sup>st</sup> Street to 2<sup>nd</sup> Street W)  
(c) Purchase of new Columbarium  
(d) Posting Signs for Jake Brake  
(e) Atco Franchise Fee  
(f) DDEM removal  
(g) Wheatland Business and Community Profile  
(h) Sewer line replacement options  
(i) Letter from Carol Santerre  
(j) 1<sup>st</sup> Ave Construction. Driveway change  
(k) Request - Controlled Burn for house in town

**7. FINANCIALS**

- (a) August 2023 Bank Reconciliation and Cheque Listing

**8. COMMITTEE REPORTS**

**9. CAO, PW & JG WATER SERVICES REPORTS**

**10. CORRESPONDENCE**

- (a) Wheatland County – Proposed for Textual amendments  
(b) 2024 Budget Estimates – Marigold Library System  
(c) Community Futures Wild Rose Digital Economy Program- Final Report  
(d) RCMP – Q1 Report  
(e) Letter from Municipal Affairs

**11. CONFIDENTIAL**

- (a) Resident letter (as per S. 17(1) of the FOIP Act) – 231 3<sup>rd</sup> Ave complaint

**12. ADJOURNMENT**

Next Meeting: Thursday October 12, 2023 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, August 10, 2023, commencing at 9:09 pm

---

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) + Michelle Plante (Admin Assistant) 0 in person + 0 person via conference call
<u>CALL TO ORDER</u>	The meeting was called to order at 9:09 pm
<u>ACCEPTANCE OF AGENDA</u>	
2023-08-10-623	MOVED by Councillor Schindel that the agenda be accepted with the following changes; <ul style="list-style-type: none"><li>• Remove item 4. Bylaw Review of 538-21 and 549-22 to move to a later date</li></ul>
2023-08-10-624	MOVED by Councillor Schindel that the agenda be accepted with the following changes; <ul style="list-style-type: none"><li>• Add item g) Dirt Pile to 5. BUSINESS</li><li>• Add item h) Benches to 5. BUSINESS</li></ul>
	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>July 13, 2023 Regular Council Meeting</u>
2023-08-10-625	MOVED by Councillor Frank that the minutes of July 13, 2023 be accepted as presented
	CARRIED
<u>POLICY &amp; BYLAW REVIEW</u>	
	<u>Bylaw Review</u> The following Bylaw was reviewed without changes <ul style="list-style-type: none"><li>• 506-16 CAO Bylaw</li></ul>
	<u>Policy Review</u> The following Policy was reviewed without changes <ul style="list-style-type: none"><li>• 4.6 Vacation Entitlement</li></ul>
<u>BUSINESS</u>	
2023-08-10-626	<u>Fall Convention - Meet with Minister McIver</u> MOVED by Councillor Frank to accept as information
	CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

- 2023-08-10-627      Recycling Council of Alberta - 2023 Circular Economy Conference  
MOVED by Councillor Schultz to accept as information  
CARRIED
- 2023-08-10-628      WHMB requesting a letter of support  
MOVED by Councillor Frank to send a letter to the Wheatland Housing  
Management Body in support for the new Horizon Senior Grant Project  
CARRIED
- 2023-08-10-629      Gazebo Grand Opening  
MOVED by Councillor Schultz to name September 23<sup>rd</sup> as our Grand  
Opening Event for the Gazebo rand Opening in the Afternoon, time to  
be determined  
CARRIED
- 2023-08-10-630      Public Utility Lot subdivision - 3rd Ave & Centre Street  
MOVED by Councillor Frank to terminate the sale of the Public Utility  
Lot on 3<sup>rd</sup> Avenue East  
NOT CARRIED
- 2023-08-10-631      Councillor Frank retracts his motion  
MOVED by Councillor Schultz to not move forward with the sale of  
Public Utility Lot on 3<sup>rd</sup> Avenue and Centre  
CARRIED
- 2023-08-10-632      CAO Training – DEM, ICS, Emergency Management  
MOVED by Councillor Schindel for our CAO to attend the following  
courses coming up;  
  - The DEM course September 7<sup>th</sup> & 8<sup>th</sup>, the office will be closed
  - Practice Exercise Tornado Scenarios, Sept 28th, office closed
  - ICS200 training October 30<sup>th</sup> and 31<sup>st</sup>, Office open on Monday  
but closed on Tuesday of that weekCARRIED
- 2023-08-10-633      Dirt Pile  
MOVED by Councillor Schultz to engage the workers in the Village to  
see if they would make a small toboggan hill for us out of our excess dirt  
CARRIED
- Benches  
Councillor Schindel will take care of placement tomorrow

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

FINANCIALS

2023-08-10-634

July 2023 Bank Reconciliation and Cheque Listing

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

CARRIED

2023-08-10-635

Term Rate for Mayors Memorial Trust

MOVED by Councillor Schindel to confirm to have our CAO move our Mayor's Memorial Fund into a 24 to 35 month long term non redeemable 4.8 annual rate

CARRIED

COMMITTEE  
REPORTS

2023-08-10-636

MOVED by Councillor Schultz to have the same reports as given in the AGM entered into these minutes

CARRIED

Tim Frank

Drumheller District Solid Waste Association will meet August 17th  
Our 2222 Annual report for the Drumheller and District Landfill has been presented. Of note the Landfill accepted 34,488.06 metric tonnes of waste. Of this total buried waste accounted for 25,206.64 tonnes or 69% of total waste. Recycling materials diverted from the landfill include Metals, Cardboard, Newspaper, E-Waste, Plastics, Tin, Used Oil and Filters, Oil Containers, Food Grade Vegetable Oil, Asphalt, Concrete, Car Batteries, Bags of Pesticides and Herbicides, Freon Appliances, Major Appliances, Tires, and Propane Tanks. Of special note, the Landfill does subsurface gas monitoring, has a storm water management system, and does continual slope stability assessments, along with landfill gas monitoring, and airspace utilization to determine landfill capacity. EPR - Extended Producer Responsibility will become the new method of waste Handling in the Province. Pending legislation and industry input. More responsibility will be placed on producers to pay for the collection and elimination of their byproducts. Alberta is currently studying other provinces notably BC and Ontario to come up with a waste management system that works and is cost effective.

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

Fire Association -Next Board Meeting August 21st. The Association has a Casino coming up in October. Proceeds will go toward buying our new Bush Buggy. Value approximately \$163,000.00

Southern Alberta Energy from Waste Association  
Will eventually be building a co-generational garbage incineration plant at the Newell Landfill site near Brooks. SAWEA has chosen an international company Hitachi Zosen Inova to partner with. SAWEA's primary goals are to reduce Southern Alberta's reliance on Landfills, To reduce greenhouse gas emissions from solid waste management sites, through processing non recyclable solid waste thus producing electricity, heat energy and other byproducts.

Cemetery Board -Columbarium base has been poured. Waiting for contractor to install secondary base, then we will be ready to purchase and install our new columbarium. We believe new Columbarium will be in place this coming spring. Watering continues, and volunteers are keeping Cemetery looking neat and trim.

Wheatland Regional Corporation  
WRC continues to produce and distribute water to Standard, Rockyford, Gleichen, Rosebud, Rural hookups and to Wheatland Crossing School. We are also servicing many rural and commercial clients through our bulk water fill station.

Tree Planting  
We have currently planted 150 lilac bushes around the perimeter of Centennial Park Triangle, and along the Hwy to fill spaces where existing trees have died. We have 150 Poplar trees still to plant in the campground, along 3rd Avenue, and along the walking path.

Les Schultz

Community Futures Wild Rose:

CFWR is a part of the Western Canada Business Support Network and is funded in part by Western Economic Diversification. Their area covers basically from Highway #2 to Bassano and from north of Trochu to the Bow River. Their mission is to promote, assist and retain economic development in this region. They have support for local businesses and entrepreneurs in communities in this area. They are a lending business for when a Bank is not an option such as credit issues or certain sectors that Banks are unwilling to fund (such as cannabis stores for example which were mostly all funded by CFWR). They are willing and mandated to take on higher risk loans and clients but also have the commitment

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

to follow up and follow through with help and coaching on business strategies. They are also willing to help with succession matching for some who may be thinking of retiring and putting them in touch with someone wanting to start the same type of business and help with that transition.

They also have programs and training for young entrepreneurs called the YETI or (youth entrepreneur training initiative).

They have a Digital Economy Program to help businesses with their digital and social media needs to promote their business. Most of these programs are at no cost to the business owner or user.

They branched out this year and are helping some local non profit organizations with their Strategic Planning needs. Currently they are at about 60% of the target for loans this year but are getting applications every week that go to the investment committee for scrutiny to see if they meet the criteria needed. They have also added a couple new staff as things have gotten busier.

WADEMSA..update :

Wheatland and District Emergency Medical Services Association is the local ambulance and fire dispatch service as well as staffing and day to day operations of the ambulance services.

So far this year there has been approximately 1700 calls which is about a 20% decrease attributed to the fact that our ambulances are not being called out to Calgary or being caught up in their system as much when they go there. AHS implemented a 45 minute turnaround time frame and for the most part it is working quite well. The ambulances are returning back to the community where they should be and available locally much more of the time. City hospitals are also cooperating with this plan making it much better for our staff.

The new 12 hour shifts seem to be working well with less staff burnout and a new union agreement this year helped. Three new ambulances have been ordered but no word yet on when they will arrive for sure. Everything is backed up but Rob anticipates that late fall or spring of 2024 will be when at least one will arrive. The repairs on current ambulances are getting quite costly. Staff and the board were tasked with the job of updating the WADEMSA Strategic plan and Vision statement and Mission statement. The CAO Rob went to Community Futures Wild Rose for help with this and a couple sessions were set up to work on it with staff and board members present. It is not finalized yet.

WHMB...Wheatland Housing Management Body:

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

The WHMB is a board made up of elected officials and others such as the Lions club and the Hospice society to make decisions on what is in the best interests of our Lodge residents and Senior housing residents. WHMB is moving forward with the proposed new Lodge/Hospice build and has sent the application to the Province as of June 30<sup>th</sup> 2023. We have been told we probably won't here anything back on the application until at least September 2023. There are at least 6 other regions that are also applying for the same grant money as we are and the Province will decide where the needs are greatest. A press release was sent out to the public to keep everyone informed of the progress of where the proposed project is at.

There have been many many meetings of WHMB leading up to being able to have a proper proposal for the application to the Province, sometimes as many as 4 meetings a month or more. A lot of these were confidential or in camera discussing the plans or finances which could not be released until they were finalized.

Day to day operations are running quite smoothly under the guidance of the CAO.

Coralee Schindel

Palliser -At their AGM this year it was announced the requisition will be increasing over a 3 year period, up to \$5,000. The reason for the increase is that it has not been increased gradually over the years and to maintain costs, increases were necessary.

WFCSS - Crystal has continued to work tirelessly in maintaining and acquiring more services. She has relaunched collective cooking and acquired funding for a Community Fee Assistance Program. The Elder Abuse presentations that were a project dear to Lynn are now being utilized and are helping individuals in need. The Alberta Government amended the funding agreement for FCSS, and the increases to requisitions will be retroactive to January 2023 of 4.5%.

Library - Fixed some locker issues this year. Marigold ensured books and other library items were received through Canada Post. The Hussar Library Summer Program is a success so far. This year the program is available for kids 5+ (so more detailed projects could be made). So far they have made Pony-Pool Noodles, birdhouses and next week they will be participating in magician school. Wrap up is August 22nd.

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, August 10, 2023**

CAO REPORT

2023-08-10-637      MOVED by Councillor Schultz to have the same CAO, PW reports as given in the AGM entered into these minutes  
CARRIED

CORRESPONDENCE

2023-08-10-638      MOVED by Councillor Frank to accept the following correspondence as information;

- Municipal Affairs - Village of Hussar 2023 Funding Letter
- Release of Municipal Affairs 2022-23 Annual Report
- Municipal Accountability Program Cycle 2
- Deborah Reid-Mickler – to run for the position of Director Villages South
- WFCSS hosts the Wheatland Interagency Council

CARRIED

CONFIDENTIAL

2023-08-10-639      Confidential (Resident e-mail)  
MOVED by Councillor Schultz to move into in-camera to discuss a confidential Resident e-mail (as per s. 17(1) of the *FOIP* Act)  
CARRIED

2023-08-10-640      MOVED by Councillor Schultz to move out of camera at 10:51pm  
CARRIED

2023-08-10-641      MOVED by Councillor Schultz to direct administration to respond to the resident's e-mail about the animal complaint  
CARRIED

ADJOURNMENT      The meeting was adjourned at 10:51 pm

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

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

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



**BYLAW #520-18  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO ESTABLISH  
ALTERNATIVE METHODS FOR ADVERTISING STATUTORY NOTICES**

WHEREAS, pursuant to section 606 of the *Municipal Government Act*, a council must give notice of certain bylaws, resolutions, meetings, public hearings or other things by advertising in a newspaper or other publication circulating in the area, mailing or delivering a notice to every residence in the affected area or by another method provided for in a bylaw under section 606.1;

AND WHEREAS, pursuant to section 606.1(1) of the *Municipal Government Act*, a council may, by bylaw, provide for one or more methods, which may include electronic means, for advertising proposed bylaws, resolution, meetings, public hearings and other things referred to in section 606;

AND WHEREAS Council is satisfied that the advertising methods set out in this Bylaw are likely to bring matters advertised by that method to the attention of substantially all residents in the area to which the bylaw, resolution or other thing relates or in which the meeting or hearing is to be held;

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

**BYLAW TITLE**

1. This bylaw may be referred to as the "Public Notification Bylaw."

**ADVERTISING METHODS**

2. Any noticed required to be advertised under section 606 of the *Municipal Government Act* of a bylaw, resolution, meeting, public hearing or other thing may be given, in accordance with the timelines prescribed in section 606, in one or more of the following methods:
  - a. electronically by posting the notice prominently on the Village of Hussar official website;


- b. electronically by posting the notice prominently on any of the Village of Hussar's social media sites;
- c. by posting the notice prominently on the bulletin board provided for that purpose at the Village of Hussar Office; or
- d. by posting the notice prominently on the bulletin board provided for that purpose at the Canada Post Office located in the Village of Hussar.


READ a first time this 28 day of June, 2018.

READ second time this 12 day of July, 2018.

READ a third time this 12 day of July, 2018.

Signed this 19 day of July, 2018.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



**VILLAGE OF HUSSAR**  
**IN THE PROVINCE OF ALBERTA**

**PALLISER INTERMUNICIPAL SUBDIVISION  
AND DEVELOPMENT APPEAL BOARD  
BYLAW NO. 524-20**

A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO ESTABLISH AN INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD;

AND WHEREAS the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26* as amended from time to time requires the municipality to adopt a bylaw to establish a Municipal Subdivision and Development Appeal Board or an Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Council of the Village of Hussar wishes to join other area municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board;

AND WHEREAS the Palliser Intermunicipal Subdivision and Development Appeal Board is authorized to render decisions on appeals resulting from decisions of a Subdivision Authority or a Development Authority in accordance with the *Municipal Government Act (MGA)*, the Subdivision and Development Regulation, the local Land Use Bylaw and statutory plans;

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

**1. TITLE**

This Bylaw may be cited as the Palliser Intermunicipal Subdivision and Development Appeal Board Bylaw.

**2. AUTHORIZATION**

Pursuant to section 627(1)(b) of the *MGA*, this bylaw hereby authorizes the municipality to enter an agreement with the other participating municipalities to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

**3. DEFINITIONS**

**Appellant** means the person who may file an appeal to the Board from decisions of a Subdivision Authority or a Development Authority in accordance with the *MGA*.

**Board** means the Palliser Intermunicipal Subdivision and Development Appeal Board established pursuant to this bylaw.

**Board Member** means an appointed member of the Palliser Intermunicipal Subdivision and Development Appeal Board appointed in accordance with this bylaw and who has obtained provincial training and certification.

**Board Panel** means the group of appointed Board Members actively sitting to hear and decide on an appeal at an appeal hearing.

**Chair** means the person elected from the Board panel members sitting to hear an appeal to act as the person who presides over the hearing and the procedures.

**Chief Administrative Officer (CAO)** means the individual appointed to the position for the municipality in accordance with the *MGA*.

**Clerk** means the person or persons who has completed training and is certified by the province and authorized to act as the administrative clerk for the Intermunicipal Subdivision and Development Appeal Board.

**Conflict of Interest** means both Common Law Bias and Pecuniary Interest.

**Council** means the Council of the (Municipality).

**Development Authority** has the same meaning as in the *MGA*.

**Hearing** means a public meeting convened before the Board acting as a quasi-judicial body to hear evidence and determine the facts relating to an appeal of decisions of a Subdivision Authority or a Development Authority, prior to the Board making a decision on the matter subject to the appeal.

**Municipality** means the municipal corporation of the Village of Hussar together with its jurisdictional boundaries, as the context requires.

**Panel Member** means an individual Board member participating in the group panel to hear an appeal.

**“Palliser Regional Municipal Services Board “** means the Board of Directors elected by the Palliser Regional Municipal Services membership.

**Participating municipality** means a municipality in the Province of Alberta who has entered into an agreement with other municipalities, as referred to in Section 2 of this bylaw, to establish the Palliser Intermunicipal Subdivision and Development Appeal Board.

**Procedural guidelines** means the policies, processes and administrative matters applicable to the filing of an appeal and conducting a hearing, and the roles, duties and conduct of Board members and Clerks.

**Subdivision Authority** has the same meaning as in the *MGA*.

**Subdivision and Development Appeal Board** has the same meaning as in the *MGA*.

**Quorum** means the minimum number of Board panel members required to hear an appeal.

**Municipal Government Act (MGA)** means the *Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26*, as amended from time to time.

**Palliser Intermunicipal Subdivision and Development Appeal Board** means the Board established by agreement to act as the Subdivision and Development Appeal Board.

**All other terms used in this Bylaw shall have the meaning as is assigned to them in the Municipal Government Act, as amended from time to time.**

#### **4. APPOINTMENT OF THE BOARD**

- (1) The Board is comprised of the member representative(s) as appointed by the Palliser Regional Municipal Regional Services Board .
- (2) Appointments to the Palliser Intermunicipal Subdivision and Development Appeal Board shall be made for a term of not more than three years. Reappointments must coincide with the successful completion of the mandatory provincial refresher training course to be taken every three (3) years.
- (3) Board Members may be appointed for a two (2) or three (3) year term, at the discretion of the Palliser Regional Municipal Regional Services Board, for the purpose of establishing a staggered expiration of terms amongst the Board Members.
- (4) A Board Member may resign from the Palliser Intermunicipal Subdivision and Development Appeal Board at any time by providing written notice to the municipality to that effect.
- (5) Where the Palliser Regional Municipal Regional Services Board has appointed a Board Member representative(s) for the Board, Palliser Regional Municipal Regional Services Board may remove its individual appointed Board Member representative(s) at any time if:
  - a) in the opinion of the Palliser Regional Municipal Regional Services Board , a Board Member is not performing his/her duties in accordance with the MGA, this Bylaw or the rules of natural justice,
  - b) a Board Member is absent for more than three (3) consecutive hearings to which he/she has been assigned to sit on the Board Panel without reasonable cause, or
  - c) a Board Member has participated in a matter in which that Board Member has a Conflict of Interest, contrary to the provisions of this Bylaw.

## **5. COMPOSITION**

- (1) The Board Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall meet in Panels, and two (2) or more Panels may meet simultaneously. The Panels have all the powers, duties and responsibilities of the Subdivision and Development Appeal Board.
- (2) For the purpose of this Bylaw, the Board Panel formed from the appointed members of the Palliser Intermunicipal Subdivision and Development Appeal Board to hear an appeal, shall normally be composed of not less than three (3) persons, with no more than one (1) being an elected official.
- (3) Three (3) Board Members constitute a quorum of the Board Panel.
- (4) Board Panel Members of the Palliser Intermunicipal Subdivision and Development Appeal Board shall not be members of a Municipal Subdivision Authority or Development Authority or municipal employees of the municipality in which the appeal is located.
- (5) A person appointed as a Board Member in accordance with this Bylaw must successfully complete and maintain the mandatory provincial training and certification prior to sitting on a Panel to hear an appeal.

## **6. COSTS AND REMUNERATION**

- (1) Board Members may be entitled to reasonable remuneration for time and expenses relating to participating on a Board Panel.
- (2) Costs related to appeal hearings and the remuneration to Board Members shall be provided as specified in the intermunicipal agreement of the participating members of the Palliser Intermunicipal Subdivision and Development Appeal Board.

## **7. DUTIES OF THE INTERMUNICIPAL SUBDIVISION AND DEVELOPMENT APPEAL BOARD**

- (1) The Palliser Intermunicipal Subdivision and Development Appeal Board shall hold hearings as required pursuant to the *Municipal Government Act* on a date to be determined by the Board.
- (2) The Board, and those Members who sit as a Board Panel hearing an appeal, shall govern its actions and hearings in respect of the processes and procedures as outlined in the Procedural Guidelines.

- (3) A Board Member may only participate in an appeal hearing if they have successfully completed the mandatory provincial training prior to the appeal hearing date.
- (4) The Board Panel may, at its discretion, agree to adjournments in respect of the processes and procedures as outlined in the Procedural Guidelines.
- (5) A Board Panel hearing an appeal shall appoint a Chair to preside over the proceedings prior to the commencement of the hearing.
- (6) An order, decision or approval made, given or issued by the Board Panel and under the signature of the Chair, or a Board Member acting as a designate, is the decision of the Board.
- (7) The Board Members shall conduct themselves in a professional, impartial and ethical manner and apply the principles of administrative justice and judicial fairness.
- (8) The Board Members shall consider and act in respect of the Palliser Intermunicipal Subdivision and Development Appeal Board Procedural Guidelines.
- (9) The Board does not have the jurisdiction or authority to award pecuniary or monetary awards or costs to any persons, entity or organization involved in an appeal.

#### **8. APPEAL FILING**

- (1) An appeal shall be filed in writing by an appellant, in accordance and in the manner prescribed in the *MGA*, to the municipality and include the payment of the applicable municipal appeal fee.
- (2) If there is a question about the validity of an appeal being filed, the Board Panel must convene the appeal hearing in accordance with the *MGA* to establish jurisdiction and then it may decide on the matter of validity. It shall be the responsibility of the Board Panel to make the determination of whether the appeal is valid.
- (3) In the event an appeal is abandoned or withdrawn in writing by the appellant, the Board Panel shall not be obliged to hold the appeal hearing referred to in the *MGA* unless another notice of appeal has been served upon the Board in accordance with the *MGA*.

#### **9. CLERK RESPONSIBILITIES AND DUTIES**

- (1) The Coordinator shall appoint a Clerk for the specific purposes of providing administrative assistance to the Board in fulfilling its legislative duties.
- (2) The appointed Clerk shall attend meetings and hearings of the Palliser Intermunicipal Subdivision and Development Appeal Board but shall not vote on any matter before the Board.
- (3) A person appointed as a Clerk to assist the Palliser Intermunicipal Subdivision and Development Appeal Board in accordance with this bylaw must have successfully completed the mandatory provincial training prior to assisting the Board in its legislative duties.

- (4) The Clerk, acting for the Board, shall accept on behalf of the Board appeals which have been filed with the municipality in relation to a decision of the Subdivision Authority or the Development Authority.
- (5) The Clerk of the Board shall keep records of appeals and proceedings for the municipality, and the coordinator in which the appeal has been filed, as outlined in the Procedural Guidelines.

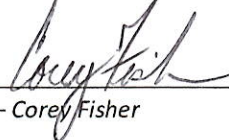
**10. ADMINISTRATIVE**

- (1) **Singular and Masculine** – Words importing the singular number shall include the plural number and vice versa and words importing one gender only in this Bylaw shall include all genders and words importing parties or persons in this Bylaw shall include individuals, partnerships, corporations, and other entities, legal or otherwise.
- (2) **Severability** – 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.

**11. ENACTMENT**

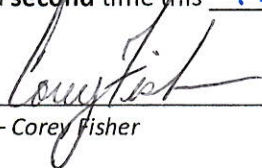
- (1) This bylaw shall come into effect upon third and final reading thereof.

READ a **first** time this 9 day of January, 2020.

  
 \_\_\_\_\_  
 Mayor – Corey Fisher

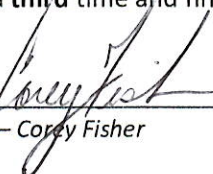
  
 \_\_\_\_\_  
 Chief Administrative Officer – Kate Brandt

READ a **second** time this 13 day of February, 2020.

  
 \_\_\_\_\_  
 Mayor – Corey Fisher

  
 \_\_\_\_\_  
 Chief Administrative Officer – Kate Brandt

READ a **third** time and finally PASSED this 13 day of February, 2020.

  
 \_\_\_\_\_  
 Mayor – Corey Fisher

  
 \_\_\_\_\_  
 Chief Administrative Officer – Kate Brandt



**BYLAW #538-21  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF MEETINGS OF COUNCIL AND COUNCIL COMMITTEES AND DEFINE CERTAIN DUTIES OF THE COUNCIL AND OFFICERS OF THE VILLAGE OF HUSSAR.**

**WHEREAS**, Section 145 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws in relation to the procedures of Council and Council Committees and the conduct of elected officials and members of Council Committees,

**AND WHEREAS**, it is Council's desire to establish and follow a process and procedure of municipal government that reflects an open, transparent government where decisions are made after all information has been provided,

**AND WHEREAS**, it is necessary to establish rules and provisions to regulate the conduct of business in Council meetings, to control and maintain order in Council for the enactment of municipal legislation and to provide for dealing with petitions, delegations and submissions to Council,

**NOW THEREFORE**, the Council of the Village of Hussar duly assembled establishing the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

**PART I: BYLAW TITLE**

- 1.1 This bylaw may be cited as the "Procedural Bylaw."

**PART II: DEFINITIONS**

- 2.1 *Act* means the *Municipal Government Act*, RSA 2000 M-26 and all amendments thereto.
- 2.2 *Agenda* means the list of items and order of business of any meeting of Council as prepared by the Chief Administrative Officer.
- 2.3 *Appellant* means the person who is appealing to Council.
- 2.4 *Bylaw* means a Bylaw of the Village of Hussar.
- 2.5 *CAO* means the Chief Administrative Officer of the Village of Hussar.
- 2.6 *Council* means the duly elected Municipal Council of the Village of Hussar.

- 2.7 *Councillor* means a duly elected member of Council.
- 2.8 *Deputy Mayor* means the member of Council duly appointed to the office of Deputy Chief Elected Official, pursuant to the Act.
- 2.9 *Mayor* means the member of Council duly appointed to the office of Chief Elected Official, pursuant to the Act.
- 2.10 *Point of Information* means a request to the Mayor or presiding member, or through the Chair, to another member or to the staff for information relevant to the business or item being discussed.
- 2.11 *Public Hearing* means a meeting of Council held in accordance with the Act.
- 2.12 *Quorum* means a majority of Council members required to hold a meeting and to vote.
- 2.13 *Resolution* means a motion in Council.
- 2.14 *Special Meeting* means a meeting called pursuant to the Act.

### PART III: APPLICATION

- 3.1 This Bylaw applies to:
- a. all meetings of Council, and
  - b. subject to the Act, boards and authorities established by Council unless permission has been granted to them to establish their own procedures by a simple majority decision of Council.

### PART IV: ORGANIZATIONAL MEETING

- 4.1 The annual Organizational Meeting of Council shall be held in accordance with the Act and the date shall be called by Council at the September regular Council meeting and shall be entered into the minutes of that meeting.
- 4.2 At the Organizational Meeting the CAO shall initially take the chair and:
- a. call the meeting to order,
  - b. administer the Oath of Office to any new elected officials, and
  - c. record the election for Mayor and Deputy Mayor.

4.3 Upon the election of Mayor and Deputy Mayor the Mayor shall take the chair for the remainder of the meeting.

4.4 The Agenda for the Organizational Meeting shall be as follows:

- a. Call to Order
- b. Oaths of Office (if necessary)
- c. Election of Mayor and Deputy Mayor
- d. Board and Committee Appointments
- e. Review of Legislative Policies
- f. Set the Date for Regular Council Meetings
- g. Any other Business as Required by the Act (if necessary)

4.5 The following board and committee appointments shall be made:

- a. Cemetery Board (1 member)
- b. Drumheller and District Solid Waste Management (1 member, 1 alternate)
- c. Hussar Municipal Library Board (1 member)
- d. Hussar Rural Fire Association (1 member, 1 alternate)
- e. Intermunicipal Development Plan Committee {IDP} (2 members, 1 alternate)
- f. Palliser Regional Municipal Services (1 member, 1 alternate)
- g. Southern Alberta Energy from Waste Association (1 member, 1 alternate)
- g. Wheatland County Assessment Review Board (1 public member)
- h. Wheatland Family & Community Support Services (1 member, 1 alternate)
- i. Wheatland Regional Emergency Advisory Committee (1 member, 1 alternate)
- j. Wheatland Regional Partnership (3 members)
- i. Wheatland & District Emergency Medical Services Association (1 member, 1 alternate)
- j. Wildrose Community Futures (1 member, 1 alternate)
- k. any additional boards and committees.

4.6 The following boards or positions shall be ratified:

- a. Hussar Municipal Library Board
- b. Hussar Rural Fire Department Chief
- c. Wheatland Housing Management Representative (Village of Standard)

4.7 The following position appointments shall be made:

- a. Director of Emergency Management
- b. Deputy Director of Emergency Management

## PART V: REGULAR AND SPECIAL MEETINGS

- 5.1 The date and time of regular meetings shall be set at the annual organizational meeting.
- 5.2 Special meetings shall be called and held in accordance with the Act.
- 5.3 In accordance with the Act, all Council meetings shall be open to the public and twenty-four (24) hours written notice shall be given to the public as stated in Section 5.8 and Section 5.9.
- 5.4 The Mayor, subject to being overruled by a majority vote of Council:
- a. may call Council to order,
  - b. shall maintain order and preserve decorum of the meeting,
  - c. shall decide points of order without debate or comment other than to state the rule governing,
  - d. shall determine which Councillor has the right to speak,
  - e. shall ascertain whether all Council members who wish to speak on a motion have spoken thereon and all Council members are ready to vote by asking "Are you ready for the question?" and shall thereafter call for the vote, and
  - f. shall rule when a motion is out of order.
- 5.5 Members of the public who attend a Council meeting shall:
- a. not address Council unless they are on the Agenda or if the Chair allows, may comment for a five (5) minute period following the close of Council business at a regular meeting, and
  - b. maintain order and quiet.
- 5.6 When a member of Council or the public is addressing the Chair, every other member attending the meeting shall:
- a. remain quiet and seated,
  - b. not interrupt the speaker except on a point of order, and
  - c. not carry on a private conversation.
- 5.7 When a member of the public is addressing Council, the member shall:
- a. not reflect on any vote of Council except when asking to rescind the vote and when doing so shall not reflect on the motives of the Councillors who voted for the motion or the mover of the motion,
  - b. not shout or raise their voice or use profane, vulgar or offensive language, and
  - c. assume personal responsibility for any statement they quote to Council and shall give the source of the information. Unfounded information or hearsay may be disregarded by Council.

- 5.8 Notice of regular Council meetings shall be given by publishing them on Village of Hussar website and posting notices at the Village Office and Canada Post Office.
- 5.9 Notice of a change to a regular Council meeting or of a special meeting shall be given by publishing them on the Village of Hussar website and posting notices at the Village Office and Canada Post Office.

#### PART VI: PUBLIC MEETINGS

- 6.1 Public meetings may be held at the pleasure of Council and as required as per the Act.

#### PART VII: VOTING

- 7.1 Voting shall be governed by the Act.
- 7.2 The names of those who vote for and those who vote against a motion shall be entered in the Minutes by the CAO only when a member of Council asks for a recorded vote before that vote is taken by the Chair.

#### PART VIII: GENERAL RULES OF COUNCIL

- 8.1 Regular Council meetings shall commence at 7:00 p.m. and adjourn not later than 11:00 p.m.
- a. Upon resolution of Council the meeting may be extended to a time determined in the resolution.
- 8.2 Special Council meetings shall commence at the time stated in the notice to the public and shall not last longer than three (3) hours unless agreed upon by a majority vote in Council.
- 8.3 If there is no quorum by 7:30 p.m., the CAO shall record the names of the Council members present and Council shall stand adjourned.
- 8.4 As soon after 7:00 p.m. as there is a quorum present, the Mayor shall take the Chair and call the meeting to order.
- 8.5 In the event the Mayor is absent, the Deputy Mayor shall take the Chair.

## PART IX: PROCEEDINGS AT COUNCIL MEETINGS

- 9.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting as prepared by the CAO. Copies of reports or business to be dealt with shall be available at the meeting.
- a. The Agenda shall be made available to Council at least one day prior to the regular meeting of Council.
- 9.2 The order of business on the Agenda is as follows:
- a. Call to Order  
b. Approval of Agenda  
c. Public Hearings  
d. Delegations  
e. Minutes of Previous Meeting  
f. Business  
g. Development  
h. Financial Reports  
i. Committee Reports  
j. CAO Report  
k. Correspondence  
l. In Camera  
m. Adjournment.
- 9.3 The cut off for items to be added to the Agenda is three (3) days before the set meeting date. Any item submitted for consideration by Council after the deadline will be added to the Agenda for the next regular Council meeting.

## PART X: PETITIONS AND LETTERS

- 10.1 Petitions shall be dealt with as per the Act.
- 10.2 Letters directing items of business or concerns to Council shall be clearly written or typewritten and addressed to the Council or CAO and shall be signed by the person bringing up the business or concern.
- 10.3 Anonymous letters will be disregarded. Verbal complaints and/or concerns may not be considered by Council until which time they are written and signed as indicated in Section 10.2.

## PART XI: DELEGATIONS

- 11.1 When a person or delegation wishes to address Council on a matter not on the Agenda, Council may add it to the proposed Agenda by resolution of Council.
- 11.2 Council shall hear all persons or delegations that so request and are placed on the Agenda. All rules of conduct in this Bylaw apply to each member of the delegation.
- 11.3 Delegations may be limited to fifteen (15) minutes presentation time to Council with additional time for Council to ask questions or for clarification.

## XII: RESOLUTIONS (MOTIONS) IN COUNCIL

- 12.1 Any motion before council does not need to be seconded.
- 12.2 Motions may be withdrawn prior to debate or decision with the approval of Council.
- 12.3 When a motion is made and is being considered, no other motion may be made and voted on except:
  - a. a motion to refer the main question to some other person or group for consideration,
  - b. a motion to amend the main question,
  - c. a motion to postpone or table the main question to another time.
- 12.4 After the question has been called, no member shall speak to the question nor shall any other motion be made until after the vote.
- 12.5 A motion to adjourn the meeting may be made at any time except when:
  - a. another Council member is in possession of the floor,
  - b. a call for a decision has been made, or
  - c. the members of the Council are voting.
- 12.6 A motion to rescind a motion of Council may be made at any time after the meeting at which the motion was passed, as follows:
  - a. any member of Council may make the motion to rescind,
  - b. notice of the rescinding motion shall be on the agenda, and
  - c. the rescinding motion must be passed by a simple majority.

### XIII: BYLAWS

- 13.1 Bylaws shall be presented and passed in accordance with the Act.

### XIV: SIGNING AUTHORITY

- 14.1 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes and financial statements of the Village of Hussar so that all cheques and financial instruments are signed by the CAO and a member of Council a per the Act.
- 14.2 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes or financial statements of the Village of Hussar Cemetery accounts so that all cheques and financial statements are signed by the CAO and a member of Council as per the Act.
- 14.3 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall have permission to access the safety deposit box in the name of the Village of Hussar so that two (2) persons access the safety deposit box.

### XV: PUBLIC HEARINGS

- 15.1 Public hearings shall be held in accordance with the Act.
- 15.2 The Mayor or Deputy Mayor shall act as Chair for public hearings.
- 15.3 The CAO shall act as Secretary for public hearings.
- 15.4 The order for the Agenda for a public hearing shall be as follows:
- a. Call to Order
  - b. Introduction of Public Hearing Item
  - c. Written or Oral Submissions in Favour of the Item
  - d. Written or Oral Submission Against the Item
  - e. Appellant Rebuttal
  - f. Adjournment
- 15.5 Council may ask for further information or clarification from the CAO, Appellant or any individual who provided a written or oral submission at any time during a public hearing.
- 15.6 Cross examination, debating or questions from the public is not allowed during a public hearing.



- 15.7 The public hearing may, by motion of Council, be held over to the next regular or special Council meeting if more information is required.
- 15.8 Decision on the item discussed at a public hearing will be included in the Minutes of the Council meeting at which it was held.
- 15.9 Decision must be made on the item discussed at a public hearing within fifteen (15) days of the public hearing and sent to the appellant in writing.

#### XVI: EXCEPTIONS AND AMENDMENTS

- 16.1 If a matter of procedure arises that is not specifically covered in this Bylaw, the matter will be decided by use of the Act, common sense and a simple majority vote of Council.

#### XVII: GENERAL

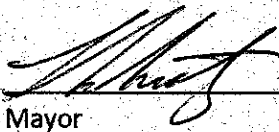
- 17.1 This Bylaw comes into force upon third and final reading.
- 17.2 This Bylaw repeals Bylaw #512-16 and 530-20.

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

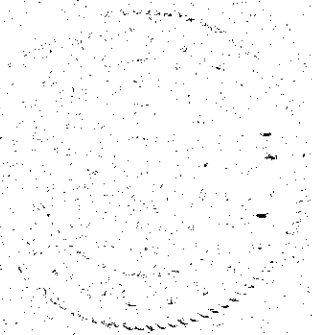
READ second time this 2 day of December, 2021.

READ a third time this 21 day of December, 2021.

Signed this 5 day of January, 2021.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer



**BYLAW #553-23  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF MEETINGS OF COUNCIL AND COUNCIL COMMITTEES AND DEFINE CERTAIN DUTIES OF THE COUNCIL AND OFFICERS OF THE VILLAGE OF HUSSAR.**

**WHEREAS**, Section 145 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws in relation to the procedures of Council and Council Committees and the conduct of elected officials and members of Council Committees,

**AND WHEREAS**, it is Council's desire to establish and follow a process and procedure of municipal government that reflects an open, transparent government where decisions are made after all information has been provided,

**AND WHEREAS**, it is necessary to establish rules and provisions to regulate the conduct of business in Council meetings, to control and maintain order in Council for the enactment of municipal legislation and to provide for dealing with petitions, delegations and submissions to Council,

**NOW THEREFORE**, the Council of the Village of Hussar duly assembled establishing the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

**PART I: BYLAW TITLE**

1.1 This bylaw may be cited as the "Procedural Bylaw."

**PART II: DEFINITIONS**

2.1 *Act* means the *Municipal Government Act*, RSA 2000 M-26 and all amendments thereto.

2.2 *Agenda* means the list of items and order of business of any meeting of Council as prepared by the Chief Administrative Officer.

2.3 *Appellant* means the person who is appealing to Council.

2.4 *Bylaw* means a Bylaw of the Village of Hussar.

2.5 *CAO* means the Chief Administrative Officer of the Village of Hussar.

2.6 *Council* means the duly elected Municipal Council of the Village of Hussar.

- 2.7 *Councillor* means a duly elected member of Council.
- 2.8 *Deputy Mayor* means the member of Council duly appointed to the office of Deputy Chief Elected Official, pursuant to the Act.
- 2.9 *Mayor* means the member of Council duly appointed to the office of Chief Elected Official, pursuant to the Act.
- 2.10 *Point of Information* means a request to the Mayor or presiding member, or through the Chair, to another member or to the staff for information relevant to the business or item being discussed.
- 2.11 *Public Hearing* means a meeting of Council held in accordance with the Act.
- 2.12 *Quorum* means a majority of Council members required to hold a meeting and to vote.
- 2.13 *Resolution* means a motion in Council.
- 2.14 *Special Meeting* means a meeting called pursuant to the Act.

#### PART III: APPLICATION

- 3.1 This Bylaw applies to:
- a. all meetings of Council, and
  - b. subject to the Act, boards and authorities established by Council unless permission has been granted to them to establish their own procedures by a simple majority decision of Council.

#### PART IV: ORGANIZATIONAL MEETING

- 4.1 The annual Organizational Meeting of Council shall be held in accordance with the Act and the date shall be called by Council at the September regular Council meeting and shall be entered into the minutes of that meeting.
- 4.2 At the Organizational Meeting the CAO shall initially take the chair and:
- a. call the meeting to order,
  - b. administer the Oath of Office to any new elected officials, and
  - c. record the election for Mayor and Deputy Mayor.

4.3 Upon the election of Mayor and Deputy Mayor the Mayor shall take the chair for the remainder of the meeting.

4.4 The Agenda for the Organizational Meeting shall be as follows:

- a. Call to Order
- b. Oaths of Office (if necessary)
- c. Election of Mayor and Deputy Mayor
- d. Board and Committee Appointments
- e. Review of Legislative Policies
- f. Set the Date for Regular Council Meetings
- g. Any other Business as Required by the Act (if necessary)

4.5 The following board and committee appointments shall be made:

- a. Cemetery Board (1 member)
- b. Drumheller and District Solid Waste Management (1 member, 1 alternate)
- c. Hussar Municipal Library Board (1 member)
- d. Hussar Rural Fire Association (1 member, 1 alternate)
- e. Intermunicipal Development Plan Committee {IDP} (2 members, 1 alternate)
- f. Palliser Regional Municipal Services (1 member, 1 alternate)
- g. Southern Alberta Energy from Waste Association (1 member, 1 alternate)
- h. Wheatland County Assessment Review Board (1 public member)
- i. Wheatland Family & Community Support Services (1 member, 1 alternate)
- j. Wheatland Regional Emergency Advisory Committee (1 member, 1 alternate)
- k. Wheatland Regional Partnership (3 members)
- l. Wheatland & District Emergency Medical Services Association (1 member, 1 alternate)
- m. Wildrose Community Futures (1 member, 1 alternate)
- n. Wheatland Housing Management Representative (1 member, 1 alternate)
- o. any additional boards and committees.

4.6 The following boards or positions shall be ratified:

- a. Hussar Municipal Library Board
- b. Hussar Rural Fire Department Chief
- c. Hussar Municipal Library Board Auditor

4.7 The following position appointments shall be made:

- a. Director of Emergency Management
- b. Deputy Director of Emergency Management

#### PART V: REGULAR AND SPECIAL MEETINGS

- 5.1 The date and time of regular meetings shall be set at the annual organizational meeting.
- 5.2 Special meetings shall be called and held in accordance with the Act.
- 5.3 In accordance with the Act, all Council meetings shall be open to the public and twenty-four (24) hours written notice shall be given to the public as stated in Section 5.8 and Section 5.9.
- 5.4 The Mayor, subject to being overruled by a majority vote of Council:
  - a. may call Council to order,
  - b. shall maintain order and preserve decorum of the meeting,
  - c. shall decide points of order without debate or comment other than to state the rule governing,
  - d. shall determine which Councillor has the right to speak,
  - e. shall ascertain whether all Council members who wish to speak on a motion have spoken thereon and all Council members are ready to vote by asking "Are you ready for the question?" and shall thereafter call for the vote, and
  - f. shall rule when a motion is out of order.
- 5.5 Members of the public who attend a Council meeting shall:
  - a. not address Council unless they are on the Agenda or if the Chair allows, may comment for a five (5) minute period following the close of Council business at a regular meeting, and
  - b. maintain order and quiet.
- 5.6 When a member of Council or the public is addressing the Chair, every other member attending the meeting shall:
  - a. remain quiet and seated,
  - b. not interrupt the speaker except on a point of order, and
  - c. not carry on a private conversation.
- 5.7 When a member of the public is addressing Council, the member shall:
  - a. not reflect on any vote of Council except when asking to rescind the vote and when doing so shall not reflect on the motives of the Councillors who voted for the motion or the mover of the motion,
  - b. not shout or raise their voice or use profane, vulgar or offensive language, and

- c. assume personal responsibility for any statement they quote to Council and shall give the source of the information. Unfounded information or hearsay may be disregarded by Council.
- 5.8 Notice of regular Council meetings shall be given by publishing them on Village of Hussar website and posting notices at the Village Office and Canada Post Office.
- 5.9 Notice of a change to a regular Council meeting or of a special meeting shall be given by publishing them on the Village of Hussar website and posting notices at the Village Office and Canada Post Office.

#### PART VI: PUBLIC MEETINGS

- 6.1 Public meetings may be held at the pleasure of Council and as required as per the Act.

#### PART VII: VOTING

- 7.1 Voting shall be governed by the Act.
- 7.2 The names of those who vote for and those who vote against a motion shall be entered in the Minutes by the CAO only when a member of Council asks for a recorded vote before that vote is taken by the Chair.

#### PART VIII: GENERAL RULES OF COUNCIL

- 8.1 Regular Council meetings shall commence at 7:00 p.m. and adjourn not later than 11:00 p.m.
- a. Upon resolution of Council the meeting may be extended to a time determined in the resolution.
- 8.2 Special Council meetings shall commence at the time stated in the notice to the public and shall not last longer than three (3) hours unless agreed upon by a majority vote in Council.
- 8.3 If there is no quorum by 7:30 p.m., the CAO shall record the names of the Council members present and Council shall stand adjourned.
- 8.4 As soon after 7:00 p.m. as there is a quorum present, the Mayor shall take the Chair and call the meeting to order.
- 8.5 In the event the Mayor is absent, the Deputy Mayor shall take the Chair.

## PART IX: PROCEEDINGS AT COUNCIL MEETINGS

- 9.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting as prepared by the CAO. Copies of reports or business to be dealt with shall be available at the meeting.
- a. The Agenda shall be made available to Council at least one day prior to the regular meeting of Council.
- 9.2 The order of business on the Agenda is as follows:
- a. Call to Order
  - b. Approval of Agenda
  - c. Public Hearings
  - d. Delegations
  - e. Minutes of Previous Meeting
  - f. Business
  - g. Development
  - h. Financial Reports
  - i. Committee Reports
  - j. CAO Report
  - k. Correspondence
  - l. In Camera
  - m. Adjournment.
- 9.3 The cut off for items to be added to the Agenda is three (3) days before the set meeting date. Any item submitted for consideration by Council after the deadline will be added to the Agenda for the next regular Council meeting.

## PART X: PETITIONS AND LETTERS

- 10.1 Petitions shall be dealt with as per the Act.
- 10.2 Letters directing items of business or concerns to Council shall be clearly written or typewritten and addressed to the Council or CAO and shall be signed by the person bringing up the business or concern.

- 10.3 Anonymous letters will be disregarded. Verbal complaints and/or concerns may not be considered by Council until which time they are written and signed as indicated in Section 10.2.

#### PART XI: DELEGATIONS

- 11.1 When a person or delegation wishes to address Council on a matter not on the Agenda, Council may add it to the proposed Agenda by resolution of Council.
- 11.2 Council shall hear all persons or delegations that so request and are placed on the Agenda. All rules of conduct in this Bylaw apply to each member of the delegation.
- 11.3 Delegations may be limited to fifteen (15) minutes presentation time to Council with additional time for Council to ask questions or for clarification.

#### XII: RESOLUTIONS (MOTIONS) IN COUNCIL

- 12.1 Any motion before council does not need to be seconded.
- 12.2 Motions may be withdrawn prior to debate or decision with the approval of Council.
- 12.3 When a motion is made and is being considered, no other motion may be made and voted on except:
- a. a motion to refer the main question to some other person or group for consideration,
  - b. a motion to amend the main question,
  - c. a motion to postpone or table the main question to another time.
- 12.4 After the question has been called, no member shall speak to the question nor shall any other motion be made until after the vote.
- 12.5 A motion to adjourn the meeting may be made at any time except when:
- a. another Council member is in possession of the floor,
  - b. a call for a decision has been made, or
  - c. the members of the Council are voting.
- 12.6 A motion to rescind a motion of Council may be made at any time after the meeting at which the motion was passed, as follows:
- a. any member of Council may make the motion to rescind,



- b. notice of the rescinding motion shall be on the agenda, and
- c. the rescinding motion must be passed by a simple majority.

#### XIII: BYLAWS

- 13.1 Bylaws shall be presented and passed in accordance with the Act.

#### XIV: SIGNING AUTHORITY

- 14.1 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes and financial statements of the Village of Hussar so that all cheques and financial instruments are signed by the CAO and a member of Council a per the Act.
- 14.2 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes or financial statements of the Village of Hussar Cemetery accounts so that all cheques and financial statements are signed by the CAO and a member of Council as per the Act.
- 14.3 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall have permission to access the safety deposit box in the name of the Village of Hussar so that two (2) persons access the safety deposit box.

#### XV: PUBLIC HEARINGS

- 15.1 Public hearings shall be held in accordance with the Act.
- 15.2 The Mayor or Deputy Mayor shall act as Chair for public hearings.
- 15.3 The CAO shall act as Secretary for public hearings.
- 15.4 The order for the Agenda for a public hearing shall be as follows:
  - a. Call to Order
  - b. Introduction of Public Hearing Item
  - c. Written or Oral Submissions In Favour of the Item
  - d. Written or Oral Submission Against the Item
  - e. Appellant Rebuttal
  - f. Adjournment
- 15.5 Council may ask for further information or clarification from the CAO, Appellant or any individual who provided a written or oral submission at any time during a public hearing.

- 15.6 Cross examination, debating or questions from the public is not allowed during a public hearing.
- 15.7 The public hearing may, by motion of Council, be held over to the next regular or special Council meeting if more information is required.
- 15.8 Decision on the item discussed at a public hearing will be included in the Minutes of the Council meeting at which it was held.
- 15.9 Decision must be made on the item discussed at a public hearing within fifteen (15) days of the public hearing and sent to the appellant in writing.

XVI: EXCEPTIONS AND AMENDMENTS

- 16.1 If a matter of procedure arises that is not specifically covered in this Bylaw, the matter will be decided by use of the Act, common sense and a simple majority vote of Council.

XVII: GENERAL

- 17.1 This Bylaw comes into force upon third and final reading.
- 17.2 This Bylaw repeals Bylaw #512-16, 530-20, and 538-21

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ second time this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ a third time this \_\_\_\_ day of \_\_\_\_\_, 2023..

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

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer

---

# Disciplinary Action Policy

---

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: September

Related Bylaw: N/A

Amendments:

---

## **Purpose**

The purpose of this policy is to provide guidelines of what is considered acceptable and unacceptable conduct and behaviour, and to provide for disciplinary action for employees when these guidelines are not met.

## **Guidelines**

Employees are responsible for adhering to rules of conduct that are normally accepted as standard in a business or government enterprise.

Appropriate conduct and behaviour includes but is not limited to:

- Adherence to published policies, practices and procedures;
- Competent performance of all job duties assigned;
- Courtesy to and respect for co-workers, ratepayers, suppliers or any other person who deals with the Village in the conduct of its business;
- Wearing proper attire during working hours, appropriate to the job performed;
- Employees must not engage in, or condone behaviour which causes unnecessary mental or physical distress or loss of dignity, privacy or autonomy to a ratepayer, the general public, suppliers or other employees.

Those who, in good faith, report concerns of inappropriate or unacceptable conduct or behaviour will be protected by the Village of Hussar.

Inappropriate conduct and behaviour includes but is not limited to:

- Loitering or loafing;
- Leaving work early without permission;
- Using obscene or abusive language;
- Spreading malicious gossip or rumours;
- Creating or contributing to unsanitary conditions;
- Poor or careless work;
- Excessive personal use of telephones, cell phones or computer facilities.

Unacceptable conduct or behaviour includes:

- Harassing, threatening, intimidating or coercing any person at any time;

- Reporting to work or working while under the influence of alcohol, non-prescribed drugs, or prohibited substances;
- Perceived inappropriate comments directed at an individual related to the person's sex, sexual orientation, racial background, religion, or physical ability;
- Possession of guns, weapons or explosives except as specifically authorized in relation to an employee's duty;
- Unsafe driving of Village of Hussar vehicles;
- Theft, pilfering and/or falsification of Village of Hussar records;
- Threat of/or actual physical contact of any kind when here is a perception of physical violence;
- Sexual harassment of any kind include remarks or jokes causing embarrassment or offence, unwelcome solicitation or advance, suggestive or obscene comment or gestures, leering or physical touching, the display of sexually suggestive material, etc.
- Fighting;
- Not adhering to any written procedure, policy or bylaw of the Village or the laws of any other jurisdiction including federal and provincial legislation.

Disciplinary action may consist of the following, dependent upon the nature of the misconduct in question and the employee's record of past conduct.

- Verbal warning
- Written warning
- Suspension of duties without pay
- Termination

Suspension of duties or termination will be communicated in writing to the employee.

Allegations of misconduct or harassment against an employee will be dealt with by the CAO, unless the employee in question is the CAO.

Allegations of misconduct or harassment against the CAO will be dealt with by Council.

Upon the receipt of a complaint by either the CAO or Council, the individuals designated to deal with the complaint will speak to the individuals deemed responsible, directly identifying the problem, and seeking to resolve the concern.

If further action is required a formal inquiry to validate the complaint and appropriately deal with the issue will be initiated.

Need for further action or more stringent measures will be assessed and applied immediately or as soon as possible, taking into account the seriousness of the violation as well as any failure to cooperate in any investigation in relation to any violation.

Vexatious or frivolous accusations of inappropriate or unacceptable behaviour are considered another form of inappropriate interaction.

---

# Vehicle Use Policy

---

Date Approved by Council: October 8, 2014

Resolution:

Review Date: September

Related Bylaw: N/A

Amendments: 2016-11-22-04; 2019-07-11-132

---

## **Purpose**

This policy has been adopted to provide guidelines for the use of Village owned vehicles and equipment. Only employees of the Village of Hussar are authorized to drive or operate Village of Hussar vehicles. This measure has been adopted to ensure the health and safety of our employees and the public at large and to protect the property and best interests of the municipality. This policy refers to all Village of Hussar owned vehicles and equipment where unauthorized operators are not covered under the Village of Hussar's insurance plan.

## **Guidelines**

Only authorized employees of the Village of Hussar are permitted to drive or operate Village of Hussar Vehicles.

Employees who have not gone through the authorization process as outlined below cannot use a Village of Hussar vehicle even if they are asked by the CAO or a Councillor.

The CAO or Councillors may not authorize a non-employee to drive or operate a Village of Hussar vehicle.

### AUTHORIZATION OF USE

The Village of Hussar will only authorize employees in a management or public works position to drive Village of Hussar vehicles and equipment.

Employees are required to show proof of a government issued Driver's License and 3 year abstract prior to authorization. 3 Year driver abstracts need to be submitted every 2 years and will be reimbursed by the Village of Hussar.

The Village of Hussar will note the expiry date of the employee's Driver's License and abstract and the employee must show proof of renewal before using the Village's vehicles after that date.

If for any reason an employee's Driver's License is revoked, suspended or restricted, it is mandatory that the employee notify the CAO immediately.

**VEHICLE USE**

Employees of the Village of Hussar are responsible for operating Village of Hussar vehicles and equipment in a safe and responsible manner.

Employees must know and abide by the Alberta Traffic Safety Act in the area in which they are operating a Village of Hussar vehicle.

It is mandatory that seat belts be used by all occupants of a Village of Hussar vehicle at all times.

Smoking will not be permitted in vehicles or equipment owned by the Village of Hussar.

Cell phone use will only be permitted if a vehicle is parked.

Any vehicle moving violations issued to the Village of Hussar as a result of the operation of Village owned vehicles will be the responsibility of the employee operating the vehicle at the time of the violation.

**MAINTENANCE**

Employees must maintain the cleanliness and general maintenance of Village of Hussar vehicles.

Employees must complete all safety and tracking logs as required by the Safety Policy.

Any repairs, deficiencies and general maintenance needs must be reported to the Public Works Foreman or CAO immediately.

The Public Works Supervisor is responsible for ensuring all repairs and maintenance are completed in a timely manner.

**PERMITTED USE**

Vehicles owned by the Village of Hussar may only be used for business relating to the Village of Hussar.

The CAO may authorize volunteers and contractors use of maintenance equipment on a case by case basis, including trailers and weed cutters.

---

# SEWER BACKUP POLICY

---

Date Approved by Council: September 22, 2016

Resolution: 2016-09-22-06

Review Date: October

Related Bylaw: 539-21 Utility Bylaw

Amendments: 2017-09-14-04; 2021-11-10-604

---

## **Policy Statement**

The intent of this Policy is to determine the responsibilities of Homeowners and the Village of Hussar when a blockage occurs in a sanitary main.

## **Definitions**

*Private Sanitary Sewer Service Line* shall mean the portion of the sanitary sewer line which services the private property from the property line to the building.

*Sanitary Sewer Service Line* shall mean the line that services the private property and connects to the sanitary sewer service main, and includes the Private Sanitary Sewer Service Line and the Village Sanitary Sewer Service Line.

*Sanitary Sewer Service Main* shall mean the main line of the public utility to which the sanitary sewer service line connects.

*Village Sanitary Sewer Service Line* shall mean the portion of the sanitary sewer service line which services the private property. It is connected to the sanitary sewer main, and runs to the property line.

## **General Information**

### **SERVICE BLOCKAGE**

The most common cause of a sewer backup is a blockage of the sanitary sewer service line between the home and the Village's sanitary sewer service main. Blockages may be caused by soil settlement, misaligned joints, root infiltration, pipe collapses or debris within the pipe (cooking grease, rags, or other solid debris) that has been flushed down any drain.

### **SEWER MAIN BACKUP**

On rare occasions, a blockage can occur in a Village sanitary sewer service main causing a backup onto a private property. A backup may also occur on private property due to too much water in the sanitary sewer system through either inflow or infiltration. Inflow occurs when storm water or other water enters the sanitary system through downspouts, weeping tile or sump pumps being drained into the sanitary sewer system. Infiltration occurs through cracks, joints, broken pipes or other defects within the sanitary sewer system.

**Responsibilities**

The property owner (or tenant) is responsible to obtain the services of a plumber or contractor to clear or remove any obstruction in the Sanitary Sewer Service Line.

The plumber or contractor hired by the property owner (or tenant) is responsible to take the necessary steps to clear or remove the obstruction from the Sanitary Sewer Service Line at the building to the Sanitary Sewer Main.

The property owner (or tenant) is responsible to notify the Village Office if no obstruction was found in the Sanitary Sewer Service Line and sewer backup continues.

The property owner is responsible for all maintenance or repairs that may be required within the Sanitary Sewer Service Line, and for adhering to Bylaw #539-21 in its entirety to mitigate the potential for sewer backups.

The Village is responsible for any repairs of defects that occur within the Sanitary Sewer Main.

The property owner (or tenant) is responsible to provide all the information on the Sewer Backup Reimbursement Request Form specified as Schedule A to this policy in order to request reimbursement for any costs associated with a sewer backup that has occurred due to a defect in the Village sanitary sewer service line or the sanitary sewer service main.

The Village is responsible to forward all Sewer Backup Reimbursement Request Forms to the Village's insurance company for determination of liability and reimbursement.

The Village is responsible to act with reasonable expediency to mitigate damage and repair defects within the sanitary sewer service line or the sanitary sewer service main, and to follow the procedures laid out within this policy to the best of their ability.

**Procedures**

1. The property owner (or tenant) contacts a private plumbing service to clear the Sanitary Sewer Service Line.
  - a. If no blockage is found and the sewer backup continues the property owner must contact the Village Office.
2. The Village receives notification from the property owner (or tenant) that a sewer backup has occurred and that no blockage was found in the Sanitary Sewer Service Line. The property owner must supply the Village with the following information:
  - a. Name of the property owner (or tenant);



- b. Civic address of the property where the backup occurred;
  - c. Contact phone number of the property owner (or tenant);
  - d. Name and contact phone number for the plumber or contractor used;
  - e. The full distance of the roter or camera that was used in attempting to clear a blockage.
3. The Village will notify the Village's current water/wastewater services contractor and provide the details provided by the property owner (or tenant) as provided above.
4. The water/wastewater services contractor will provide an operator to check manholes downstream and upstream (as necessary) to determine the location of any problem within the Sanitary Sewer Service Main.
  - a. If the water/wastewater services contractor is unable to provide an operator within a reasonable time, or upon discussion with the contractor, the Village Office and Public Works Foreman, the water/wastewater services contractor may approve a Village employee to check the downstream and upstream manholes (as necessary) and report back to the contractor.
5. Upon locating the problem in the Sanitary Sewer Main the water/wastewater service contractor will make necessary arrangements to repair the line or remove the blockage (possibly by flushing) within a reasonable time frame.
  - a. The water/wastewater service contractor will contact the Village upon arrangements being made to repair the line or remove the blockage and specify the date at which the repair or removal will occur as well as the name and contact information for the company that has been requested to complete the repair or removal.
  - b. If the Village is not satisfied with the time frame for the repair or removal the Village may request that the contractor enter further discussions with the company hired to complete the repair or removal to complete the work at an earlier date, or the Village may notify the contractor that they will be contacting the company directly, or the Village may find an alternate company that is available at an earlier time and notify the contractor as such. If the Village finds an alternate company they will notify the company arranged by the contractor of such cancellation.
  - c. If a defect or blockage cannot be located in the Sanitary Service Main (the mains are flowing freely and no other properties are reporting sewer backups), it is assumed that the blockage or defect is within the Sanitary Sewer Service Line and is the responsibility of the property owner.
6. Upon satisfactory arrangements being made for the repair of the Sanitary Sewer Main or removal of a blockage, the Village will contact the property owner (or tenant) as well as any

other residents that may be affected by the repair or removal with the time frame for the repair or removal.

7. Upon completion of the repair or removal work the Village will notify the property owner (or tenant) as well as any other affected residents of the completion of the work.

**SCHEDULE A**  
**SEWER BACKUP REIMBURSEMENT REQUEST FORM**

Please ensure all parts of this form are completed:

<b>Claimant Information (Property owner)</b>	
Name:	
Phone Number:	
<b>Witness Information (May include plumber, neighbours, etc.)</b>	
Name:	
Phone Number:	
<b>Loss Information</b>	
Date of Backup:	
Civic Address:	
Total Reimbursement Requested:	
<b>Damage Details</b>	
<p>* Please provide as much information as possible regarding the backup occurrence (attach additional sheets if necessary)      ** Please attach any pictures, reports, video, invoices or receipts.</p>	

The Village will pass this information on to our insurance company to determine reimbursement for costs related to the sewer backup and any repairs. Costs covered under the property owner’s own insurance are not eligible for reimbursement. Requests for reimbursement for any other amount will be determined on a case by case basis by Village Council.

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 14, 2023
Title:	Organizational Meeting Date
Agenda Item Number:	6a

### **BACKGROUND**

The next scheduled meeting would be Thursday October 12, 2023.  
November 1<sup>st</sup> is the last date to hold an organizational meeting. As per Section 192 of the *Municipal Government Act* (MGA)

### **RECOMMENDATION:**

1. Motion to hold our organizational meeting on \_\_\_\_\_, 2023 at \_\_\_ (time)\_\_\_ in Council Chambers.

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: September 14, 2023  
Title: Sidewalk Concerns

Agenda Item Number: 6b

### **BACKGROUND**

Sidewalk concerns on 1<sup>st</sup> Ave (from 1<sup>st</sup> Street West to 2<sup>nd</sup> Street West). We have been approached by a resident. There is a section of the sidewalk that buckles pretty bad and make it a bit dangerous when you walk there and especially for kids when they are roller blading. They are wondering if it would be possible for them to pickup some concrete and fill in that section.

If required, we would need to decide if we are looking for a permanent fix or a temporary fix until that stretch of sidewalk is done during our next construction project.

#### Solution Recommendations:

- Public Works fill in with concrete mix
- Call in a concrete company for a quote
- Public Works fill it in with the cold mix

### **RECOMMENDATION:**

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



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 14, 2023
Title:	Columbarium Quote
Agenda Item Number:	6c

### **BACKGROUND/DISCUSSION:**

We have received a quote for the new columbarium. The lowest quote for the new columbarium estimate came back at \$25,274.00. The total in the cemetery account is \$17,184.90.

The previous columbarium was \$16,632 (without GST) this was July 2019. The last quote I have for a columbarium was in July 2021 for \$18,960.24.

### **RECOMMENDATION:**

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

September 5, 2023

**Client:** Hussar Cemetery  
**Contact:** Liz Santerre (Chief Administrative Officer)  
 403-787-3766  
[office@villageofhussar.ca](mailto:office@villageofhussar.ca)

**Shipping Address:**  
 132420 west of the 4th (Meridian)  
 Hussar AB  
**Mailing Address:**  
 Village of Hussar: 109 – 1st Avenue East

Dear Liz,

Sunset Memorial & Stone Ltd. is pleased to provide a quotation for the supply and delivery and installation of the following columbarium in \$CAD:

Option	Description	Unit Price	Qty	Total Niches	Total Price	Price per Niche
1	Double-sided <b>Concord 32 ALL Granite</b> Niche (8x2 high configuration) – Imperial Grey w/ African Impala shutters to be inscribed.	\$25,274	1	32	\$25,274	\$790
2	Double-sided <b>Legacy 32 NYL</b> Niche (8x2 high configuration) – Imperial Grey w/ African Impala shutters to be inscribed.	\$27,061	1	32	\$27,061	\$846

**Optional inscription costs:**

- Column & row denotations - \$350      Yes       No
- Sidewall Inscriptions - \$200 / sq ft      Yes       No
- Shutter Inscriptions - \$200 / shutter      Yes       No
- Additional Shutters - \$60 ea      Yes       No





### Columbarium Specifications:

- Imperial Grey granite roof, walls, and base. Polished faces and rock-pitched base.
- Polished African Impala shutters and trim.
- Shutters are configured for inscriptions, not wreath attachments, therefore no holes will be predrilled.
- Rosettes will be bronze floral style.
- Each granite shutter will cover one individual niche.
- **Figure 1:** Overview - Sunset's Concord 32 Niche -Dimensioned Drawing
- **Figure 2:** Overview - Sunset's Legacy 32 Nylene Niche -Dimensioned Drawing
- **Figure 3:** Overview - Sunset's Nylene Interior

### Columbarium Features:

- Our Nylene niches offer several advantages over commonly used concrete or granite niches (**Figure 4**).
- Sunset's industry standard 16" nominal niche depth allows for the interment of two large urns, which depending on urn size, can double the urn capacity of the columbarium. (**Figure 5**).
- The individual granite shutters are held away from the core structure using our unique bracket design, eliminating niche condensation, and freezing of the shutters to the columbarium (**Figure 6**).
- Each niche will come with a key-locked inner anodized aluminum security door, which reduces cemetery operating expenses by eliminating the need for any staff to be on-site when a granite shutter is removed for inscription. This is a standard feature in all our commercial models (**Figure 7**).
- Accessories and spare parts:
  - 3 granite shutters.
  - 5 keys to enable staff to unlock the niche inner aluminum security doors.
  - 1 security tool to remove the screws on the bronze rosettes.
  - 3 spare bronze rosettes complete with screws.

**Terms and Conditions:**

1. To develop this estimate, we have assumed that there is an access road to the columbarium foundation with sufficient load capacity to withstand the weight of both 30t crane and transport truck, and that the road will allow for both the truck and crane to get within 25 feet of the foundation with a lift that clear of any obstructions. If this is not the case, surcharges may apply.

Please initial one of the following:

A. My site conditions meet the above criteria: (initial)

B. My site conditions are different and will require a more In-depth study of installation: (initial)

2. Sunset strongly recommends that a Professional Engineer authorized to work in your province/state stamps your foundation drawings. Example concrete foundation drawings can be supplied upon placement of an order.
3. Price does not include taxes nor a concrete foundation.
4. Payment terms: 50% at time of order, balance within 30 days of installation.
5. Warranty includes lifetime on granite and 10 years workmanship (see sample Warranty).
6. The above quotation will be honored for 3 months from the date of this letter.

If you have any questions or concerns with the information above, please do not hesitate to contact me at [REDACTED]

If you wish to proceed with an order, please sign and date in the space provided below and return at your earliest convenience.

Thank you for your consideration and we look forward to your reply.

Sincerely,



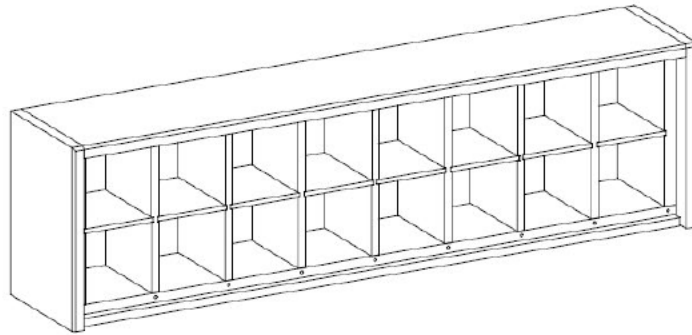
Adeola Onifade, BSc. Quantity Surveying  
Lead Estimator  
Sunset Memorial & Stone Ltd.

\_\_\_\_\_  
Customer Name

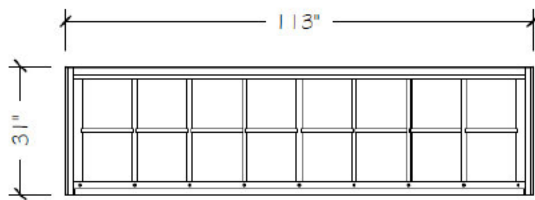
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

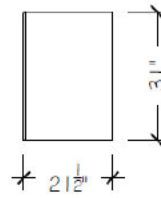
Assembled Concord columbarium unit



perspective



front view



side view

The plan and design are, and at all times remain, the exclusive property of Sunset Memorial & Stone Ltd. and cannot be used or reproduced without written approval.

Concord Columbarium  
 all granite pre-assembled  
 16 niche

**Sunset**  
 Memorial & Stone Ltd.  
 3300 8 Street SE  
 Calgary Alberta T2C 5S7  
 tel 403-243-3393  
 ph 403-243-3300  
 fax 403-243-7833  
 www.sunsetstone.com

overall  
 dimensions and  
 specifications

16 niche all granite

July 2018

1 of 7

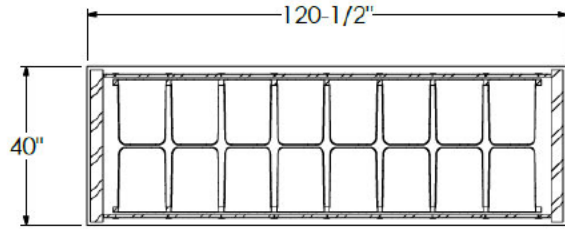
Figure 1: Overview - Sunset's Concord 32 Niche -Dimensioned Drawing



This plan and design are, and at all times shall be, the exclusive property of Sunset Memorial & Stone Ltd. and cannot be used or reproduced without written consent.

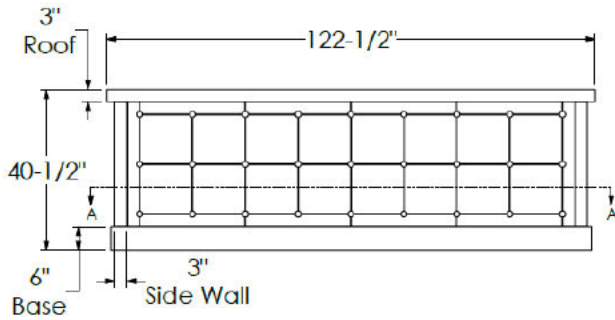
12"x12"x16" Nylene Niches

Empty Weight: 6200 lbs  
Full Weight: 7160 lbs

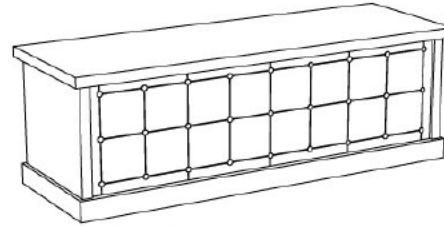


SECTION A-A

Legacy NYL 32  
Overview



Front View



Perspective View

3300 - 8th Street SE  
Calgary, AB T2G 5S7  
1-800-363-3393  
www.sunsetstone.com  
columbianiumUSA.com



Figure 2: Overview - Sunset's Legacy 32 Nylene Niche -Dimensioned Drawing





*Figure 3:* Sunset's Nylene Core Advantage



## *Nylene Core Advantage*

From outward appearances, the columbarium looks exactly like any other Sunset product, as the entire outer cladding is of top quality granite, but the true value is realized in the Nylene interior.

1. **Lighter** than concrete, all-aluminum and granite cores, thus reducing the weight on the foundation.
2. Pound for pound it is **stronger** than steel in compression
3. **Inert** to the environment and thus will not rust or degrade over time.
4. **Molded** thus eliminating any unsightly caulking associated with all granite cores that will create the possibility of future maintenance issues.
5. **Thermal resistance** that minimizes expansion and contraction, which can cause stress fractures in other materials like concrete and granite. The original use of the material was to shroud hot mechanical components in military tanks, and the material can easily withstand whatever the North American climate can throw at it.
6. **Cost effectiveness** allows customers the ability to achieve a superior product at a very competitive price.



*Figure 4:* Sunset's Nylene Core Advantage

## Why a 16" Niche Depth Matters

The industry has moved to a 16" deep niche in part for the reasons depicted.

As cremation becomes more popular, urn manufactures are becoming more creative in their designs, resulting in larger sized urns.

The smaller niche core can restrict the placement of a second urn.

Sunset's Industry Standard 16" depth niche allows for the placement of larger sized urns.

If you desire a smaller niche, Sunset can accommodate your needs, but please avoid the lure of lower prices without understanding the implications.

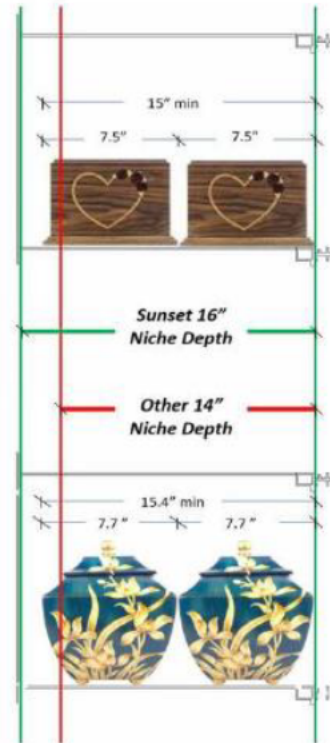
### Example 1



Dimensions:  
• 10" W  
• 7.5" D  
• 7" H

<https://www.sunset-memorials.com/forever-heart-wood-cremation-urn.html>

Side View



### Example 2



Dimensions:  
• 7.7" W  
• 7.7" D  
• 9.8" H

<https://www.maineurns.com/praying-hands-sheet-bronze-with-walnut-trim-snap-top-cremation-urn.html>

Side View

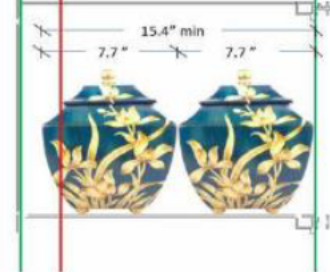


Figure 5: Sunset's Industry Standard 16" niche depth



This plan and design are, and at all times remain, the exclusive property of Sunset Memorial & Stone Ltd. and cannot be used or reproduced without written consent.

Interior Niche Detail  
Side Section

3300 - 8th Street SE  
Calgary, AB T2G 5S7  
1-800-363-3393  
www.sunsetstone.com  
columbariumUSA.com



25-Jan-2022

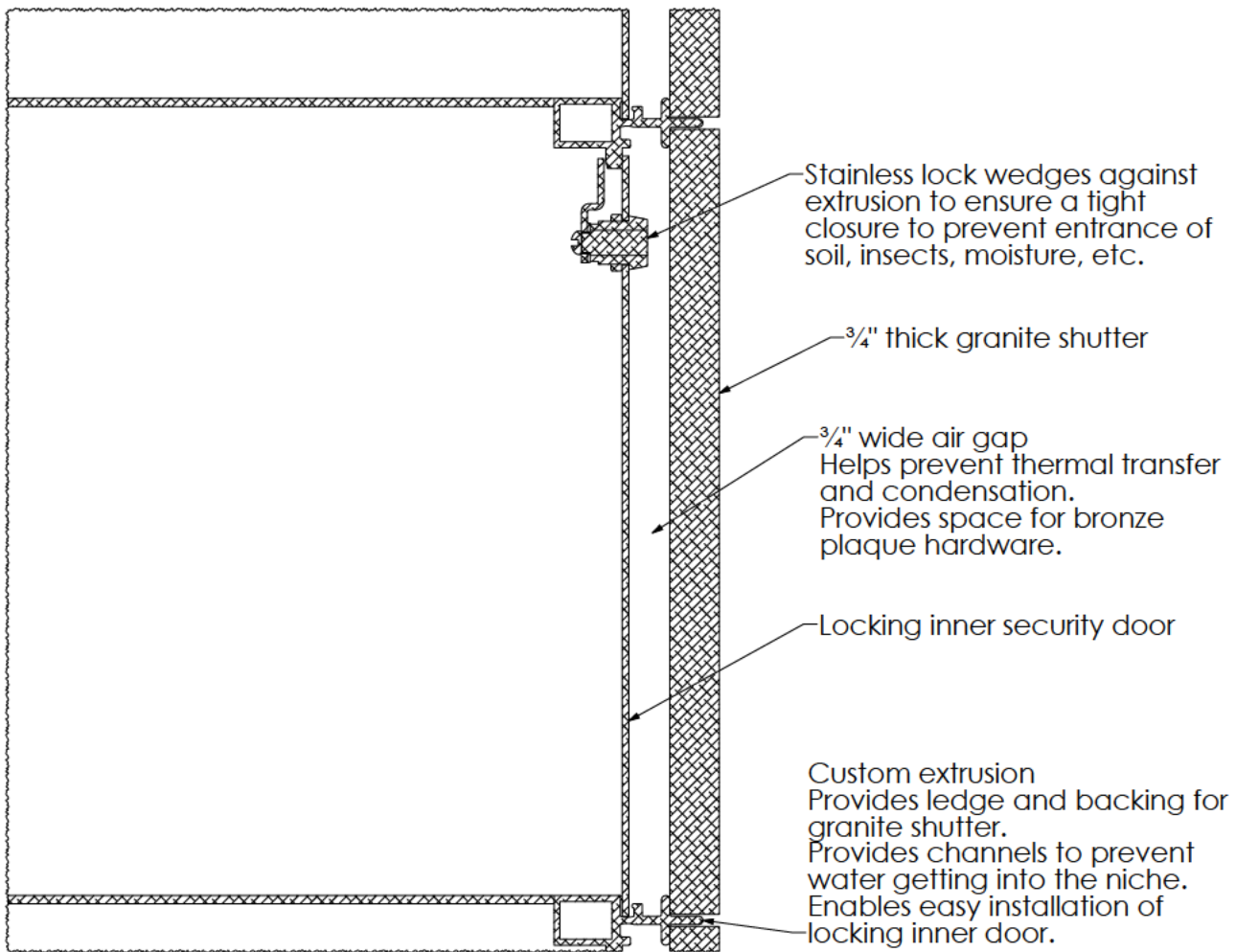


Figure 6: *Sunset's unique bracket design*





## *Key-Locked Aluminum Security Door*

**Sunset's key-locked inner aluminum security door improves the ease of niche access.**



**Our easy-to-use locking system provides families with peace of mind that their loved ones are secured.**

**The key-locked inner security door also reduces cemetery operating expenses by eliminating the need for any personnel to be on-site when the granite doors are removed for inscription.**

*Figure 7:* Sunset's Unique Key Locked Security Door



## Warranty

Purchaser:

Contract number:

Date of Purchase:

*Sunset Memorial & Stone Ltd. guarantees the granite parts of the columbarium furnished under the Warranty Certificate.*

*Sunset Memorial & Stone Ltd. guarantees unconditionally, that this columbarium will not check, crack or disintegrate from exposure to the elements in any season or in any climate, and that no colouring matter or injurious materials were used in obtaining the highly polished, mirror-like surface, hammered or rock surface, which are natural colours of the granite.*

*Sunset Memorial & Stone Ltd. further guarantees to replace, free of all expenses, to the original purchaser, to any subsequent owner of the columbaria, or to the cemetery in which the columbaria is located, any part or parts of the columbarium covered by this certificate, that may develop imperfections, as indicated herein, for a period of **ten (10) years** on parts and workmanship, and **lifetime** on granite from the date of purchase of the columbarium.*

*Sunset Memorial & Stone Ltd.*

---

*President*

## **SAMPLE ONLY**

*Note: Of course, this warranty will not cover acts of vandalism or inadvertent damage caused by cemetery operations (example – rock chips caused by grass cutters).*



*Sunset*  
Memorial & Stone Ltd.

Engineering Advantage

# 1. Price

---

## **Includes:**

- Installation,
- crane,
- and delivery.

*(Unless otherwise declined.)*



## 2. Key Locking Inner Security Door



Sunset's **key locked** inner aluminum security door improves the ease of niche access.

It is made of Powder coated aluminum for security and privacy when the second inscription is required.

Our easy to use locking system provides families with "peace of mind" that their loved ones are secured.

The key locked inner security door also reduces cemetery operating costs by eliminating the need for security/management oversight when the external granite doors are removed for inscription.



# 3. Niche Size

**Our “Standard” Niche size 12 x 12 x 16 deep to accommodate 2 urns.  
Or 11 7/8” x 11 7/8” x 15 1/2” for Nylene.**

As a company we understand and hear from our clients on a regular basis. Over the years, cemetery management let us know that they struggled to fit the second urn inside because manufacturers with the industry economized on a smaller niche size.



**Nylene Niche**

*Urn Size: 10.6” h x 6.3”w*



**Aluminum Niche**

*Urn Size: 10.6” h x 6.3”w*



**Nylene Niche**

*Urn Size: 8.5” h x 10.75” w x 9” d*

We decided to manufacture a niche size which is more true and deeper than the market standards so cemeteries and the families they serve don't run into complications when placing an urn.

*\*Custom Aluminum niche core sizes available.*

# 4. Why a 16" depth matters

## Example 1: Marble Companion Urn



### Dimensions:

- 15" W
- 8" D
- 6.25" H

<https://ca.perfectmemorials.com/navy-marble-the-perfect-companion-urn-vault-p-1764.html>

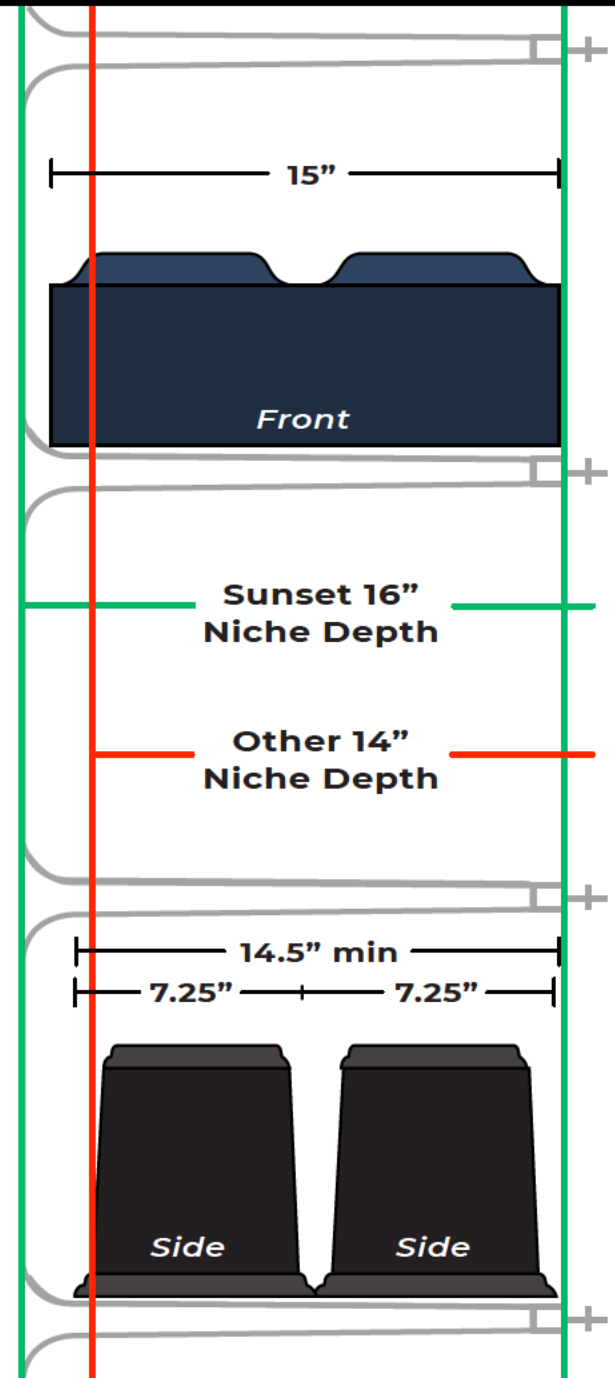
## Example 2: Cremation Urn



### Dimensions:

- 10.25" W
- 7.25" D
- 7.25" H

<https://mainelyurns.com/college-football-granite-ark-cremation-urn-13-colors-3-sizes.html?sgcause=46-1470087>



\*Side View

# 5. Niche Materials

**All interior niche materials are either powder coated aluminum (to prevent urns from fusing to the base) or Nylene.**

*(Unlike all granite niche cores.) We do not use adhesives in the construction of the columbarium's niche interior. Glues and epoxies are not a forever product.*

## CHOOSE FROM TWO INTERIOR NICHE CORE OPTIONS:



### ALUMINUM

Sunset “powder coats” the interior niche for a smooth clean inner surface. This also prevents metal urns from fusing to the base.

**NICHE SIZE: 12” x 12” x 16”  
12” x 12” x 12”**



### NYLENE

*See the following slide to learn more about the unique properties of Nylene.*

**NICHE SIZE: 11 7/8” x 11 7/8” x 15 1/2”**

*\*Custom niche sizes available.*

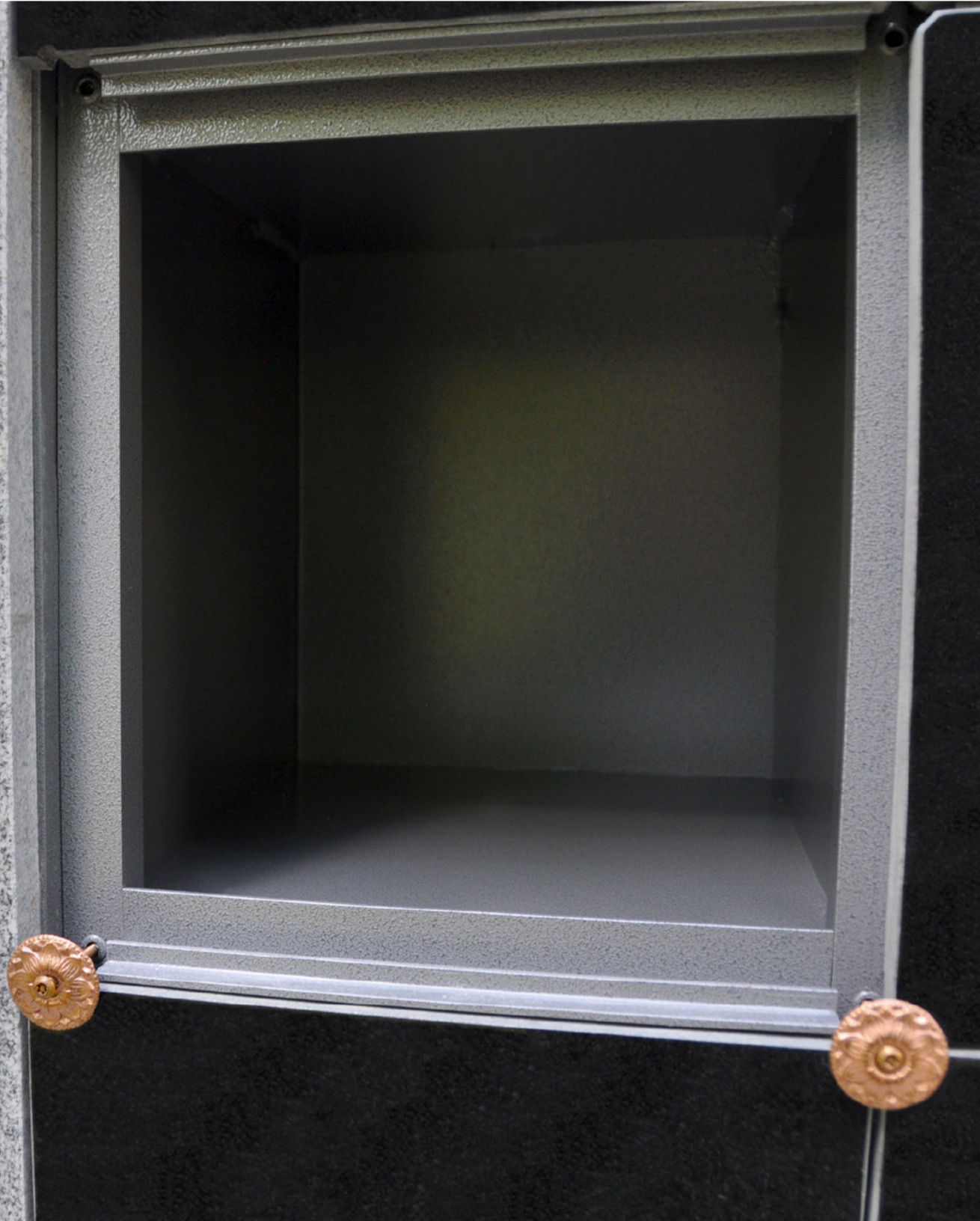


*Sunset*  
Memorial & Stone Ltd.

## Aluminum Advantage

Sunset's powder coated aluminum niche core provides a clean appearance.

As well as, preventing metal urns from fusing to the base. This can sometimes happen when the second urn is interred.



*Sunset*  
Memorial & Stone Ltd.

## Nylene Core Advantage

From the outside, the columbarium looks exactly like any other Sunset product, as the entire outer cladding is of top quality granite.

But the true value is realized in the Nylene interior.



# Nylene Core Advantage Cont'd

1. **Lighter** than concrete, all aluminum, and granite cores, thus reducing the weight on the foundation.
2. Pound for pound, it is **stronger** than steel in compression.
3. **Inert** to the environment and thus will not rust or degrade over time.
4. **Molded**, thus eliminating any caulking associated with all granite cores, which can lead to future maintenance issues.
5. **Thermal resistance** that minimizes expansion and contraction which can cause stress fractures in other materials like concrete and granite.

The original use of the material was to shroud hot mechanical components in military tanks, it can easily withstand whatever the North American climate can throw at it.

6. **Cost effectiveness** allows customers the ability to achieve a superior product at a very competitive price.



*Provides an attractive finish to the niche*

## 6. Structurally welded frames

To enhance the  
structural component  
of the unit.

*(This is not a stacked  
box system)*





**SUNSET'S  
COLUMBARIUM FRAME IS  
STRUCTURALLY  
WELDED  
TO BE ABLE TO SUPPORT  
GRANITE COMPONENTS.**

---

*In rare cases a foundation can shift due to unforeseen soil issues. Unlike other competitive models, a Sunset frame will continue to retain its operational and aesthetic integrity because the frame is structurally welded and engineered to support the weight of the granite.*



# 7. Aluminum Ledge

---

**An aluminum ledge is built to our structurally welded frames to ensure two things:**

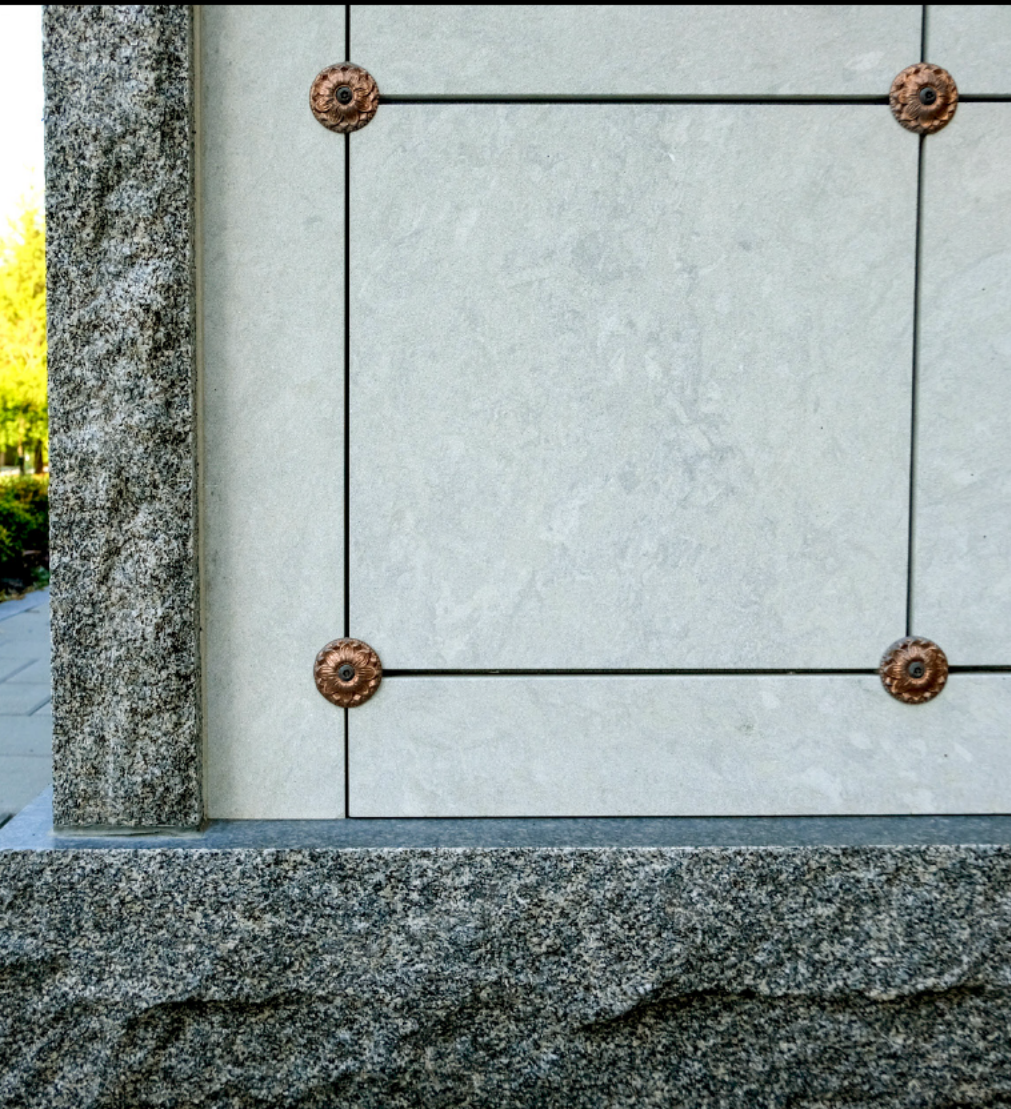
1. To keep our granite niche doors straight and true.
2. To prevent granite doors from freezing to other surfaces in freeze and thaw temperatures.



# 8. Hardware

---

**ALL HARDWARE FOR ASSEMBLY IS  
BRONZE OR STAINLESS STEEL.**



# 9. Manufacturing

---

**Sunset is the manufacturer  
and not a subcontractor or third party.**

**Accidents happen at cemeteries, should anything happen we  
are a phone call away and can assist with repairs.**





# 10. Warranty

---



**Minimum 10 year warranty  
on workmanship**

**Lifetime warranty on granite**



*\*Ask a representative for warranty details.*





Thank You

*Sunset*  
Memorial & Stone Ltd.

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 14, 2023
Title:	Jake Brake Sign

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

### **BACKGROUND**

We have received a request to look into the possibility of putting up signage to help with the engine brake noise from big trucks.

I have requested a quote on signage and have attached the quote. I have also reached out to Alberta transportation to see how we can address this request.

### **RECOMMENDATION:**

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



Created Date 11/09/2023  
 Expiration Date 21/09/2023  
 Sales Rep Laurissa Jess

Quote Number 00024108  
 Order Number 31112

Proof Required Yes

Contact Name Liz Santerre  
 Phone (403) 787-3766  
 Email office@villageofhussar.ca  
 Approved

Bill To Name Village of Hussar  
 Bill To 109 1 Ave East  
 Hussar Alberta T0J 1S0  
 Canada

Ship To Name Village of Hussar  
 Ship To 109 1st Avenue East  
 Hussar, AB  
 T0J 1S0  
 Shipping Method Prepaid and Add

Product Code	Line Item Description	Quantity	List Price	Preferred Price	Total Price
CS6075-Custom Sign-2mm AL-Avery HI	CS6075-Residential Area Avoid Use Engine Brakes Sign-60cmx75cm-2mm AL-Avery HIW/Red/Black (See attached)	1.00	\$122.37	\$85.93	\$85.93
CS7590-Custom Sign-2mm AL-Avery HI	CS7590-Residential Area Avoid Use Engine Brakes Sign-75cmx90cm-2mm AL-Avery HIW/Red/Black (See attached)	1.00	\$156.00	\$126.41	\$126.41
RB209-Truckers Please Avoid Use Of Engine Retarder Brakes-240cmx120cm-2mm AL-HIW-Avery	RB209-Truckers Please Avoid Use Of Engine Retarder Brakes-240cmx120cm-2mm AL-HIW-Avery	1.00	\$755.04	\$495.99	\$495.99
RB209-Truckers Please Avoid Use Of Engine Retarder Brakes-240cmx120cm-3/4" HDO Wood-HIW-Avery	RB209-Truckers Please Avoid Use Of Engine Retarder Brakes-240cmx120cm-3/4" HDO Wood-HIW-Avery **3/4" HDO Wood recommended due to size of sign	1.00	\$755.04	\$642.99	\$642.99
Pallet for Oversized Shipping and Handling	Pallet for Oversized Shipping and Handling	1.00	\$125.00	\$125.00	\$125.00

Totals	
Subtotal	\$1,913.45
Discount	22.85%
Savings	(\$437.14)
Grand Total	\$1,476.31



Pricing excludes all applicable taxes.  
 Pricing is based on the quantities listed above.  
**Claims for Missing/ Damaged Product must be made within 5 Business Days from Delivery Date.**  
**Cancellations must occur within 3 business days of approved order. Cancelled orders later than 3 business days are subject to a fee.**  
**Missing/Damaged/Request for Return must be made within 5 business days from delivery date.**  
 This is a QUOTE ONLY. Cannot be used for invoicing purposes.

**Village of Hussar**  
**Request for Decision (RFD)**

Meeting:	Regular Meeting
Meeting Date:	September 14, 2023
Title:	ATCO Franchise Fees
Agenda Item Number:	6e.

**BACKGROUND**

Pursuant to our franchise agreement we have the option to change the franchise fee percentage in 2024. A request to change the franchise fee needs to be provided to ATCO by November 1, 2023.

In 2022, our Delivery Tariff revenue in Hussar was \$73,536. Our forecast Delivery Tariff revenue for 2024 is \$66,922. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$16,730.

Atco's letter indicates a 25% rate, however I had looked back into last months minutes and confirmed it should be 27.5%. I have reached out to them and they confirmed that this is an error

The 2023 budget we have estimated \$21,000 with the YTD being \$16,352.25.

**RECOMMENDATION:**

1. Motion that the Village continue with a gas franchise fee rate of 27.5%.
2. Motion that the Village increase the gas franchise fee to XX%.
3. Motion that the Village decrease the gas franchise fee to XX%.

29 August 2023

Village of Hussar  
PO Box 100  
Hussar, AB, T0J 1S0

**Attention:** Ms. Liz Santerre, Chief Administrative Officer

**RE:** ATCO Gas and Pipelines Ltd. Natural Gas Distribution Franchise Agreement

As you are aware, ATCO Gas pays the Village of Hussar a franchise fee. The franchise fee is collected from customers in Hussar and is based on a percentage of our Delivery Tariff. In Hussar, this percentage currently is 25.00%.

In 2022, our Delivery Tariff revenue in Hussar was \$73,536. Our forecast Delivery Tariff revenue for 2024 is \$66,922. Therefore, based on the current franchise fee percentage, your forecast 2024 franchise fee revenue would be \$16,730.

Please note that the forecast 2024 Delivery Tariff revenue can be impacted by changes in customer operations and weather. Additionally, ATCO Gas has utilized forecast 2024 delivery rates, however, they are not yet approved by the Alberta Utilities Commission. ATCO Gas commits to providing updated franchise fee revenue forecasts at a future date should there be material impacts related to the update of these forecast assumptions.

Pursuant to our franchise agreement, you have the option to change the franchise fee percentage in 2024. A request to change the franchise fee must be received by ATCO in writing prior to November 1, 2023. If you are considering changing the franchise fee in 2024, please contact us as soon as possible to begin the process.

We trust you will find this information useful, and, if you have any questions or require anything further, please do not hesitate to contact me at [Chris.Blunt@atco.com](mailto:Chris.Blunt@atco.com).

Yours truly,



Chris Blunt  
Manager, Service Operations & Pressure Control South  
ATCO Natural Gas Division

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	September 14, 2023
Title:	DDEM Removal

Agenda Item Number:	6f
---------------------	----

### **BACKGROUND**

We have been advised that the DDEM should be someone that works for the Village as you would not want someone who is not staff to be involved in decisions and finances, and of course FOIP could be an issue.

At this time we do not have anyone else prepared to be DDEM, but should remove the current DDEM.

### **RECOMMENDATION:**

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

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 14, 2023
Title:	Wheatland County - Magazine
Agenda Item Number:	6g

### **BACKGROUND/DISCUSSION:**

Wheatland County is inviting us to participate in the 2023 Business and Community Profile Magazine. Price listing is attached.

### **RECOMMENDATION:**

1. Motion to participate in the 2023 Business and Community Profile Magazine with \_\_\_ page add in the amount of \_\_\_\_\_
2. Motion to accept as information at this time





## *2023 Business and Community profile*

We would like to invite you and your business to participate in the 2023 Wheatland County magazine, a print and digitally publication.

### Helping to Create Thriving Communities

**The benefits of these magazines are:**

**Attract Residents** Encourage potential new residents to explore the community and see why they should settle and grow here.

**Attract Businesses** Encourage potential new businesses to locate in the community, creating jobs, broadening available services and diversifying the economy.

**Encourage Discovery** Residents both new and old are encouraged to explore what the community has to offer, fostering local commerce and development.

**Encourage Investment** Demonstrate that the community is a preferred location to do business. Show that the community knows where it is going and how its economic development strategy will get it there.

**Promoting Existing Businesses** raising brand awareness, driving website traffic, increasing number of social media followers, making sales and standing apart from your competitors

### **Let's live, work and play in Wheatland County.**

We are looking for businesses to be featured in the publication by obtaining an ad space. Can we count on your support?

For more information please contact Christy at [REDACTED]

We look forward to hearing from you. 😊



July 2023

RE: Wheatland Business and Community Profile magazine

Dear Wheatland County business owner:

I would like to take this opportunity to introduce Ms. Christy Edwards of TNC Publications who is assisting us in the production of a magazine and to invite you and your business to participate in the Wheatland Business & Community Profile magazine.

This magazine will be used to promote Wheatland County and the Wheatland Business advantage and will include general information like demographics, relocation information, Wheatland history, photographs, and profiles. Example of profiles may include recreation services and much more. Our magazine about Wheatland County will be particularly of interest to potential residents and investors.

Your involvement in this promotional magazine will demonstrate a solid commitment to collaborative partnership marketing. I anticipate that your involvement will in turn be rewarded through heightened awareness of your business as well as the potential to increase customer traffic. The magazine will be distributed both within Wheatland County and outside the county as well.

We look forward to your participation and thank you in advance for your support. Due to publishing deadlines, time is of the essence. Christy will be happy to answer any of your questions and show you a copy of a similar publication. If there are any questions that Christy is unable to answer, please do not hesitate to contact myself direct at 403-361-2011.

Sincerely,

A handwritten signature in black ink, appearing to read "Jamie Kramble". The signature is fluid and cursive.

Jamie Kramble, Economic Development Officer



# WHEATLAND COUNTY

## MAGAZINE RATE CARD



<b>Full Page</b> (with Bleed)	<b>Full Page</b> (without Bleed)	<b>1/2 Page</b> (Horizontal)	<b>1/3 Page</b> (Horizontal)	<b>1/4 Page</b> (Horizontal)	<b>1/4 Page</b> (Vertical)	<b>1/6 Page</b> (Square)	<b>1/8 Page</b> (Horizontal)
----------------------------------	-------------------------------------	---------------------------------	---------------------------------	---------------------------------	-------------------------------	-----------------------------	---------------------------------

### DISTRIBUTION

To be distributed in venues designed to attract new residents and new businesses (and thereby help grow the local economy and community). Can also be distributed through the County office, community offices, real estate agencies, show homes, trade shows, investor packages, local brochure racks and local businesses. The publication will be made available digitally as well, which allows for unlimited use and distribution, as well as convenient sharing by local businesses and residents.

### DISPLAY ADVERTISING

*(Prices do not include GST)*

Outside Back Cover (page) .....	\$3,125
Inside Front or Inside Back Cover (page) .....	\$2,850
Full Page .....	\$2,495
2/3 Page .....	\$1,845
1/2 Page .....	\$1,595
1/3 Page .....	\$995
1/4 Page .....	\$795
1/6 Page Square .....	\$525
1/8 Page .....	\$395

### AD DIMENSIONS (INCHES)

	WIDTH	x	HEIGHT
Cover / Full Page <i>with Bleed</i>	8.75"	x	11.25"
(trims to)	8.5"	x	11"
Live Area (keep vital text & imagery within)	8"	x	10.5"
Full Page <i>without Bleed</i>	7.5"	x	10"

*\* "With bleed" refers to images that flow to the edges of the printed page. Bleeds require that images flow past the edge and they are then trimmed. Contact [graphics@tncpublishing.com](mailto:graphics@tncpublishing.com) for assistance and any questions you might have about ad specifications.*

2/3 Page .....	7.5"	x	6.6"
1/2 Page Horizontal .....	7.5"	x	4.877"
1/3 Page Horizontal .....	7.5"	x	3.15"
1/3 Page Vertical .....	2.327"	x	10"
1/4 Page Horizontal .....	7.5"	x	2.327"
1/4 Page Vertical .....	3.6"	x	4.877"
1/6 Page Square .....	3.6"	x	3.15"
1/8 Page Horizontal .....	3.6"	x	2.327"

### DESIGN SUPPORT

All display advertising rates include design support supplied by TNC Publishing. The following options for design support are offered:

- design of a new ad (material may need to be supplied to designer),
- resize / revise an existing ad (material may need to be supplied to designer), or
- you may submit a completed ad.

### DESIGN SUPPORT *(continued)*

Time is of the essence. If you would like us to DESIGN a NEW ad for you, all copy and images must be submitted to the designer as soon as possible, so that any revisions to the design can be done in a suitable time frame. Suggested items to include are:

- Your company logo (if any; alternately, indicate if there are type styles that you use in your advertising, a.k.a. branding);
- Your slogan(s) if any, a bulleted list of products or services that you sell or provide, and the contact information you'd like in the ad;
- If there are photos that highlight your business or products that you would like to use, please include them.
- If your business is part of a larger company chain, we may already have your logo on file, and the parent company may have some marketing materials available to us. Feel free to ask if we know of any resources that may help.

Images (including logos) should be high resolution, with minimal to no compression. If you're not sure what that means, the safest bet is to look for the largest-sized / largest file size images that you have onhand (i.e. images can always be reduced and lose detail, but they can't be enlarged and gain the detail back again). Website images or scans are not always of good enough detail for print purposes. Hi-res logos are often in EPS, TIFF or Adobe (AI, PSD, sometimes PDF) file formats.

Please send images as attachments, and *NOT* embedded / displayed within emails or Word documents (which tend to compress them and lose image quality). If you find the images are too large to email, please contact our graphics department to find out some easy ways to send them.

*In the event copy and/or artwork is not submitted by publication date, TNC Publications is authorized to insert copy of its own choosing. (This is a last resort, in order to ensure that deadlines are maintained).*

For additional design service information, or to obtain production specifications, please email [graphics@tncpublishing.com](mailto:graphics@tncpublishing.com).

### PROOFS

One proof will be sent prior to publication. For any changes to the proof other than typing errors, phone number and address corrections, an additional production cost will be applied to your invoice.

### TERMS

Payment in full is to be submitted with this agreement unless prior arrangements were made with an approved credit application. Any outstanding balances must be paid prior to publication.

### FOR MORE INFORMATION:



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 14, 2023
Title:	Sewer line replacement Options
Agenda Item Number:	6h.

### **BACKGROUND/DISCUSSION:**

Les requested to have a discussion on the different sewer line replacement options that may be available to the Village in the future.

### **RECOMMENDATION:**

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

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 14, 2023
Title:	Letter from Carol Santerre
Agenda Item Number:	6i.

### **BACKGROUND/DISCUSSION:**

Letter from property owner requested that the Village address safety notification with the RCMP

### **RECOMMENDATION:**

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

## RCMP



Thu 2023-09-07 4:06 PM

To: Village Office <office@villageofhussar.ca>

Good Afternoon

I would like to address the incident that occurred at my residence and within the Village of Hussar on August 17, 2023. The statement that was issued from the RCMP on August 18, 2023 that they do not feel that there is anything we need to be concerned about at this time, I feel that was not accurate. The one male suspect was still at large and had not been apprehended at that time and based on the threats made at my residence to the people involved with him and his actions indicated that he was an absolute danger to the residents of the Village of Hussar and the residents of Wheatland County. He was later arrested in Saskatchewan a few days later so he was at large until his arrest and still posed a dangerous threat until his arrest.

The evening of August 16th my granddaughter saw 3 police cars in the Village of Hussar. I would like to verify what was occurring in the Village that night that required the response of 3 RCMP Officers and did that involve the two suspects that were involved with the incident that occurred at my residence and in the Village of Hussar the next day August 17, 2023

I would like to see the RCMP be proactive in warning the residents of the Village of Hussar and Wheatland County if they are involved with searching for suspects that could be located in our area. It would allow us to be aware and protect ourselves by making sure our doors are locked and watch for any suspicious persons or activities that could then be reported to the RCMP.

I would like the Village Council to address this with the RCMP on our behalf.

Thank you

## Village of Hussar

### Request for Decision (RFD)

Meeting: Regular Council  
Meeting Date: September 14, 2023  
Title: Driveway Extension

Agenda Item Number: 6j.

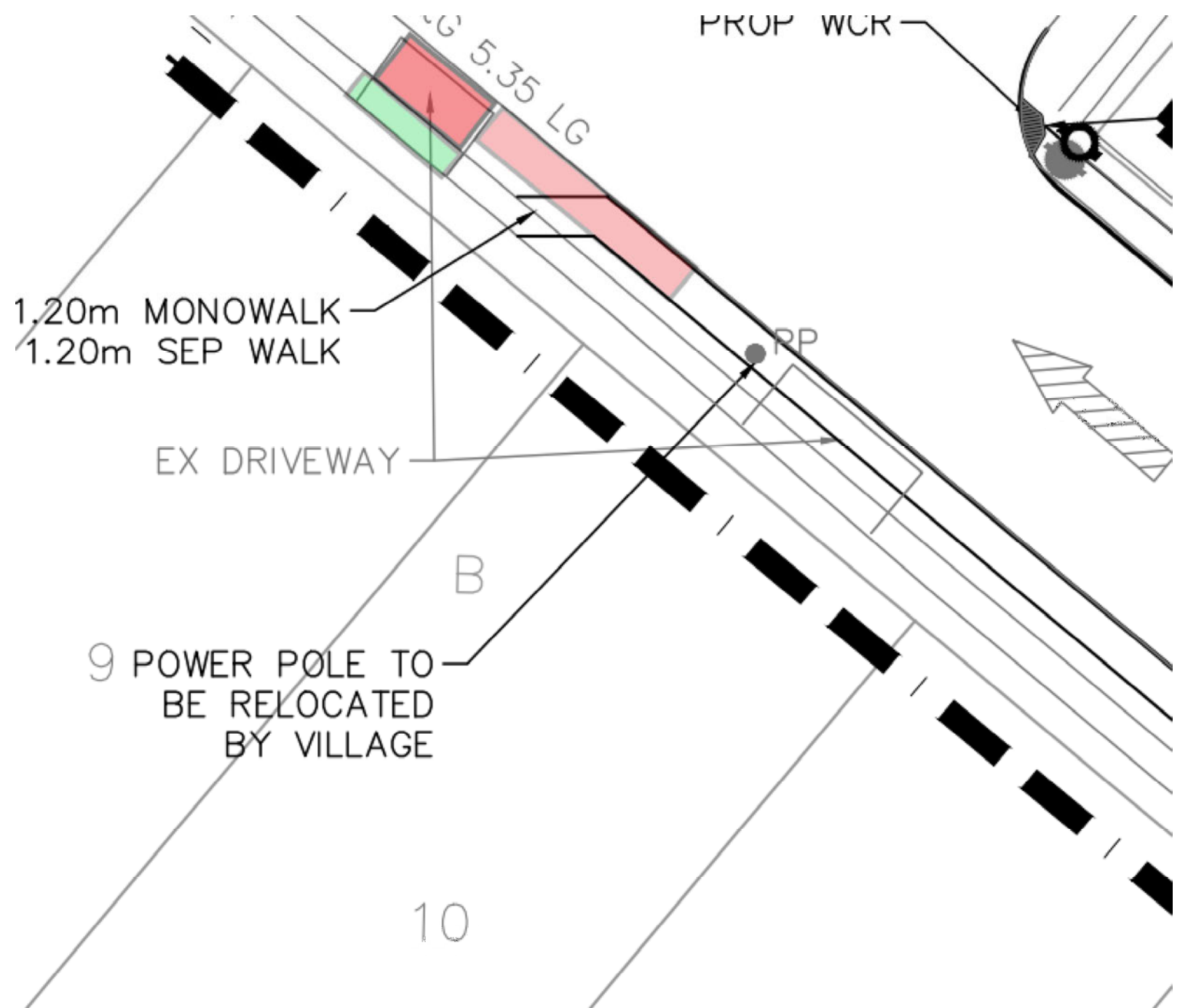
#### **BACKGROUND/DISCUSSION:**

There have been a few complaints about the transition of the new construction located at 203 1<sup>st</sup> Ave west. I have spoken with CIMA and they came up with a solution should Council wish to proceed.

I have attached the quote for this change in work. It would be an additional \$4565. I am awaiting an updated current value on the project, but I have been told that at this time we are under budget.

#### **RECOMMENDATION:**

1. Motion to approve the change order in the amount of \$4565 to be used from the village reserve account for the 1<sup>st</sup> Ave west capital project between 1<sup>st</sup> street West and Centre Street.
2. Motion to accept as information at this time







September 7, 2023

Village of Hussar  
109 – 1 Avenue East,  
Box 100 Hussar AB T0J 1S0

**Re: Private Residential Concrete Driveway**

Please find the following quote for the above noted project as requested, this quote includes men, equipment, and materials to complete the following work:

100mm Thick Concrete Driveway c/w Rebar and Gravel  
6.3m x 2.1m = 13.23 m<sup>2</sup>  
\$4,565.00 Lump Sum

Notes:

Prices do not include G.S.T.

Acceptance:

Agreed and Accepted this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

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

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

\*EXCAVATORS \*BACKHOES \*BOBCATS \*WATER & SEWER



\*GRADING & COMPACTION \* GRAVELING \*SEALERS \*ASPHALT PAVING



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 14, 2023
Title:	Letter from Resident
Agenda Item Number:	6k.

### **BACKGROUND/DISCUSSION:**

Letter from resident looking to purchase the house at 235 2<sup>nd</sup> Ave East and would like to know if the Village would approve the fire department to do a controlled burn for training purposes as the demolition for the house on this property.

### **RECOMMENDATION:**

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

Re: Gazebo

[Redacted]

Mon 2023-09-11 1:28 PM

To: Village Office <office@villageofhussar.ca>

Hi Liz,

To the Village of Hussar Council

We would like to purchase the old house on the corner of town on second Ave. However, we would need your approval to let us have the fire department do a control burn on the house sometime in the winter of 2023 if we decide to purchase it.

We realize the neighbours would have to be notified, (would that be your responsibility or ours?) If we are approved, we would go ahead and ask the fire department in Hussar to do it for us if they agree. We would appreciate any communication on this matter in regards to laws (who would be liable) and regulations.

The cost of demolition would be too expensive and that is why we are wanting to do the controlled fire burn. If you could let us know asap we would contact the homeowner on our intentions.

Thank you

Wade and Lorilee Dundas

[Large redacted area]

VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE August 31 2023

STATEMENT BALANCE 291,399.26

ADD: OUTSTANDING DEPOSITS 915.65

915.65

LESS: OUTSTANDING CHEQUES

9157 Payment stopped	-	-
9225 Pierre Beaudoin	40.00	-
[REDACTED]	[REDACTED]	-
9237 Brooks Asphalt & Aggregate	301,925.99	-
9238 Bow Valley Rvers	250.00	-
9239 CIMA Canada Inc	19,716.67	-
9240 Jepson Petroleum Ltd	299.70	-
9242 Carol Santerre	114.64	-
9423 Telus Communication	122.48	-
9244 Telus Mobility	112.25	-
9245 Telus	43.00	-
9246 Wheatland County	1,632.01	-
9247 Workers' Compensation Board AB	376.64	-
[REDACTED]	[REDACTED]	-
[REDACTED]	[REDACTED]	-
9251 Canada Revenue Agency	2,725.97	-
[REDACTED]	[REDACTED]	-
	-	333,386.56

OUTSTANDING TRANSFERS

Bank stop payment - Done Sept 11, 2023	15.00	
transfer to cemetery - Done Sept 6, 2023	- 1,200.00	
Someone paid 50 cent cash balance was .49 found :-	0.01	
	-	1,185.01

RECONCILED BALANCE	-	42,256.66
GL BALANCE (3000012700)	-	42,256.66
Variance		-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,217.87	Interest
Community Account (Rate .05)	GL BALANCE	3,217.87	\$ 0.14
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	16,670.78	Interest

Community Account (Rate .05)	GL BALANCE	<u>18,385.63</u>	\$ 0.73
	Variance	- 1,714.85	
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT	<u>26.32</u>	Interest
	GL BALANCE	<u>27.63</u>	\$ -
	Variance	- 1.31	
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT	1,257.98	Interest
	GL BALANCE	<u>1,257.98</u>	\$ -
	Variance	-	
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT	<u>10,488.24</u>	Interest
	GL BALANCE	<u>10,640.94</u>	\$ 13.54
	Variance	- 152.70	
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT	154,162.13	Interest
	GL BALANCE	<u>154,162.13</u>	\$ 384.45
	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	466,436.71	Interest
	GL BALANCE	<u>466,436.71</u>	\$ 593.47
	Variance	-	
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT	1,118.70	Interest
	GL BALANCE	<u>1,118.70</u>	\$ -
	Variance	-	
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT	296,778.46	Interest
	GL BALANCE	<u>296,778.46</u>	\$ -
	Variance	-	
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT	10,156.45	Interest
	GL BALANCE	<u>10,156.45</u>	\$ 12.92
	Variance	-	
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT	926.79	Interest
	GL BALANCE	<u>926.79</u>	\$ 1.18
	Variance	-	
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT	2,185.80	Interest
	GL BALANCE	<u>2,185.80</u>	\$ 0.09
	Variance	-	
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT	1,751.69	Interest
	GL BALANCE	<u>1,751.69</u>	\$ 0.07
	Variance	-	
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT	-	Interest
	GL BALANCE	<u>-</u>	\$ -
	Variance	-	

**Village of Hussar**  
**List of Accounts for Approval (Summary)**  
Batch: 2023-00086 to 2023-00100

Bank Code: AP - AP-GENERAL OPER

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
9220	2023-08-03	Armstrong Auto Service	28.88
9221	2023-08-03	AMSC Insurance Services Ltd.	1,131.45
9222	2023-08-03	Data Scavenger Inc.	157.50
9224	2023-08-03	Wild Rose Assessment Service	498.75
9225	2023-08-10	Pierre Beaudoin	40.00
9226	2023-08-10	EPCOR Utilities Inc.	4,751.00
9227	2023-08-10	Jepson Petroleum Ltd.	132.87
9229	2023-08-16	Wheatland F.C.S.S.,	1,316.00
9230	2023-08-16	Direct Energy	152.62
9231	2023-08-16	Gray's Ltd.,	630.00
9232	2023-08-16	JG Water Services	5,875.21
9234	2023-08-16	Owchar, Andrew	308.62
9237	2023-08-17	Brooks Asphalt & Aggregate	301,925.99
9238	2023-08-29	Bow Valley RVers	250.00
9239	2023-08-29	CIMA Canada Inc.	19,716.67
9240	2023-08-29	Jepson Petroleum Ltd.	299.70
9241	2023-08-29	Plante, Michelle	275.00
9242	2023-08-29	Carol Santerre	114.64
9243	2023-08-29	Telus Communications Inc.	122.48
9244	2023-08-29	Telus Mobility	112.25
9245	2023-08-29	Telus	43.00
9246	2023-08-29	Wheatland County	1,632.01
9247	2023-08-29	Workers' Compensation Board AB	376.64
9251	2023-08-30	Canada Revenue Agency	2,725.97
Total Computer Cheque:			342,878.33

Total AP: 342,878.33

## JGwaterservices Montly Summary For July 2023

July 7, 2023	Grays looked at leak In treatment plant
July 8, 2023	High level during the night at LS ( Emergency callout) Met with contrator - located some vlaves
July 10, 2023	Turned on water at new subdivision Larsens
July 11, 2023	Inserta valves-shutdown mains
July 12, 2023	Had to shutdown 4" line on centre street- to help show where the temp. water goes.
July 13, 2023	Added temp water to seed plant , located more curb stops
July 14, 2023	worked on waterproject
July 17, 2023	Ran Temp water to county shop, worked on waterproject
July 18, 2023	Worked on waterproject
July 19, 2023	Worked on waterproject
July 21, 2023	Worked on waterproject
July 24, 2023	Worked on waterproject
July 25, 2023	Worked on waterproject
July 27, 2023	Ran Test on water line
July 28, 2023	Water project -shutting down temp water
July 31, 2023	Started going to regular water and curb stops

## JGwaterservices Montly Summary For Aug 2023

August 1, 2023	Water Project
August 17, 2023	High Level alarm at LS
August 24, 2023	West well down (Emergency callout)
August 29, 2023	LS alarm, pump # 2 was Plugged



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	September 14, 2023
Title:	Sewer line replacement Options
Agenda Item Number:	6h.

### **BACKGROUND/DISCUSSION:**

Les requested to have a discussion on the different sewer line replacement options that may be available to the Village in the future.

### **RECOMMENDATION:**

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



VILLAGE OF HUSSAR  
BOX 100  
HUSSAR, AB  
T0J 1S0

August 30, 2023

Wheatland County is proposing a bylaw for textual amendments to the Land Use Bylaw, and is informing you in accordance with the *Municipal Government Act*. Please see the information provided in this package.

**File & Bylaw Number:** PL2023-004 & 2023-20

**Proposal:** To amend the Land Use Bylaw to update Specific Use Regulations and Land Use Districts. Areas under consideration include:

- Accessory buildings for Type 2 Home-Based Businesses, and
- Solar facilities as a discretionary use in the Industrial Intensive District

**Reply By:** September 29, 2023

A summary of the amendments has been included with this notice. More information, including a copy of Bylaw 2023-20 is available on Wheatland County's website at the web address below:

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

If you wish to provide comments regarding this application, please submit them in writing via email, post, or fax. All submissions will become part of the public record and may be released to Council, the applicant or third parties upon request.

Sincerely,



Bylaw 2023-20

## Proposed Amendments to the Land Use Bylaw

### *What is the County proposing?*

The County is proposing amendments to the following areas of the Land Use Bylaw:

#### **1. Section 8.15 Home-Based Businesses**

The current regulations for Type 2 Home-Based Businesses do not allow for business activities to occur in an accessory building e.g., a garage. The regulations are not consistent with the Land Use Bylaw's definition of a Type 2 Home-Based Business, which states business activities may occur in an accessory building. The proposed amendment to Section 8.15 Home-Based Businesses changes the regulations for Type 2 Home-Based Businesses to allow for business activities to occur an accessory building, to match the definition.

#### **2. Section 9.6 Intensive Industrial District**

Currently, a Solar Facility is not listed in the Intensive Industrial District, which accommodates medium and heavy industrial development. It is, however, an allowed use in a number of other land use districts, including Industrial General District, which accommodates light and medium industrial development. The proposed amendments to Section 9.6 Intensive Industrial District adds Solar Facility as a discretionary use (i.e., allowed at the discretion of the Municipal Planning Commission), in accordance with the appropriate regulations and guidelines.

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

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

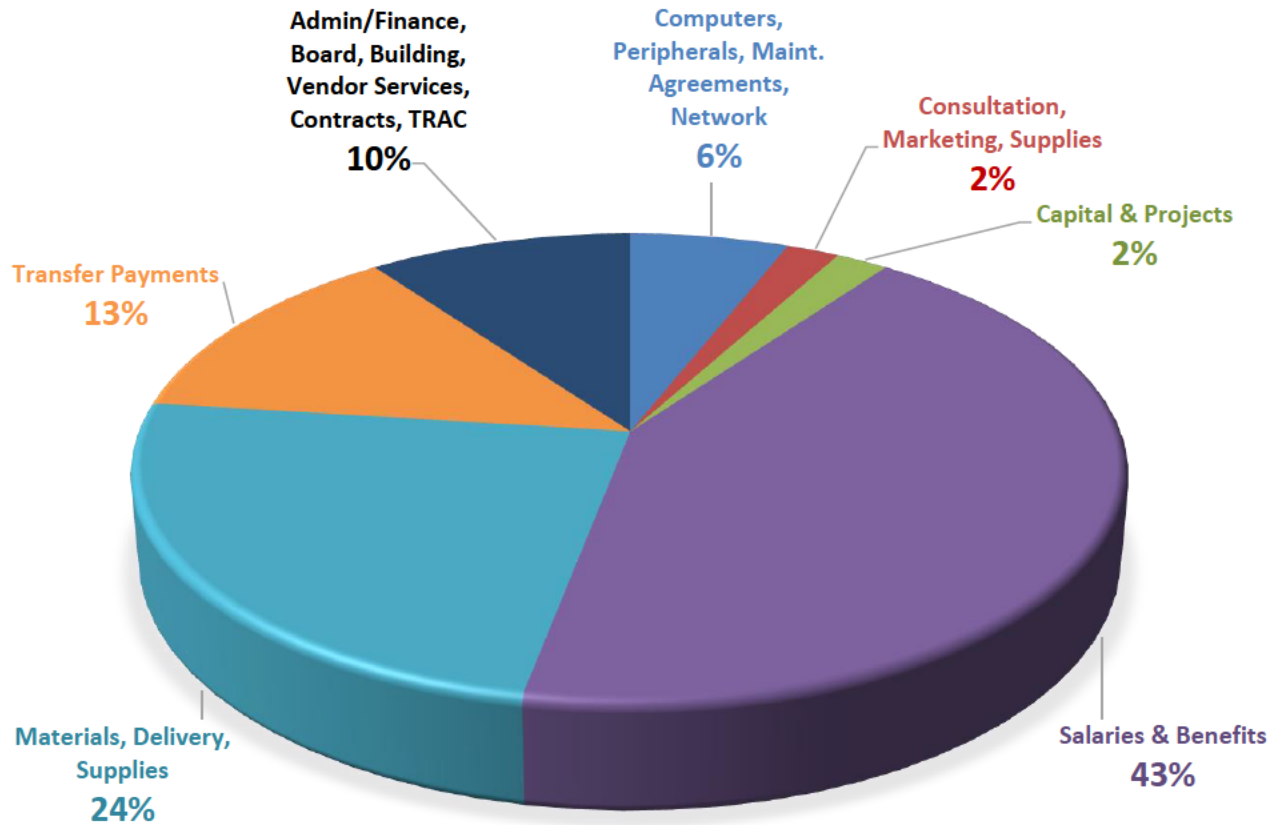


**SUMMARY**  
**Marigold Library System Budget Estimates, 2024**

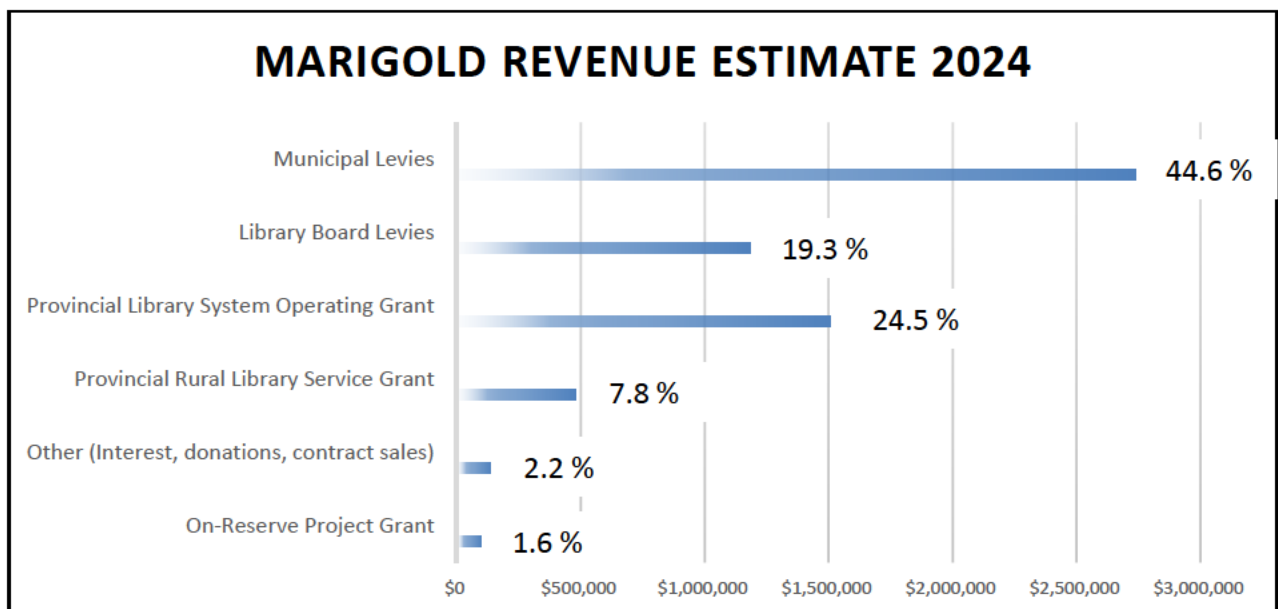
	2023 Budget	2024 Budget
<b>REVENUE</b>		
Municipal & Board Levies	\$3,805,387	\$3,920,841
Provincial Grants	\$1,944,953	\$2,083,347
Other (Interest, Donations & Contract Sales)	\$88,000	\$137,000
<b>TOTAL REVENUE</b>	<b>\$5,838,340</b>	<b>\$6,141,188</b>
<b>EXPENDITURES</b>		
Salaries & Benefits	\$2,579,000	\$2,750,000
Materials, Delivery & Supplies	\$1,386,841	\$1,392,734
Transfer Payments	\$744,120	\$767,475
Admin/Finance, Board, Building, Vendor Services, Contracts, TRAC	\$624,179	\$640,279
Computers, Peripherals, Maint. Agreements, Network Costs	\$319,600	\$362,000
Consultation, Marketing & Programs	\$74,600	\$101,700
<b>TOTAL OPERATING EXPENDITURES</b>	<b>\$5,728,340</b>	<b>\$6,014,188</b>
Capital & Project Expenditures	\$110,000	\$127,000
<b>TOTAL OPERATING EXPENDITURES &amp; PROJECTS</b>	<b>\$5,838,340</b>	<b>\$6,141,188</b>

\*\*Note: The 2024 budget is passed by the Marigold Library Board in January\*\*





**MARIGOLD OPERATING EXPENDITURES ESTIMATE -2024**



# Digital Economy Program (DEP) Project Report

January 2022 - March 2023



Prepared by:



Digital  
Economy  
Program



DIGITAL  
MAIN ST.

# DIGITAL ECONOMY PROGRAM (DEP)

Digital Economy Program (DEP) is a program that provided support through the Digital Support Squad (DSS), ShopHere and Canadian Digital Adoption Program (CDAP) to help entrepreneurs with their online presence.

DEP initially launched in August 2021 through to March 31, 2023 through BusinessLink and Digital Mainstreet and was supported by the Government of Alberta and the Federal Government of Canada.

In January 2022, CFWR and its communities embarked on a regional initiative to bring the Digital Service Squad support to its local businesses. The project was to close on March 31, 2023 and anticipated to serve 395 businesses throughout its 16 communities.



Liz Mahaly, Tranquil Soul Crystal Boutique, Strathmore

## Digital Service Squad Support (DSS) in the CFWR Region

Throughout the duration of the project, the digital service squad team employed a total of 7 individuals, 6 being youth. At any given time the team consisted of a project manager and administration, 1 project lead and 3 squad members.

The project lead was instrumental in on/off boarding clients, marketing, 365 photos, community outreach and overseeing the squads and their work flow. Project management and administration was overseen from the CFWR staff to ensure timely deliverables and budget.

The DSS's core function was to support entrepreneurs with social media content and channels, website development & maintenance, e-commerce, email marketing, Google profiles and other areas where support was needed for their online digital presence. The DSS also attended regular training, bi-weekly team meetings and spent much of their time researching supports for the clients, reporting and administration tasks as needed.

CFWR offered in-person opportunities for entrepreneurs to participate in the Level Up Training Series and in-person DSS support with one of the DSS members.

CFWR leveraged funds and in-kind supports from BusinessLink, its 16 communities, 5 Chambers of Commerce and 1 local business to bring the Digital Service Squad support to the region.



# PROJECT RESULTS

## JANUARY 2022 - MARCH 17, 2023

Community	Digital Service Squad								Additional Metrics				
	Target	Served	Unserv'd	Ineligible/ Not Interested	Reg'd	Variance	% target served	% target reg'd	Shop Here	CDAP	Ask Betty	# Jobs	# Visited
Acme	9	4	2	1	7	5	44%	78%	1	0	0	4	7
Bassano	13	8	2	0	10	5	62%	77%	0	0	2	8	15
Beiseker	10	9	0	0	9	1	90%	90%	1	0	3	9	32
Carbon	4	4	1	0	5	0	100%	125%	1	1	1	4	8
Chestermere	80	26	8	1	35	54	33%	44%	11	2	10	26	110
Hussar	5	0	0	0	0	5	0%	0%	0	0	0	0	4
Irricana	7	4	2	0	6	3	57%	86%	1	1	3	4	7
Kneehill County	30	3	0	0	3	27	10%	10%	0	0	0	3	12
Linden	10	6	2	0	8	4	60%	80%	2	0	2	6	6
Rockyford	6	2	0	0	2	4	33%	33%	0	0	0	2	6
Rocky View County	90	35	12	0	47	55	39%	52%	9	7	11	35	146
Strathmore	50	35	10	1	46	15	70%	92%	7	4	10	35	167
Standard	6	3	1	0	4	3	50%	67%	0	0	1	3	10
Three Hills	33	15	1	0	16	18	45%	48%	3	0	1	15	65
Trochu	12	3	1	0	4	9	25%	33%	1	0	0	3	14
Wheatland County	30	16	4	2	22	14	53%	73%	4	1	1	16	46
<b>TOTAL</b>	<b>395</b>	<b>173</b>	<b>46</b>	<b>5</b>	<b>224</b>	<b>222</b>	<b>42%</b>	<b>47%</b>	<b>41</b>	<b>16</b>	<b>45</b>	<b>173</b>	<b>655</b>

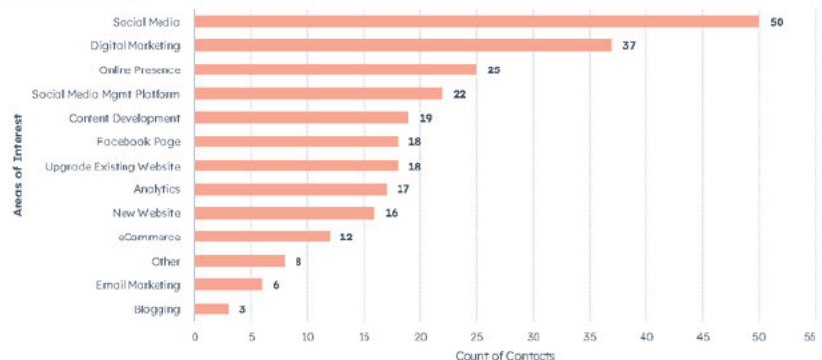
The DSS served 173/395 clients 46 clients to be served (12 to begin in April). These are comprised of new registrations in February/March and unreachable clients. 57 clients received support through ShopHere and CDAP and indicated they are not interested in the DSS or will work with the DSS after they have completed the CDAP program. The ShopHere program was replaced with CDAP in July 2022.

CFWR and the partners visited each business throughout April 2022 to January 2023 to promote the program. This was accomplished through business walks, Chamber presentations, speaking engagements or pre scheduled visits. Through this we visited 655 businesses.

*My appointed DSS member Nikki, was great at holding me accountable, she was relatable, and she offered up practical ideas and suggestions to keep me on track."*

Dan e Toews, Route 304 Catt e Co., Kneeh County

Date range: After 2021-9-1





# MARKETING HIGHLIGHTS

The DSS Program was promoted through:

- Social media (Strathmore Now, Facebook and Instagram),
- Local Radio (105.5, Chestermere Radio)
- Local publications (Three Hills Capital, Bassano Tymes, Linden Coffee Talk, Chestermere Anchor, Wheatland County Connector)
- Business Walks (all communities)
- Chamber Presentations and Events

Community	Date Visited	CFWR	Partner
Acme	April 26, June, July 19,	Social Media, Emails, Phone Calls	Business Walk, Social Media, One on one visitations
Bassano	May 5, May 6, June 30, July	Social Media, Emails, Phone Calls	Business Walk, Social Media, One on one visitations, Mail out
Beiseker	April 27, July 19	One on one visitations, Business Walk, Phone Calls	Social Media, Email
Carbon	May 4, June 22, July	No Further Action other than ongoing support through DSS	Business Walk, Social Media, One on one visitations
Chestermere	June 17, June 21, July 5 - 7, August 10, February 6	Attend Networking Session, Social Media, Emails, Phone Calls, Chamber Event	Chestermere Chamber participated in business walk, presentations and social media marketing
Hussar	June 28, July	Social Media, Phone Calls, Emails	Business Walk, Social Media
Irricana	May 2, May 17, July	Social Media, Phone Calls, Emails	Social Media
Kneehill County	June 29 - Huxley, Torrington, Swalwell	Social Media, Phone Calls, Emails	Emails, Social Media, Website
Linden	May 17, July 19,	Social Media, Phone Calls, Emails	Social Media, Business Walks,
Rockyford	May 4, June 22, July, August 2,	Social Media, Phone Calls, Emails	Social Media
Rocky View County	Langdon - Mar 16, June 21, Aug 17, Oct 19, Oct 21, New Horizon Mall July 12-13, January 19, February 17, Highway 1 - Aug 8,	New Horizon Visitation, Emails, Social Media,	Business walk, social media, website, chamber presentations
Strathmore	April 25 - 28, July, August 11, Oct 21	Small Business Awards Event, Emails, Social Media, Phone Calls	Business walk, social media, Chamber presentations
Standard	June 28, July	Phone Calls, Emails, Social Media,	Business walk, I love Standard Facebook group
Three Hills	March 24, June 29, July 20, July 22, August 12, Sep 7	Chamber Presentations, Emails, Social Media, Phone Calls,	Business walk, social media, Chamber presentations
Trochu	May 4, June 9, June 29, Oct 26	Emails, Social Media, Phone Calls	Social media, Business walk
Wheatland County	May 5, June 23, July 14, August 8	Emails, Social Media, Phone Calls, County Connector	Business walk, social media, Wheatland County Connector



Chris Graff, Rebellion Energy Services, Strathmore

***""The Digital Service Squad has been instrumental in increasing my online presence""***

*Chris Graff, Rebellion Energy Services, Strathmore*

## SUCCESSSES

- The largest demand of support was for social media, Google Profile and website.
- Retained qualified staff throughout the duration of the project, with the exception of the DSS Lead who was rehired in September.
- Clients supported were grateful for the support of the DSS.
- Communities where the community champion was active and participative resulted in greater registrations (marketing, visitations)
- BusinessLink Level Up Series provided 15 entrepreneurs to be trained.
- Partnering with Virtual Guru's allowed us to maintain a consistent DSS Staff.
- Timelines and deliverables went as expected with no delays with weather or health restrictions.

**It's excellent! The people are amazing to deal with and the support is great!"**

**Zac Higgiston, Three 60 Solutions, Rocky View County**

## CHALLENGES

- Getting the businesses to schedule and attend their meetings with the DSS to convert them from registered to served.
- CDAP and ShopHere clients weren't interested in DSS once they went through the program which left us with a reduced market to support.
- Community champions that were not present and participative resulted in a much lower response rate. (Marketing, visitations)
- As the project came to a close, we had to balance new registrations with trying to serve existing clients.
- Some businesses are prepared to become tech savvy.

## Recommendations

- Ensure clients are setting goals, managing time and creating action plans.
- Develop workshops for businesses.
- Peer to peer digital presence review across the region for other businesses to provide constructive feedback on digital marketing channels. "Tech Rodeo"
- Some of the communities felt they could have done more to market the initiative. Create a package and meet with the communication departments of the municipalities to provide content so they can schedule.

2023-24

# Next Steps

## Digital Service Squad - Phase 2

In February 2023, BusinessLink indicated there will be an extension of the Digital Service Squad and on June 29, 2023 an extension agreement was signed with CFWR.

The DSS team has all indicated a strong desire to stay with the project until September 2024. Megan Singh will be the DSS Project Lead and Lindsay Desrosiers (CFWR, Business Development Coordinator) will be the Project Manager for the duration of the project.

Under the new terms, the contract has set targets to serve 80 businesses and individual targets will not be allocated to each municipality.

We do need the continued support from our municipalities, Chambers and support organizations to share this to our local businesses through your social channels, websites, community presentations. BusinessLink is working on refreshed marketing material and CFWR will reconvene marketing as needed. Currently due to the large volume of registered clients in the queue, marketing has been reduced and will be adjusted as clients are off-boarded.

## Digital Service Squad

We will retain one DSS team member who will be responsible for all of the tasks related to the project. Megan, is located in Strathmore and will have ability to work one-on-one with the clients and provide additional training within the CFWR office and throughout our delivery partners in the region.

The project is valued at \$103,000 over 18 months.

## Your Investment Continues

The dollars invested in the first phase will remain at work! Through our partnership with Virtual Guru's, they have provided 73 Ask Betty's where businesses who need support in creating marketing materials, research, etc. will receive 1 hour of FREE support and 1 additional free hour if they register with Virtual Guru's. To receive this support, they must be registered with the Digital Service Squad.

**173**

Clients served in 2022-23

**80**

Clients to be served in 2023-24

**\$265,264**

otal Dollars Leveraged

We would like to thank all our partners, contributors and businesses for their *generous support*



**Digital  
Economy  
Program**

**Community  
Futures** Wild Rose

BUSINESSLINK

DIGITAL  
MAIN ST.



**RICHARDSON**

Beiseker and District  
Chamber of Commerce





August 9, 2023

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano, Alberta

Dear Mr. Les SCHULTZ,

Please find the quarterly Community Policing Report attached that covers the April 1<sup>st</sup> to June 30<sup>th</sup>, 2023 reporting period. The attached report outlines a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano RCMP Detachment.

As part of the Alberta RCMP's ongoing priority to ensure public safety, encouraging citizens to report all crimes plays a vital role in building community well-being. We recognize that non-urgent crimes such as minor thefts and other property crimes may go unreported due to various reasons such as perceived insignificance or fear of inconvenience. Thus, the Alberta RCMP continues to engage citizens on the importance of reporting non-urgent crimes to help us optimize our crime prevention efforts.

To help facilitate this, we have made reporting of non-urgent crime easier through the Alberta RCMP APP (available as a free download on the [Apple App Store](#) or [Google Play](#)). Online crime reporting offers a convenient way for citizens to report non-emergent crime to Alberta RCMP from their computer or smartphone without having to phone or visit the police detachment.

An informed community is a safer community. Here are some reasons why online reporting of non-urgent crimes matters:

- Alberta RCMP police officers in the Call Back Unit are responsible for investigating online crime reports, thus reducing the need for frontline police officers to respond. Encouraging the public to use online crime reporting provides the Detachment's frontline officers an opportunity to dedicate more of their time toward proactive policing activities in their community.
- Non-urgent online crime reporting also has the potential to reduce those same non-urgent phone calls to our 911 Operators and Detachment Support Staff.



- The Alberta RCMP encourages citizens to report every crime that occurs as this will provide reliable data we can leverage to identify patterns and trends in criminal activities within our communities. We then use this intelligence to distribute our resources strategically and to further ensure that our police officers are deployed where they are needed the most.

Thank you for your ongoing support and continued guidance in ensuring that we are consistently meeting your community's evolving policing needs. I invite you to contact me should you have any questions or concerns.

Sincerely,

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano, Alberta



## Bassano Provincial Detachment Crime Statistics (Actual) Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	2	1	2	0	N/A	-100%	0.0
Other Sexual Offences		0	2	1	1	1	N/A	0%	0.1
Assault		7	6	10	1	8	14%	700%	-0.3
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		3	2	4	0	2	-33%	N/A	-0.4
Uttering Threats		2	5	1	4	3	50%	-25%	0.1
<b>TOTAL PERSONS</b>		<b>12</b>	<b>17</b>	<b>17</b>	<b>9</b>	<b>14</b>	<b>17%</b>	<b>56%</b>	<b>-0.4</b>
Break & Enter		13	7	4	3	2	-85%	-33%	-2.6
Theft of Motor Vehicle		3	1	3	0	2	-33%	N/A	-0.3
Theft Over \$5,000		11	0	0	1	2	-82%	100%	-1.7
Theft Under \$5,000		7	3	3	2	10	43%	400%	0.5
Possn Stn Goods		5	0	2	1	1	-80%	0%	-0.7
Fraud		4	8	7	2	1	-75%	-50%	-1.2
Arson		0	0	0	2	0	N/A	-100%	0.2
Mischief - Damage To Property		0	2	4	5	9	N/A	80%	2.1
Mischief - Other		12	3	2	4	2	-83%	-50%	-1.9
<b>TOTAL PROPERTY</b>		<b>55</b>	<b>24</b>	<b>25</b>	<b>20</b>	<b>29</b>	<b>-47%</b>	<b>45%</b>	<b>-5.6</b>
Offensive Weapons		0	0	0	2	0	N/A	-100%	0.2
Disturbing the peace		1	2	0	0	2	100%	N/A	0.0
Fail to Comply & Breaches		6	0	1	3	2	-67%	-33%	-0.5
<b>OTHER CRIMINAL CODE</b>		<b>2</b>	<b>0</b>	<b>4</b>	<b>6</b>	<b>2</b>	<b>0%</b>	<b>-67%</b>	<b>0.6</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>9</b>	<b>2</b>	<b>5</b>	<b>11</b>	<b>6</b>	<b>-33%</b>	<b>-45%</b>	<b>0.3</b>
<b>TOTAL CRIMINAL CODE</b>		<b>76</b>	<b>43</b>	<b>47</b>	<b>40</b>	<b>49</b>	<b>-36%</b>	<b>23%</b>	<b>-5.7</b>



## Bassano Provincial Detachment

### Crime Statistics (Actual)

Q1: 2019 - 2023

All categories contain "Attempted" and/or "Completed"

July 4, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
Cannabis Enforcement		0	0	0	0	0	N/A	N/A	0.0
Federal - General		2	0	1	0	0	-100%	N/A	-0.4
<b>TOTAL FEDERAL</b>		<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-0.4</b>
Liquor Act		2	1	1	2	0	-100%	-100%	-0.3
Cannabis Act		0	0	2	0	0	N/A	N/A	0.0
Mental Health Act		11	6	6	6	1	-91%	-83%	-2.0
Other Provincial Stats		17	8	8	7	17	0%	143%	-0.1
<b>Total Provincial Stats</b>		<b>30</b>	<b>15</b>	<b>17</b>	<b>15</b>	<b>18</b>	<b>-40%</b>	<b>20%</b>	<b>-2.4</b>
Municipal By-laws Traffic		0	0	1	0	0	N/A	N/A	0.0
Municipal By-laws		3	0	1	0	1	-67%	N/A	-0.4
<b>Total Municipal</b>		<b>3</b>	<b>0</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>-67%</b>	<b>N/A</b>	<b>-0.4</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	4	3	2	1	N/A	-50%	0.0
Property Damage MVC (Reportable)		8	7	4	10	9	13%	-10%	0.5
Property Damage MVC (Non Reportable)		2	1	1	4	0	-100%	-100%	-0.1
<b>TOTAL MVC</b>		<b>10</b>	<b>12</b>	<b>8</b>	<b>16</b>	<b>10</b>	<b>0%</b>	<b>-38%</b>	<b>0.4</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>180</b>	<b>50</b>	<b>124</b>	<b>88</b>	<b>65</b>	<b>-64%</b>	<b>-26%</b>	<b>-19.2</b>
Other Traffic		2	1	0	0	0	-100%	N/A	-0.5
Criminal Code Traffic		10	3	4	1	2	-80%	100%	-1.8
<b>Common Police Activities</b>									
False Alarms		5	0	4	2	3	-40%	50%	-0.2
False/Abandoned 911 Call and 911 Act		3	4	1	3	3	0%	0%	-0.1
Suspicious Person/Vehicle/Property		11	10	14	8	1	-91%	-88%	-2.2
Persons Reported Missing		2	1	3	24	0	-100%	-100%	1.9
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		10	9	16	4	1	-90%	-75%	-2.3
Form 10 (MHA) (Reported)		0	2	1	0	0	N/A	N/A	-0.2





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

August 22, 2023

AR111941

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

Dear Mayor Schultz and Council:

Thank you for the Village of Hussar's correspondence providing the 2023 action and capital plan updates on the village's viability review directives 3a and 3b under Ministerial Order No. MSL:095/18.

I am pleased to learn that, since completion of the Village of Hussar's viability review, the village has considered and acted on the 44 recommendations from the 2018 Village of Hussar Viability Report, completed capital projects totalling \$733,547, and will undertake projects totalling \$1,077,724 in 2023.

The village's 2023 response satisfies the requirements of the directives. Furthermore, with this submission, the village is fully compliant with Ministerial Order No. MSL:095/18 and no further updates to the action and capital plans are required.

In addition to the plans received, I have also had a chance to review the village's municipal indicator results, and these results do cause some concern. The indicators demonstrate the village still faces substantial viability risks. For example:

- the village's tax collection rate has not attained the benchmark of 90 per cent in years 2018-22 with an overall low of 72.39 per cent in 2022; and
- the village's investment in infrastructure (benchmark 1.0) declined from 2.29 in 2018 to 0.89 in 2021, increasing to 3.26 in 2022. The 2022 results reflect Hussar's contributions to the Wheatland Regional Corporation, not the completion of a capital project that year.

Although the viability process has concluded, I encourage village council and administration to continue to manage these, and any other viability risks, to ensure the Village of Hussar remains sustainable into the future.

My ministry remains available to discuss the municipal indicators and benchmarks, and provide additional advisory support as necessary. Unless I hear from the village that more formal supports or processes are required, I will consider these matters as being addressed and my ministry will continue to monitor the village's performance on the municipal performance indicators alongside all municipalities in Alberta.

.../2

Once again, I congratulate the village on the successful completion of the viability directives and thank you for the sustained cooperation from village council and administration over the past five years.

I wish the Village of Hussar continued success for many years to come.

Sincerely,

A handwritten signature in black ink that reads "Ric McIver". The signature is written in a cursive, flowing style.

Ric McIver  
Minister

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