



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, November 9, 2023 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. DELEGATION**
 - (a) Gordon Armstrong – Masonic Lodge
- 4. ADOPTION OF THE PREVIOUS MINUTES**
 - (a) October 12, 2023 Organizational Meeting
 - (b) October 12, 2023 Regular Council Meeting
- 5. POLICY & BYLAW REVIEW**
 - (a) Bylaw Review
 - NEW 553-23 Procedural Bylaw
 - NEW 554-23 Garbage Bylaw
 - (b) Policy Review
 - 5.1 Office Hours of Operation
 - 5.7 Annual Budgeting Process
 - 6.1 Snow Removal - CHANGES
 - 8.1 Health & Safety
 - 8.2 Work Alone
- 6. BUSINESS**
 - (a) Drumheller Mail – Year in Review
 - (b) Christmas Bonus
 - (c) Columbarium 2 quotes to review
 - (d) TAXervice – Tax Arrears Recovery Specialists
 - (e) December Payroll
 - (f) ATCO – ULA study
 - (g) Commercial Lot Purchase Request
- 7. FINANCIAL**
 - (a) October 2023 Bank Reconciliation and Cheque Listing
 - (b) 2024 Budget
- 8. COMMITTEE REPORTS**
- 9. CAO, PW & JG REPORT**
- 10. CORRESPONDENCE**
 - (a) Alberta Municipal Working Groups
 - (b) Weed Control Report
 - (c) 2022 Municipal Indicator Results
- 11. CONFIDENTIAL**
 - (a) Request – Permitted Parking (as per s. 17(1) of the *FOIP Act*)
 - (b) Assessment Audit Report – Draft (as per s. 29(1) of the *FOIP Act*)
 - (c) CAO Performance Review (as per s. 17(1) of the *FOIP Act*)
- 12. ADJOURNMENT**

Next Meeting: Thursday, December 14, 2023 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, October 12, 2023**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, October 12, 2023, commencing at 7:23 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 1 person via conference call	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:23 pm	
<u>ACCEPTANCE OF AGENDA</u> 2023-10-12-675	MOVED by Councillor Schindel that the agenda be accepted as presented	CARRIED
<u>MUNICIPAL PLANNING COMMITTEE</u> 2023-10-12-676	<u>Weichel Accessory Building Permit</u> MOVED by Councillor Frank to approve the Weichel Accessory Development Permit	CARRIED
<u>APPROVAL OF MINUTES</u> 2023-10-12-677	<u>September 14, 2023 Regular Council Meeting</u> MOVED by Councillor Schultz that the minutes of September 14, 2023 be accepted as presented	CARRIED
<u>POLICY & BYLAW REVIEW</u> 2023-10-12-678	<u>Bylaw Review</u> The following Bylaws were reviewed without changes; <ul style="list-style-type: none">• Unsightly Premise 521-18• Public Notification 520-18 MOVED by Councillor Schindel to change bylaw 541-21 Garbage Collection amended in section 4.1 to add on a section B that would be worded as follows; Community Facility (Hall) will be allowed unlimited for garbage pickup and broken down cardboard contained inside for pickup. And also to strike "hall" from section 4.1 (a)	CARRIED
2023-10-12-679	MOVED by Councillor Schindel to reach out to the arena to see how their garbage is stored at this time and to possibly offer the same pick up as the hall if they are able to contain their garbage and cardboard	CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, October 12, 2023

Policy Review

The following Policy was reviewed without changes;

- 4.11 Disciplinary Action Policy

2023-10-12-680 MOVED by Councillor Frank to strike 3.(c) from our Snow Removal Policy 6.1
CARRIED

BUSINESS

Provincial Downloading on Municipalities

2023-10-12-681 MOVED by Councillor Frank to have the CAO do the survey and submit a letter to the advocacy group on their behalf stating their concerns as discussed
CARRIED

CAO Vacation

2023-10-12-682 MOVED by Councillor Frank to approve our CAO vacation from March 7th to the 21st, 2024 plus November 20th or 2023
CARRIED

Hall Board – Garbage Collection

2023-10-12-683 MOVED by Councillor Schindel to accept as information at this time
CARRIED

Ratify – Change order for Capital Project cold mix filling at post office entrance

2023-10-12-684 MOVED by Councillor Schultz to pay for the cold mix to fill along the sidewalk from the store going West to help eliminate erosion of the gravel
CARRIED

Fortis Franchise Fee 2023

2023-10-12-685 MOVED by Councillor Schindel that 2023 Electrical Franchise Fees remain at the 2023 level of 12.5%
CARRIED

Atco Franchise Fee

2023-10-12-686 MOVED by Councillor Frank to continue with the Atco Franchise Fee at a rate of 27.5%
CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, October 12, 2023

2023-10-12-687 Registration for ERP Webinar
MOVED by Councillor Schultz to participate in the ARMA questionnaire about EPR and recommend that our CAO and Councillor Frank do the questionnaire

CARRIED

2023-10-12-688 MOVED by Councillor Schultz to register as a collector and processor to ARMA

CARRIED

FINANCIAL

2023-10-12-689 September 2023 Bank Reconciliation and Cheque Listing
MOVED by Councillor Schultz to accept the September 2023 Bank Reconciliation and Cheque Listing as presented

CARRIED

2023-10-12-690 Q3 Budget Variance Report
MOVED by Councillor Frank to accept our Budgetary Variance report for Quarter 3 as information at this time

CARRIED

2023-10-12-691 5 Year Equipment Plan
MOVED by Councillor Schultz to accept as information

CARRIED

Councillor Schultz called Recess at 9:05pm
Back from Recess at 9:11pm

COMMITTEE
REPORTS

Tim Frank
Drumheller District Solid Waste Association will meet October 26th

Fire Association;
Board Meeting held October 2nd. Casino dates will be October 24th and 25th. ETA for new Bush Buggy will be January to March 2024. Christmas Party will return this year. Planning underway. Next meeting November 20th.

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

Cemetery Board – -Cemetery watering is completed and tank has been drained in readiness for winter. Location stakes will be put in place this weekend to ease in finding graves this winter.

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, October 12, 2023**

Wheatland Regional Corporation - WRC has discovered cause of leak in our pipeline and remedied it. Upcoming board meeting October 18th. Budget discussions, along with Delegation from Redland will be focus of this meeting.

Coralee Schindel

WFCSS Board Meeting September 27. The office is working on a calendar for the WFCSS website that will be kept up to date with important events or dates. Look for it in future. ARC International - held a walk event in the rain at Kinsmen Park. Wheatland Interagency Restart Luncheon - was held September 13th with 46 members representing 29 agencies/organizations. Good Food Box - Sept 2022 was 48 boxes and Sept 2023 was 36. Price increase may be affecting numbers, will continue to monitor. Trend of increased orders without pick-up. If this continues prepayment may be required in future. Senior Power - Final stages of planning include volunteers and marketing push. Currently 35 tickets sold (none will be sold at the doors). Meals on Wheels - numbers are up, more clients are utilizing the subsidy program. Lunch & Learn - held Sept 27, local author on journal writing. Other topics this year include chair yoga, radio stations, E prep and photography. Community Fee Assistance Program - Not much uptake on this program, hoping it picks up this fall. We will be reaching out to local organizations to ensure they are aware of this program. Collective Cooking - We partnered with Wheatland Youth Network held a session for youth 11-24 years. Sixteen youth made pizza Casserole and Choc Chip Muffins. Took a break for the summer. First fall session set for Sept 30 in Standard. They are also organizing for 1 in 5 villages/hamlets. This is funded by the Calgary Foundation Grant and is headed up by Wyone & Crystal. Compass for the Caregiver - two sessions set for this fall: Sept-Oct and Nov-Dec. Sept had to be cancelled due to no registrations. Elder Abuse Resource Awareness Coalition - Joanne Simpson and Crystal will be presenting a couple IT's Not Right workshops in Wheatland County this fall. Social Prescribing for Older Adults - A proposal presented to WFCSS earlier this summer designed to increase the outreach for social workers who have senior clients. Included the social workers from the hospital, PCN and Strathmore FCSS. The program will be a huge benefit to the local residents. The Link Worker will be based out of Strathmore FCSS.

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, October 12, 2023

Les Schultz

WADEMESA – Wheatland and District Emergency Medical Services Association. As of the end of August the call volume was 2515 calls...down 18% from previous year. The 45 minute turnaround initiative is working well. The new Stryker power stretchers and power lifts have been installed which saves a lot on the fatigue and back strain for the staff. Update on the new Ambulances that were ordered is that the first 2 should arrive by October 31st and the third one should be in November, then it will take a couple of more weeks to have the radios and a few other things installed in them. There will then be 3 backup units available in the backup building which has been rented at a different location as the old building was sold. Rob is working on setting a date for the start of negotiations on the service agreement with AHS...not started yet and the current one runs out in the spring, may just end up with an extension of the current agreement until this meeting can be set. Union negotiations will also be starting soon. WADEMESA bylaws need to be reviewed and updated as they have not been updated in 15 years. The Board will be going through them and discussing recommendations at the next meeting. After receiving quotes for an Auditor, Gregory Harriman was awarded the contract. Next meeting is Oct. 24th which is also the organizational meeting.

Wheatland Housing Management Body...Sept. 21st 2023

The bulk of this meeting was the presentation of the Governance Review being done by TSI Transitional Solutions Inc. Presented by Doug Lagore. It was a long presentation which sparked some great discussion within the board and cleared up (hopefully) the questions that Wheatland had about some things. Wheatland was told directly as well as the rest of the board to stay out of Operations and stick to Governance. Try to leave any bad blood in the past and move forward as best you can for the good of the organization. A couple of Wheatland Reps were told specifically to leave their municipality hat at the door and do what's best for the organization...that's what they were put on the board to do. The CAO had received three proposals for our Auditor which are up for renewal and after discussion and a recommendation, Gregory/Harriman was chosen as auditor for a three-year term plus a one-year extension. Standard practice. Looking to get more quotes on the roof repair. We had a Special meeting on Oct. 10th to discuss changes to the proposal and vote to give the building committee the authority to sign the contract on the boards behalf....vote was unanimous and adjourned after 30 minutes.

Next meeting is November 16th, 2023

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES

Thursday, October 12, 2023

Community Futures Wild Rose... 2 meetings on Oct. 5th, 2023
Personnel Committee meeting at 5:30 pm and Regular meeting to follow at 7:00 pm. All is well with CFWR. Still waiting on a couple of new board members to come on board, waiting on a by-election in Carbon and the organizational from there, and the person that was supposed to attend from Chestermere is no longer with them or living there so the search is on again for someone from there as a lot of loans go to that area so it would be a value to have someone represent. In 2024 it will be CFWRs 35th Anniversary in business here serving the community and Chantale is gearing up to promote that as much as possible. In the last 34 years there has been just over 600,000 dollars lent out or invested in Hussar alone. Over 36 million lent in the area served in 34 years. There are 10 loans out currently with a total value of \$785,700.00. A draft (Procurement Policy) was presented and was tabled until the next meeting so the Board could review it. There was a closed session to present and discuss the CAO annual performance review. Next meeting is November 2nd at 7pm

CAO REPORT
2023-10-12-692

CAO, Public Works and JG Water Services Reports
MOVED by Councillor Frank to accept the CAO, Public Works and JG Water Services reports as information

CARRIED

CORRESPONDENCE
2023-10-12-693

MOVED by Councillor Schultz to accept the following correspondence as presented;

- WHMB Final Report
- Addendum to the MSI Capital Program Guidelines
- Fall 2023 WAHS Newsletter—Standard

CARRIED

CONFIDENTIAL
2023-10-12-694

Personnel Matter and Resident Letter (as per S.17(1) of the FOIP Act)
MOVED by Councillor Schultz to move into in-camera to discuss a personnel matter and confidential Resident Letter (as per s. 17(1) of the FOIP Act)

CARRIED

2023-10-12-695

MOVED by Councillor Schultz to move out of camera

CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, October 12, 2023

2023-10-12-696 MOVED by Councillor Schultz to accept the personnel matter as information only
CARRIED

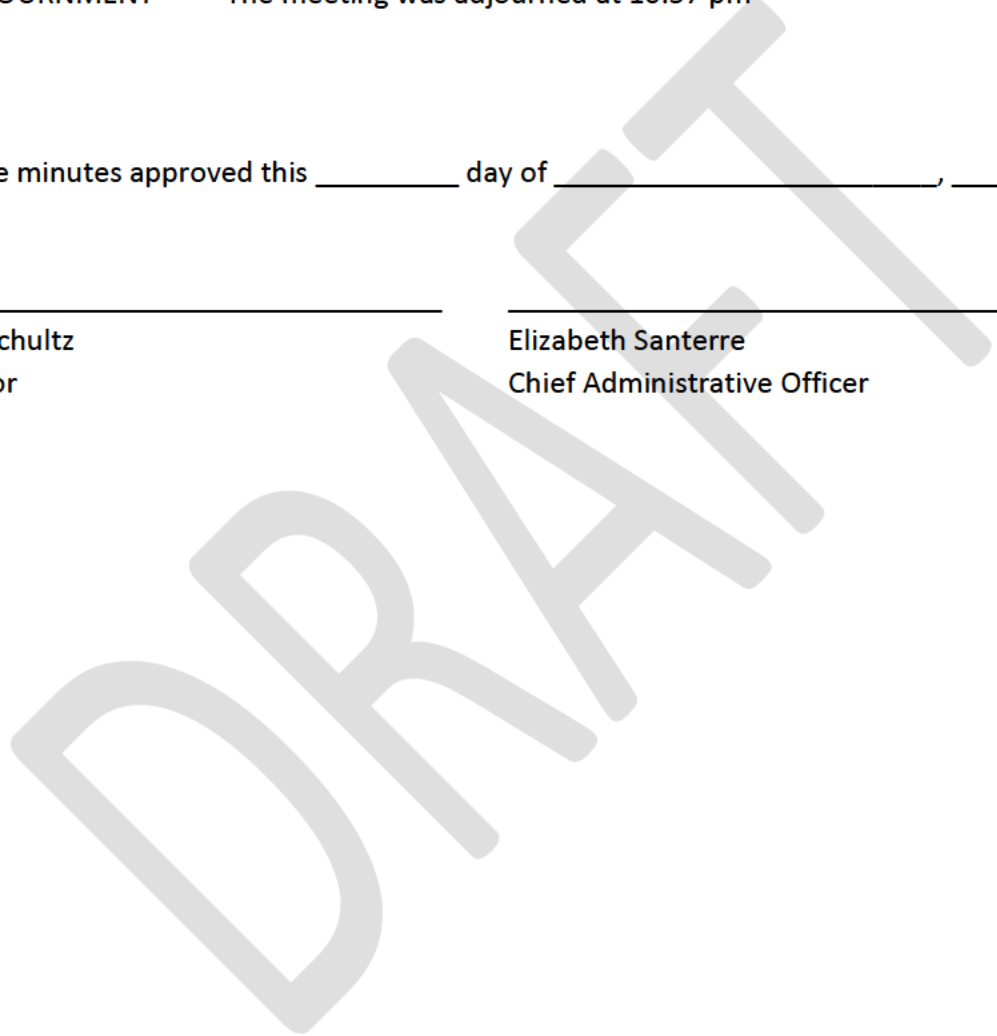
2023-10-12-697 MOVED by Councillor Schultz for the CAO to send a letter to the resident on the damage complaint as discussed
CARRIED

ADJOURNMENT The meeting was adjourned at 10:57 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer



**VILLAGE OF HUSSAR
ORGANIZATIONAL MEETING
MINUTES
Thursday, October 12, 2023**

The organizational meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, October 12, 2023, commencing at 7:00 pm

IN ATTENDANCE

Councillors: Coralee Schindel, Les Schultz, Tim Frank
Liz Santerre (CAO)

1 members of the public via. conference call

CALL TO ORDER

The CAO calls the meeting to order at 7:01 pm

OATHS OF OFFICE

The CAO calls for Les Schultz to give his Official Oath of Office and sign the Official Oath of Office document

Les Schultz gives his Official Oath of Office and confirms that he is signing now

The CAO calls for Tim Frank to give his Official Oath of Office and sign the Official Oath of Office document

Tim Frank gives his Official Oath of Office and confirms that he is signing now

The CAO calls for Coralee Schindel to give her Official Oath of Office and sign the Official Oath of Office document

Coralee Schindel gives her Official Oath of Office and confirms that she is signing now

ELECTION OF MAYOR

The CAO calls for nominations for the positions of Mayor for the ensuing year

Councillor Frank nominated Councillor Schultz for the position of Mayor
Councillor Schindel seconded the nomination

The CAO calls for further nomination for the position of Mayor; no other nominations were forthcoming.

The CAO asks if Councillor Schultz accepts the nomination of Mayor

Les Schultz accepts the nomination of Mayor

The CAO declares Councillor Schultz as the Mayor for the ensuing year

**VILLAGE OF HUSSAR
ORGANIZATIONAL MEETING
MINUTES
Thursday, October 12, 2023**

ELECTION OF
DEPUTY MAYOR

The CAO calls for nominations for the position of Deputy Mayor for the ensuing year

Councillor Schultz nominates Councillor Schindel for the position of Deputy Mayor, Councillor Frank seconds the nomination

The CAO calls for further nominations for the position of Deputy Mayor; no other nominations were forthcoming

The CAO asks if Councillor Schindel accepts the nomination of Deputy Mayor

Coralee Schindel accepts the nomination of Deputy Mayor

The CAO declares Councillor Schindel as the Deputy Mayor for the ensuing year

The CAO gives Mayor Schultz the chair for the remainder of the meeting

**VILLAGE OF HUSSAR
ORGANIZATIONAL MEETING
MINUTES
Thursday, October 12, 2023**

BOARD &
COMMITTEE
APPOINTMENTS

Council Committees

- Cemetery Committee – Councillor Frank
- Drumheller & District Solid Waste Management – Councillor Frank / Councillor Schultz as the alternate
- Hussar Municipal Library Board – Councillor Schindel
- Hussar Rural Fire Association – Councillor Frank / Councillor Schindel as the alternate
- Intermunicipal Development Plan Committee (IDP) – Councillor Frank, Councillor Schultz / Councillor Schindel as the alternate
- Palliser Regional Municipal Services – Councillor Schindel / Councillor Schultz as the alternate
- Wheatland County Joint Assessment Review Board – Councillor Frank, Councillor Schultz and Councillor Schindel
- Wheatland Family & Community Support Services – Councillor Schindel / Councillor Schultz as the alternate
- Wheatland Housing Management Representative – Councillor Schultz
- Wheatland Regional Corporation – Councillor Frank / Councillor Schultz as the alternate
- Wheatland Regional Emergency Advisory Committee – Councillor Schultz / Councillor Frank as the alternate
- Wheatland Regional Partnership – Councillor Schultz, Councillor Schindel and Councillor Frank
- Wheatland & District Emergency Medical Services Association – Councillor Schultz / Councillor Schindel as the alternate
- Wildrose Community Futures – Councillor Schultz / Councillor Schindel as the alternate
- Southern Alberta Energy from Waste Association – Councillor Frank / Councillor Schindel as the alternate

**VILLAGE OF HUSSAR
ORGANIZATIONAL MEETING
MINUTES
Thursday, October 12, 2023**

- 2023-10-12-666
Ratifications
- Board & Position Ratification
MOVED by Councillor Schultz to ratify the following position:

Hussar Municipal Library Board – 3 year term – Kristen Anderson, Nikki Brown, Tim Frank and Jennifer Armstrong
- CARRIED
- 2023-10-12-667
- MOVED by Councillor Frank to ratify the following position:

Hussar Municipal Library Board – Auditor – 1 year term – Carol Santerre
- CARRIED
- 2023-10-12-668
- MOVED by Councillor Schultz to ratify the following position:

Hussar Rural Fire Department - Chief – Mike Hager
- CARRIED
- 2023-10-12-669
Emergency Management
- Emergency Management Services
MOVED by Councillor Schindel that Liz Santerre be appointed as Director of Emergency Management Services
- CARRIED
- 2023-10-12-670
Assessor
- Assessment Review Board Clerk
The CAO will find out how to get the training for the Assessment Review Board Clerk
- Assessor
MOVED by Councillor Schultz to appoint Rod Vikse, as Wild Rose Assessment Services as our Assessor
- CARRIED
- 2023-10-12-671
ISDAB
- Subdivision and Development Appeal Board
MOVED by Councillor Frank to appoint the CEO of Palliser Regional Municipal Services as our Intermunicipal Subdivision and Development Appeal Board Clerk
- CARRIED
- 2023-10-12-672
Auditor
- Auditor
MOVED by Councillor Schultz to appoint Vista Accounting Chartered Professional Accountant as our auditors which will be for the next 2 years
- CARRIED

**VILLAGE OF HUSSAR
ORGANIZATIONAL MEETING
MINUTES
Thursday, October 12, 2023**

LEGISLATIVE BYLAWS
AND POLICIES

2023-10-12-673

MOVED by Councillor Schultz to acknowledge that they have reviewed the Legislative policies and the Procedural Bylaw and the Code Of Conduct Bylaw

CARRIED

COUNCIL MEETING
DATES

2023-10-12-674

MOVED by Councillor Schindel that the Regular Council Meetings be held every Second Thursday apart from March 14th which will be moved to March 5th and that they be held at 7:00 p.m. in Council Chambers as per the noted dates below;

*November 9, 2023
December 14, 2023
January 11, 2024
February 8, 2024
March 5, 2024
April 11, 2024
May 9, 2024
June 13, 2024
July 11, 2024
August 8, 2024
September 12, 2024
October 10, 2024*

CARRIED

ADJOURNMENT

The meeting was adjourned at 7:22 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
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 Housing Management Representative (1 member)
- k. Wheatland Regional Emergency Advisory Committee (1 member, 1 alternate)
- l. Wheatland Regional Partnership (3 members)
- m. Wheatland & District Emergency Medical Services Association (1 member, 1 alternate)
- n. Wildrose Community Futures (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 Municipal Library Board Auditor
- c. Hussar Rural Fire Department Chief

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 as 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

**BYLAW #554-23
VILLAGE OF HUSSAR**

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

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

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

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

PART I: BYLAW TITLE

- 1.1 This bylaw may be cited as the “Garbage Collection Bylaw.”

PART II: DEFINITIONS

- 2.1 “Bag Tag” means a self-adhesive sticker issued by the Village of Hussar pursuant to this bylaw for identifying excess residential waste.
- 2.2 “Bylaw Officer” means each and every member employed and duly appointed as a Bylaw Enforcement or Peace Officer within the Village.
- 2.3 “Council” means the council of the Village of Hussar.
- 2.4 “Collection Day” means the day or days during each week on which garbage is regularly collected from a specific premises, together with the twelve (12) hour period immediately preceding and immediately following that day.
- 2.5 “Commercial Premises” means café or restaurant, warehouse, wholesale or retail business place, office building, garage or service station, factory or industrial plant, and any other building or premises except a dwelling.
- 2.6 “Dwelling” means a building occupied for residential purposes.
- 2.7 “Garbage” means discarded ashes, bottles, metal scraps, metal cans or tins, crockery, glass, grass cuttings and other garden refuse, cloth, paper, food and food waste, wrappings, sweepings, and other items of household refuse, but does not include animal excrement or industrial waste.
- 2.8 “Garbage Can” means a receptacle constructed of non-corrosive durable metal or plastic hold household garbage.

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

PART III: GENERAL REGULATIONS

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

PART IV: GARBAGE COLLECTION

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

PART V: GARBAGE CONTAINERS

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

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

PART VI: UNACCEPTABLE REFUSE

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

PART VII: OFFENCES AND PENALTIES

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

PART VIII: SEVERABILITY

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

PART IX: REPEAL

- 9.1 This Bylaw shall rescind Bylaw 509-16; 541-21.

PART X: ENACTMENT

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

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

READ second time this ____ day of _____, _____.

READ a third time this ____ day of _____, _____.

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**BYLAW #554-23
VILLAGE OF HUSSAR**

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

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

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

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

PART I: BYLAW TITLE

- 1.1 This bylaw may be cited as the “Garbage Collection Bylaw.”

PART II: DEFINITIONS

- 2.1 “Bag Tag” means a self-adhesive sticker issued by the Village of Hussar pursuant to this bylaw for identifying excess residential waste.
- 2.2 “Bylaw Officer” means each and every member employed and duly appointed as a Bylaw Enforcement or Peace Officer within the Village.
- 2.3 “Council” means the council of the Village of Hussar.
- 2.4 “Collection Day” means the day or days during each week on which garbage is regularly collected from a specific premises, together with the twelve (12) hour period immediately preceding and immediately following that day.
- 2.5 “Commercial Premises” means café or restaurant, warehouse, wholesale or retail business place, office building, garage or service station, factory or industrial plant, and any other building or premises except a dwelling.
- 2.6 “Dwelling” means a building occupied for residential purposes.
- 2.7 “Garbage” means discarded ashes, bottles, metal scraps, metal cans or tins, crockery, glass, grass cuttings and other garden refuse, cloth, paper, food and food waste, wrappings, sweepings, and other items of household refuse, but does not include animal excrement or industrial waste.
- 2.8 “Garbage Can” means a receptacle constructed of non-corrosive durable metal or plastic hold household garbage.

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

PART III: GENERAL REGULATIONS

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

PART IV: GARBAGE COLLECTION

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

PART V: GARBAGE CONTAINERS

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

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

PART VI: UNACCEPTABLE REFUSE

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

PART VII: OFFENCES AND PENALTIES

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

PART VIII: SEVERABILITY

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

PART IX: REPEAL

- 9.1 This Bylaw shall rescind Bylaw 509-16, 541-21

PART X: ENACTMENT

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

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

READ second time this ____ day of _____, _____.

READ a third time this ____ day of _____, _____.

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

Office Hours of Operation

Date Approved by Council: September 10, 2015

Resolution: 09.09.15

Review Date: November (review with budget)

Related Bylaw: N/A

Amendments: 2017-01-23-16, 2020-06-11-144, 2022-11-10-342

Purpose

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

Guidelines

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

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

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

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

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

Annual Budgeting Process

Date Approved by Council: November 30, 2017

Resolution: 2017-11-30-03

Review Date: November

Related Bylaws: N/A

Amendments: 2020-09-17-224

Purpose

The *Municipal Government Act* requires that each year the Village must adopt an annual budget. In addition the Village must prepare a three year financial plan and five year capital plan. This policy provides council, administration and the public with direction in regards to the annual budgeting process for the Village.

Definitions

“Annual budget” means a combined operating budget and capital budget for the calendar year determined on a basis consistent with accounting standards and the *Municipal Government Act*.

“Capital Plan” means the five year capital spending plan of the Village.

“Financial Plan” means the three year operating spending plan of the Village.

“Interim Budget” means a temporary operating budget. An interim budget ceases to have any effect when the annual budget for that calendar year is adopted.

“Strategic Plan” means the four to ten year plan that identifies the critical priorities and outcomes to be achieved by the Village during that time.

Process

A summary of the Village’s annual budget process is as follows:

1. Review of the Strategic Plan
2. Updating of the Financial Plan
3. Adoption of the Interim Budget
4. Updating of the Capital Plan
5. Adoption of the Annual Budget

STRATEGIC PLAN

The Strategic Plan guides the Village along a path and provides focus and purpose to all decisions. Strategic planning is used to determine long-term vision and goals, and to develop the action plan to achieve those goals. It is also a good method for the Village to communicate strategic priorities to staff and citizens.

The Village's Viability Report and 10 Year Capital Plan will be incorporated into Strategic Plan.

Every four years, after the general municipal election, council and staff will meet to renew the Strategic Plan. This renewal process will include the following:

1. Review of the previous Strategic Plan.
2. Discussion on new services, projects or upgrades to be included in the Plan. This discussion may include input from council, staff, community groups, and residents.
3. Prioritization of items within the Strategic Plan. Council will determine which items they would like to complete within the next four years. They may determine in which year they would like to complete each item. All other items will be discussed as to whether they will be included in the plan as "future projects" or if they will be removed from the plan.
4. Review and adoption of the Strategic Plan. Administration will draft the Strategic Plan based on those priorities chosen by Council. The draft plan will be presented to Council for discussion and adoption by resolution.

The Strategic Plan, upon adoption, becomes the guideline for all other financial planning and budgeting decisions for the Village.

Cost estimates are not required to be included in the Strategic Plan. However, cost estimates, as well as direction for funding sources, may be included to help guide other decisions regarding items within the Plan. (For instance, an item may be prioritized within the Strategic Plan but have with it a condition that it must include a specific percentage of grant funding, or that each year a specific amount of revenue be placed in reserves for the project.)

In each year following the adoption of the Strategic Plan, Council will review the plan to ensure that it continues to meet the priorities of the Council and the Village. Minimal changes should be made to the plan at this time.

FINANCIAL PLAN

The Financial Plan is the three-year operating plan for the Village. The three-years referred to do not include the current budget year.

The Financial Plan is drafted by Administration based on reasonable assumptions for future cost and revenue estimates, as well as by including priorities from the Strategic Plan. Council must approve the Financial Plan by resolution.

The Financial Plan must include anticipated total revenues and total expenses by major category, the anticipated annual surplus or deficit, and the anticipated accumulated surplus or deficit.

The Financial Plan will be developed as a rolling plan, meaning that earliest year of the Financial Plan should become the Interim Budget for that year, and an additional year will be added to the end of the Plan. Minor adjustments may be made to the other years if necessary.

INTERIM BUDGET

The Interim Budget must be adopted by Council by December 31st of the previous year. This is to allow Administration to continue to make expenditures prior to the adoption of the Annual Budget.

The Interim Budget is that years' portion of the Financial Plan, with minor adjustments if necessary. It is an operating budget only.

In addition to those items required to be included in the operating budget portion of the Annual Budget, the Interim Budget document presented to Council for adoption will include a comparison of the previous years' budget, the previous years' actual, and the current year budget amounts.

The initial presentation and adoption of the Interim Budget will not include a year-to-year comparison of the tax rate of the Village. However, future budget deliberation and discussion may include a comparison.

CAPITAL PLAN

The Capital Plan is the five-year capital infrastructure plan for the Village. The five-years referred to do not include the current budget year.

The Capital Plan is drafted by Administration based on priorities from the Strategic Plan. Council must approve the Capital Plan by resolution.

The Capital Plan must include planned capital property additions and allocated or anticipated funding sources. Property includes land, land improvements, buildings, engineered structures, and equipment.

The Capital Plan will be developed as a rolling plan, meaning that earliest year of the Capital Plan should become the capital budget for that year, and an additional year will be added to the end of the Plan. Minor adjustments may be made if necessary.

ANNUAL BUDGET

The Annual Budget includes both the operating and capital budgets for the Village and must be adopted by Council no later than June 20th of that year. This is because of the requirement for the mailing of the combined Tax/Assessment Notices.

The Annual Budget is drafted by Administration and is a result of the Interim Budget, including any adjustments as required by Council, and the capital budget. The capital budget is that years' portion of the Capital Plan, with any required adjustments.

The Interim Budget and capital budget may be reviewed and adjusted by Council as often as Council feels is necessary prior to the adoption of the Annual Budget. During this review Council must be presented with a year-to-year comparison of the tax rate and assessment data for the current year and previous year. This comparison must be provided no later than during the final budget discussions prior to the presentation of the Annual Budget.

The operational portion of the Annual Budget must include:

- The amount needed to provide for the council's policies and programs (general operations)
- The amount needed to pay debt obligations
- The amount needed to pay for requisitions
- The amount to be transferred to reserves
- The amount to be transferred to the capital budget
- The amount of annual amortization expenses of tangible capital assets
- The amount needed to recovery any shortfall as required by the *MGA*
- The amount of tax revenue
- The amount of grant revenue
- The amount transferred from accumulated surplus funds or reserves
- The amount of any other sources of revenue

The capital portion of the Annual Budget must include:

- The amount needed to complete the capital projects
- The anticipated sources of revenue to pay the costs of the projects
- The amount to be transferred from the operating budget

The Village may not budget for a shortfall (deficit) in the operating portion of its budget. However, for the purposes of determining this shortfall, the amount of annual amortization is not included as it is a non-cash expense.

Budgeting Considerations

The Financial Plan, as well as Interim Budget and Annual Budget will include an annual contingency amount to provide for unanticipated expenditures. Council approval is required before expending the contingency.

The Village will utilize conservative estimates when determining revenues, other than taxation revenues. Review revenue sources to ensure an appropriate balance between property taxes, special taxes, local improvement taxes, franchise fees, and user fees exist.

Council will review the CAO's hours of work and Administrative Policy 5.1 Office Hours of Operation to ensure that tasks associated with customer service and those associated with the administration of the Village are completed efficiently and effectively

Utility rates will be reviewed annually and adjusted to recover the full cost of expenses associated with the service, including garbage, water and sewer services. Council should include a contingency amount within these user fees for unexpected expenditures.

An expenditure may only be made if it is included in the Annual Budget, if it is for an emergency, or is legally required to be paid. If an expenditure is not included in the Annual Budget it must receive approval by council resolution.

The Village will complete capital projects using the highest amount of grant funding available. The Village will attempt to fund all capital projects 100% through grants and reserves where possible.

Service Capacity Review

To align:

- program and service levels
- council and residents' expectations
- available resources and funding

And communication to residents of the importance of full-cost recovery in the operation of village utilities.

SNOW REMOVAL POLICY

Date Approved by Council: November 5, 2014

Resolution:

Review Date: October

Related Bylaw: N/A

Amendments: 2016-11-08-05; 2019-06-13-114; 2021-12-02-635,

Policy Statement

This policy has been adopted to provide guidelines for snow removal in the Village of Hussar. The Village will endeavour to complete snow removal in a timely and efficient manner as determined by the guidelines.

Guidelines

PRIORITIES FOR PLOWING

1. Priorities for snow plowing/removal from streets will be as follows:
 - a. FIRST PRIORITY: Single lane pass down all Avenues and Streets
 - b. SECOND PRIORITY: All Avenues; Centre Street
 - c. THIRD PRIORITY: All Streets (with the exception of Centre Street)
 - d. FOURTH PRIORITY: Back Lanes
 - e. FIFTH PRIORITY: Parking Lots
 - i. Village lot will be cleared as needed,
 - ii. Masons Hall lot will be cleared for the 3rd Wednesday of each month to facilitate meetings,
 - iii. Arena lots will be cleared as needed and only if vehicles are not parked in this lot.
 - f. Snow will be removed from the campground road from December 1 to January 15 of each year during the "Light Up the Night" event.

SANDING OF ROADS

2. Sanding of roads will be done on an as needed basis as determined by the CAO and Village Foreman. Sanding will be done on the following sections:
 - a. 1st Avenue E from Highway to Centre St,
 - b. Centre St from 1st Ave to 2nd Ave,
 - c. 2nd Avenue E from Centre St to 1st Ave,
 - d. 1st Street E from 2 Ave E to 1 Ave E,
 - e. Intersections as needed.

SNOW DUMP LOCATIONS

3. Snow dumps will be in the following locations:
 - a. Campground (past RV Dump),
 - b. 3rd Ave along campground boulevard (north side from Centre St to 1st St W),

- c. The old school grounds located at 1st Ave and 2nd Street West
- d. Other locations will be determined by the CAO and Public Works as needed.

SNOW FENCES

4. Snow fences will be installed after harvest is complete and removed prior to seeding in the following locations:
 - a. 2nd Ave E from 1st St E to 2nd St E on north side of road,
 - b. 3rd Ave W from 1st St W to just past the lift station on north side of road,
 - c. 1st Ave W on the School Lot starting at 2nd Street W on the north side of the road.

SIDEWALKS

5. Public Works will clear sidewalks as follows:
 - a. In front of Village Office,
 - b. Along the Village Lot (Centre St, east side from Bank to 2nd Ave and 2nd Ave E from Centre St to alley)
6. The Hussar Ag Society, Hall Maintenance Society, Sundowners are responsible for clearing the sidewalks in front of and around their buildings. However, may request the Village assist with snow removal if required. This will be done on as needed basis, if time and budget allow and will be considered lowest priority.
7. Village residents who are physically unable to remove snow from their sidewalks and driveways may request that the Village remove snow from their residence. These requests must be made directly to the Village Office and will be handled as the lowest priority and only completed if time or budget allows. The decision to remove snow from private property will be made by the CAO and Public Works.

CONTRACTORS

8. The CAO may contract for snow removal or sanding within the Village if deemed necessary.
 - a. Contractors must have their own insurance and must provide a Certificate of Insurance upon request.

VOLUNTEERS

9. After a heavy snowfall event, Village residents may wish to volunteer to help clear snow from the Village. Any individual or company who volunteers to clear snow in the Village:
 - a. Does so at their own risk and liability, and
 - b. Must clear snow in accordance with this Policy or under the direction of the CAO or Public Works.
10. Any individual or company that utilizes motorized equipment to volunteer to clear snow from the Village must, in addition to Section 9:
 - a. Carry their own liability insurance, and
 - b. Provide a Certificate of Insurance to the Village Office upon request.

11. As per the Equipment Use Policy, only an employee of the Village may operate Village owned equipment for snow removal.

GENERAL

12. Due to the nature of snow fall timing and volume variations, Public Works will be given latitude when following this policy and may make slight variations on a case by case basis, as necessary.

Health & Safety Management

Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: November

Related Bylaws: N/A

Amendments:

Purpose

The Village of Hussar is committed to a Health and Safety Management System that protects the health and safety of our Council, employees, contractors, and visitors as well as the Village's physical assets.

The goal of the Village of Hussar Health and Safety Management System is a healthy and injury free workplace attained by working in cooperation with all employees and impacted parties.

Personal health and safety is of primary importance and employees at all levels are expected to be responsible along with being accountable for the health and safety at the Village of Hussar by being familiar with Internal Health and Safety policies and practices as well as requirements of Alberta Occupational Health and Safety legislation as it pertains to their work.

This policy does not take precedence over Alberta Occupational Health and Safety Act, regulations and code and other applicable legislation.

Roles and Responsibilities:

Council

- Provide legislation guidance through policy and regulation

Chief Administrative Officer

- Responsible for overall health and safety in the Village
- Establish and ensure safe work practices are followed
- Ensure that staff receive the resources and direction required to develop and maintain internal health and safety controls
- Provide worker training to identify and eliminate or control potential hazards
- Confirm workers are authorized to operate equipment and are trained and or certified for the job
- Demonstrate a visible commitment
- Promote and support health and safety as a priority within the organization
- Communicate expectations
- Confirm incidents and near misses are investigated to determine root causes and that corrective actions are applied
- Ensure compliance with applicable legislation and municipal policies

Workers

- Take reasonable care for own safety and protection of others at the worksite
- Establish and ensure safe work practices are followed
- Ensure proper maintenance of equipment, tools and personal protective equipment
- Participate in inspections and conduct hazard assessments
- Report any unsafe condition or act and all incidents and near misses to the CAO
- Exercise right of refusal if imminent danger exists
- Use required personal protective and safety equipment
- Inspect tools, equipment, and vehicles before use
- Be familiar with the emergency response plan and location of emergency equipment
- Be aware and abide by position applicable legislation and municipal policies
- Set a standard of performance and demonstrate commitment to health and safety

Contractors

- Implement and follow an effective Health and Safety Program
- Conduct work safely by ensuring workers are competent to do so
- Ensure work conducted complies with contractual agreements and regulatory requirements
- Provide resources to allow workers to complete work safely
- Be aware of municipal health and safety policies

Visitors

- Adhere to directions of Village guide
- Use personal protective equipment as required

All of the above responsibilities must be realized in a co-operative spirit working together to achieve a safe and healthy work environment.

Work Alone

Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: November

Related Bylaws: N/A

Amendments:

Purpose

This policy is to ensure employees who work alone are aware of the procedures involved in working alone, to prevent incidents and injury to people and/or damage to property.

Part 28 of the Occupational Health and Safety Code definition of Working Alone is *“a worker that works alone at a work site, and assistance is not readily available if there is an emergency or the worker is injured or ill”*

Guidelines

1. Employee must be trained in First Aid
2. Applicable equipment and machinery safe work procedures must be followed when equipment and machinery are used
3. Employees must be trained on the use, limitation, maintenance, and storage of personal protective equipment, when applicable to job task. Employees must wear personal protective equipment when applicable to job task
4. Employees must have some form of electronic communication accessible (ex. Landline or cell phone) and a pre-arranged check in schedule between the employee who is working alone and his/her supervisor or designated contact person. The frequency of the check in must be pre-determined prior to work commencing, be based on the hazards of the job task, and be completed by the supervisor. The pre-arranged check in schedule must include employee checking in prior to, during, prior to leaving the work site, and upon return if applicable
5. Employees must be made aware of any potential violent or dangerous concerns regarding job task in that area
6. Employees must be aware of the hazards associated with job task
7. Employee is to perform a visual assessment of the site prior to work commencing and at intervals appropriate to work being conducted. Should a concern regarding the security of the worksite be noted, the employee is to contact the CAO immediately.

Emergency Response Plan

In the event an employee does not call in at a designated check in time or electronic communication is severed:

1. CAO must try to contact the employee by electronic means if feasible

2. If still unable to contact, CAO must either personally go to the area where employee was last known to be working.
3. Finding of the CAO will determine the course of action to be taken (ex. Contacting the police, ambulance, mechanic, etc.)

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	November 9, 2023
Title:	Drumheller Mail – Year in Review article
Agenda Item Number:	6a.

BACKGROUND

The Drumheller Mail would like to do another Year in Review article:

As we start getting into the final couple of months of 2023, we wanted to start reaching out to our area municipalities to start thinking about our annual Year in Review series.

These are usually published towards the end of December, beginning of January and give our local municipalities a way to look back at the previous year--the challenges faced by council and administration throughout the year, the accomplishments and finished projects, and a way to reflect on things to come in the new year.

We wanted to start putting the bug in your ear now in order to give council and administration plenty of time to start putting together this information, along with any quotes your council may wish to share and bring it forward to a future council meeting if necessary. As we will not begin publishing until December/January we will tentatively have our deadline for submission as December 1, but this can be extended if necessary.

Please see the following links for examples of our previous Year in Review community coverage:

<https://www.drumhellermail.com/news/35174-2022-year-in-review-hussar-reflects-on-challenging-but-productive-year>

I have attached the article from last year

RECOMMENDATION:

1. Motion to have our CAO send the Drumheller Mail our Year in Review as discussed
2. Motion to accept as information at this time

2022 Year In Review - Hussar reflects on challenging but productive year (/news/35174-2022-year-in-review-hussar-reflects-on-challenging-but-productive-year)

27 Dec 2022 Written by Lacie Nairn- Local Journalism Initiative Reporter



The Village of Hussar has faced a year of trying to balance keeping costs down for residents while also maintaining services. Mayor Les Schultz, Deputy Mayor Coralee Schindel, and Councillor Tim Frank reflect on the challenges and celebrations they faced in 2022, and look ahead towards 2023.

Village council held a public meeting in March to gather input from the community to help shape the 2022 budget and four-year strategic plan. Following the public consultation, council passed the 2022 budget in May and were able to reduce residential taxes slightly. Although there were no planned projects in 2022, there will be work to upgrade a block of water and sewer infrastructure beginning in spring 2023 on 1 Avenue West between Centre Street and 1 Street.

For the first time since 2019, the village was able to host its annual SummerDaze event in June; the event was previously cancelled in 2020 and 2021 due to ongoing COVID-19 restrictions. The campground saw increased revenues over the summer with some weddings and reunions, and crews working in the area rented sites in the campground over a four month period; during SummerDaze a slowpitch tournament was held, with music, entertainment, and dancing.

Council announced in June the village had received over \$25,000 in grant funding to support the building and installation of a grain bin gazebo at the campground. This also included costs to install benches and electrical.

Village council and administration has also been working towards an Urban Hen bylaw after receiving a request from a resident proposing to keep backyard chickens. The proposed bylaw has undergone first and second reading, as well as a public hearing, and is currently awaiting third reading consideration.

The village welcomed new Chief Administrative Officer (CAO) Liz Santerre in November after former CAO Kate Brandt tendered her resignation in September after more than three years working for the village. Administration assistant Michelle Plante temporarily took up the role of interim CAO and has been helping Ms. Santerre transition into her role.

Hussar Ag Society held a successful in-person Stag Auction, with the Skating Club organizing a roast beef dinner in November, raising nearly \$50,000 to support arena operations.

The eighth annual Light Up the Night event, where campsites and trees at the campground are decorated in honour of loved ones who have passed, was held on December 3; funds raised from this event help support the Hussar Crisis Fund.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 9, 2023
Title:	Christmas Bonuses
Agenda Item Number:	6b

BACKGROUND/DISCUSSION:

In 2017 – 2021 annual bonus of \$200.00 each was provided to the Public Works Foreman and the CAO.

Bonuses paid in cash are taxable. If Council would like to provide a bonus to staff I would suggest that the staff be provided with a VISA gift card which would then not incur deductions for either the employee or the Village.

In the past Council and staff (and spouses) have attended a supper or brunch at the expense of the Village. We have not done this since COVID due to restrictions.

RECOMMENDATION:

1. Motion that CAO and Public Works Foreman be provided with an annual bonus in the amount of \$_____ payable with a VISA gift card

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: November 9, 2023
Title: Columbarium Quotes

Agenda Item Number: 6c

BACKGROUND

The other quote from Wild Rose that came back the columbarium was very close to the option 1 estimate from Sunset. These are the options from sunset, with option 1 being the most cheapest. Option 2 is what is currently out there but they will look the same.

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

The units from Wild Rose have a bit of a different look to them and if you want the granite covers that end up being more. Their option 1 totals \$27,082.65 if you want the black granite doors otherwise they are rose color but the cost is a bit less. Option 2 is 28,406.70.

RECOMMENDATION:

1. Motion to approve the quote option _____ from _____ in the amount of \$ _____

September 5, 2023

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

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

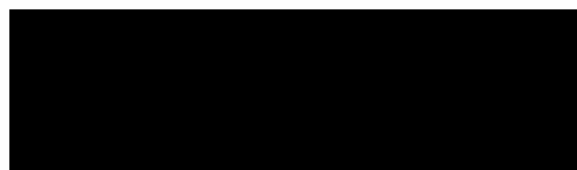
Dear Liz,

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 Concord 32 ALL Granite Niche (8x2 high configuration) – Imperial Grey w/ African Impala shutters to be inscribed.	\$25,274	1	32	\$25,274	\$790
2	Double-sided Legacy 32 NYL 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.

[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,



[Redacted]

Lead Estimator
Sunset Memorial & Stone Ltd.

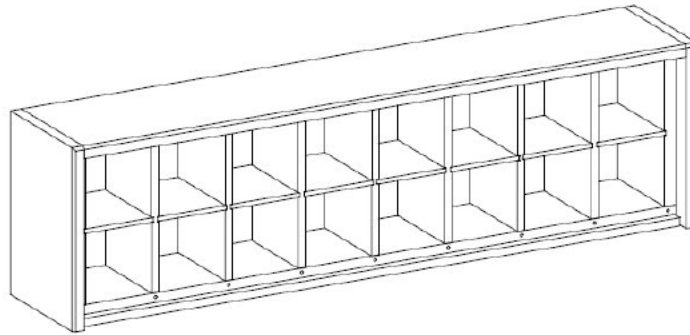
Customer Name

Date

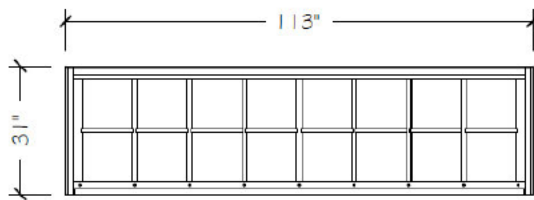
Signature

[Redacted]

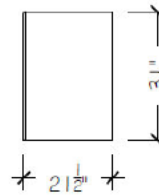
Assembled Concord columbarium unit



perspective



front view



side view

The plan and design are, and all its parts 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

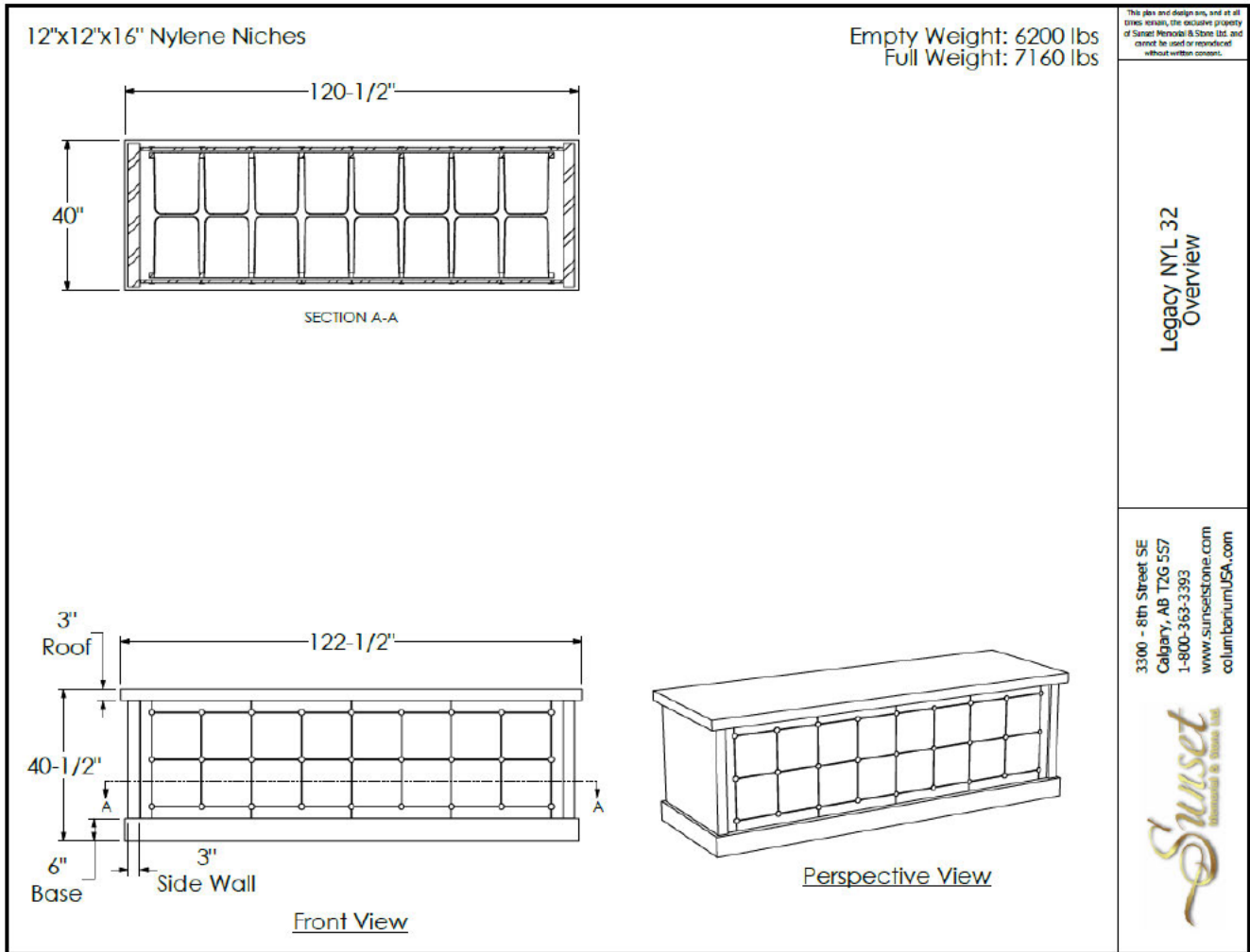


Figure 2: Overview - Sunset's Legacy 32 Nylene Niche -Dimensioned Drawing



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.

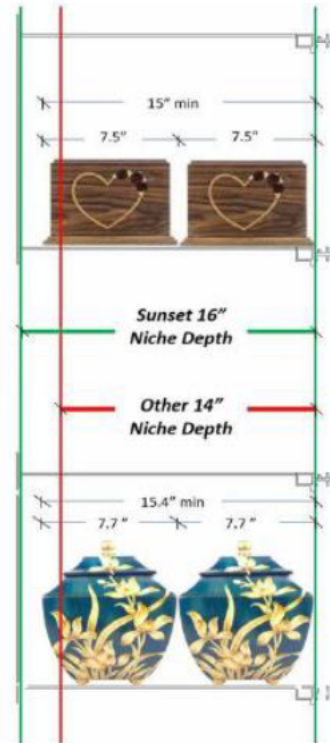
Example 1



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

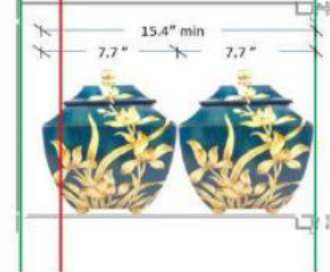
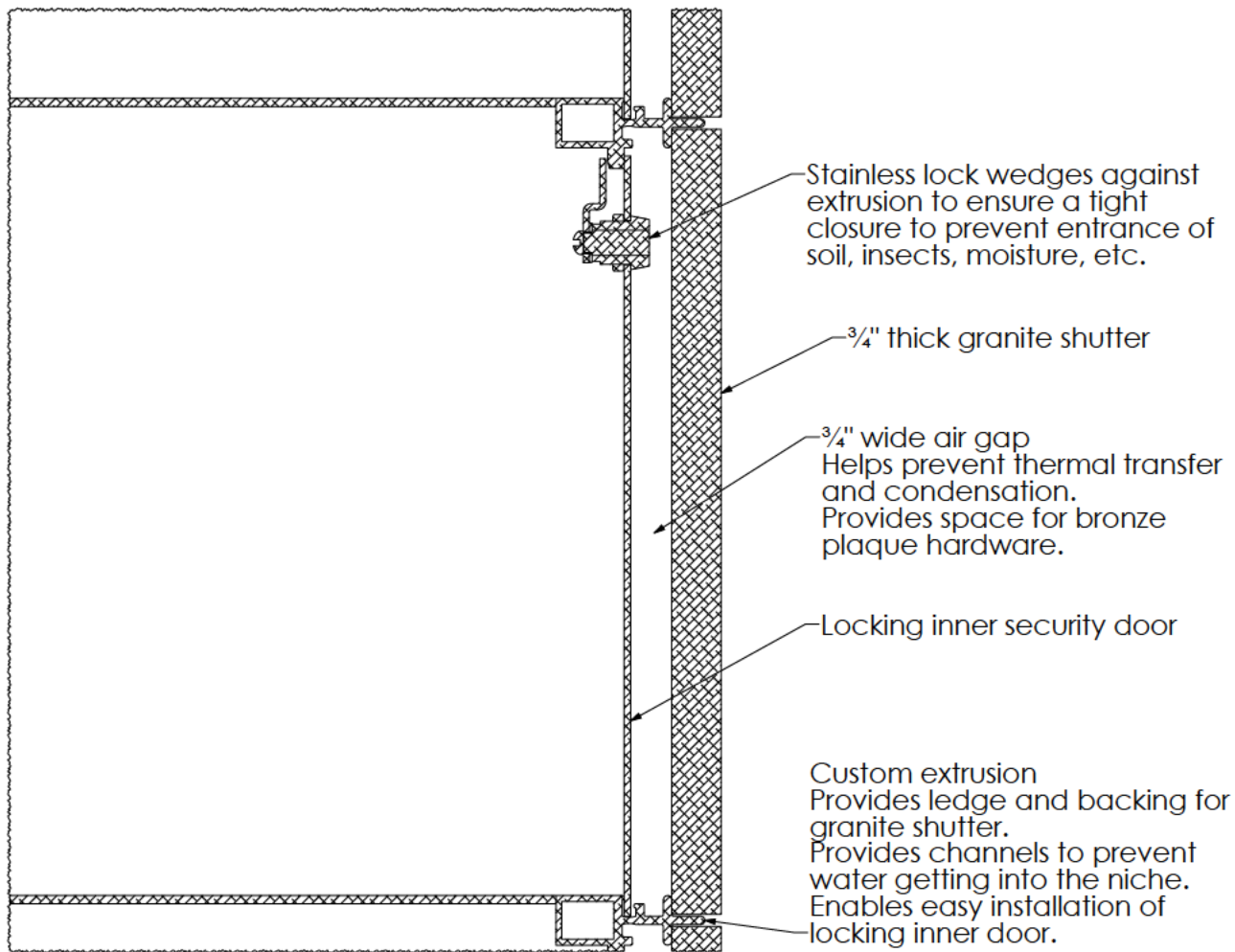


Figure 5: Sunset's Industry Standard 16" niche depth

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*



[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]

[Redacted]



[Redacted]

[Redacted]

[Redacted]

[Redacted]

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's Columbarium Investment Calculator

To use this model, simply fill in all of the green cells below, and observe the resulting financial implications at the bottom of this sheet.

Your Desired Columbarium

Number of Niches to be Purchased

Sunset specializes in custom columbaria. However, typical standard columbaria sizes are 12, 24, 30, 36, 48, 56, 72, and 84 niches.

Expected Cost Per Niche (fully Installed)

Contact a Sunset Representative for Guidance on this Figure.

The most expensive components of the columbarium are the base and the roof. Consequently design configurations that tend to minimize the area of these two components will optimize your price. Sunset's designs incorporate single doors in the vast majority of their portfolio to allow cemeteries to increase the height of the columbaria thus minimizing the structure's base footprint. In fact, one of Sunset's most popular designs are the cylindrical columbaria with granite domes which is the most efficient geometry for minimizing footprint.

Your Market

Years Into the Future From Date of Purchase of Columbarium

Expected Number of Cremation Niches to be Sold Each Year

Remaining Niches

Expected Number of Additional Interments into Niches Previously Sold

Prior to Install	1	2	3	4	5	6	7	8	9	10
0	0	0	0	0	0	0	0	0	0	0
0	0	0	0	0	0	0	0	0	0	0

Expected Initial Selling Price Per Niche

Interment Fee for Companion Urns Interred After Initial Interment

Door Inscription Price (Leave Blank If You Do Not Offer This Service)

Average Inscription Cost (Cost of Bronze Wreath or Sandblast Inscription)

\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Expected Average Annual Price Increase

 %

When filling out this section it is important to understand that when predicting the future there is no one right answer in this analysis. It is better to develop a series of possible scenarios to determine when your purchase makes sense, and when the business proposition starts to lose money. NOTE: Price increases should at least account for inflation. Once these scenarios are complete you can then ask yourself what is the probability of each scenario happening.

Your Operations

Average Hourly Wage for Interment Personnel

 per hour

Will you require Security / Management Oversight of Door Removal for Inscription?

 Yes

Annual Niche Sale Marketing Costs

Marketing costs are not usually significant but have been included for thoroughness. Sometimes displays or artistic renderings are created. This cost is applied annually so you may want to use a representative number over many years.

Your Cash Flow Projection

Years Into the Future From Date of Purchase of Columbarium

Capital Cost

Revenue

Operating Costs

Overhead

Net Profit

Purchase Date	1	2	3	4	5	6	7	8	9	10
\$ -										
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Initial Investment \$ -

Total Net Profit \$ -

Return on Investment (ROI) #DIV/0!

Years to Payback 0.00 Years



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>

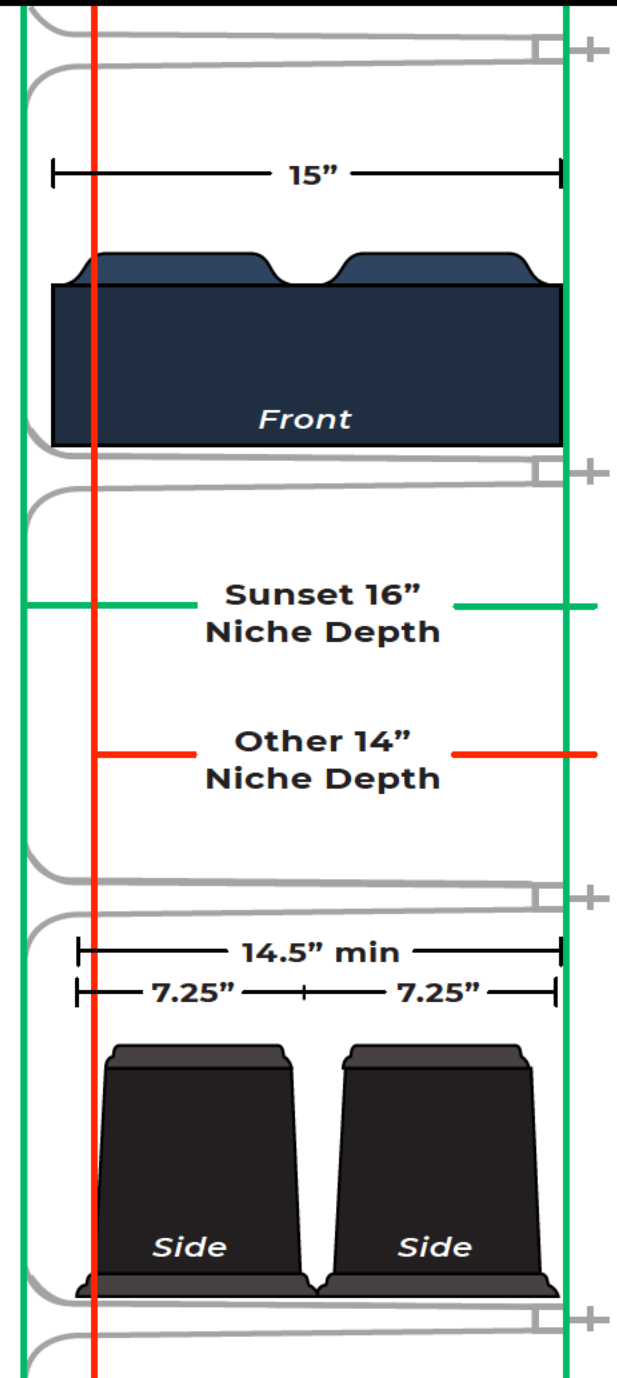
Example 2: Cremation Urn



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.

Wild Rose Memorials Inc.

Estimate



www.wildrosememorials.ca

ADDRESS

Village of Hussar

ESTIMATE #	DATE	EXPIRATION DATE
2036	13/10/2023	13/11/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Columbarium:32 niche	-Double sided -Robust solid granite construction -Niche configuration: 4 wide, 4 high -Niche doors are 1.25" thick -Niche size is 12.5"x12.5"x14" -Each "shelf" of niches are supported by a 2" thick granite floor -A total of 4 spare niche doors are included -Life time warranty on granite and construction of columbarium (zero percent failure rate as opposed to Nylene or aluminium interiors)	1	23,453.00	23,453.00
	Columbarium:Drilled niche doors	OPTIONAL -7" center to center -Used for bronze	1	540.00	540.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
		plaques (The town could then sell bronze plaques to the customers for additional revenue; for example the town of Crossfield sells there columbarium niches including a bronze plaque built into the price of the niche)			
	Columbarium:Stainless steel inner locking doors	Included in the cost of the columbarium	1	0.00	0.00
	Columbarium:Black granite doors	-OPTIONAL -Total of 36 niche doors -4 spare doors included	1	1,800.00	1,800.00

A deposit of 50% is due upon placement of order and the remaining balance is due once the columbarium is installed.

The concrete pad supplied by the Village of Hussar would need to be able to hold a weight of 9,900 LBS.

SUBTOTAL	25,793.00
GST @ 5%	1,289.65
TOTAL	\$27,082.65

Accepted By

Accepted Date

Wild Rose Memorials Inc.

Estimate



[REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]
 [REDACTED]

ADDRESS
Village of Hussar

ESTIMATE #	DATE	EXPIRATION DATE
2037	13/10/2023	13/11/2023

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Columbarium:32 niche	-Double sided with a dividing wall at 4 niches for proper support (Must be built with the dividing wall) -Robust solid granite construction -Niche configuration: 8 wide, 2 high -Niche doors are 1.25" thick -Niche size is 12.5"x12.5"x14" -Each "shelf" of niches are supported by a 2" thick granite floor -A total of 4 spare niche doors are included -Life time warranty on granite and construction of columbarium (zero percent failure rate as opposed to Nylene or	1	24,714.00	24,714.00

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Columbarium:Drilled niche doors	aluminium interiors) OPTIONAL -7" center to center -Used for bronze plaques (The village could then sell bronze plaques to the customers for additional revenue; for example the town of Crossfield sells there columbarium niches including a bronze plaque built into the price of the niche)	1	540.00	540.00
	Columbarium:Stainless steel inner locking doors	Included in the cost of the columbarium	1	0.00	0.00
	Columbarium:Black granite doors	-OPTIONAL -Total of 36 niche doors -4 spare doors included	1	1,800.00	1,800.00

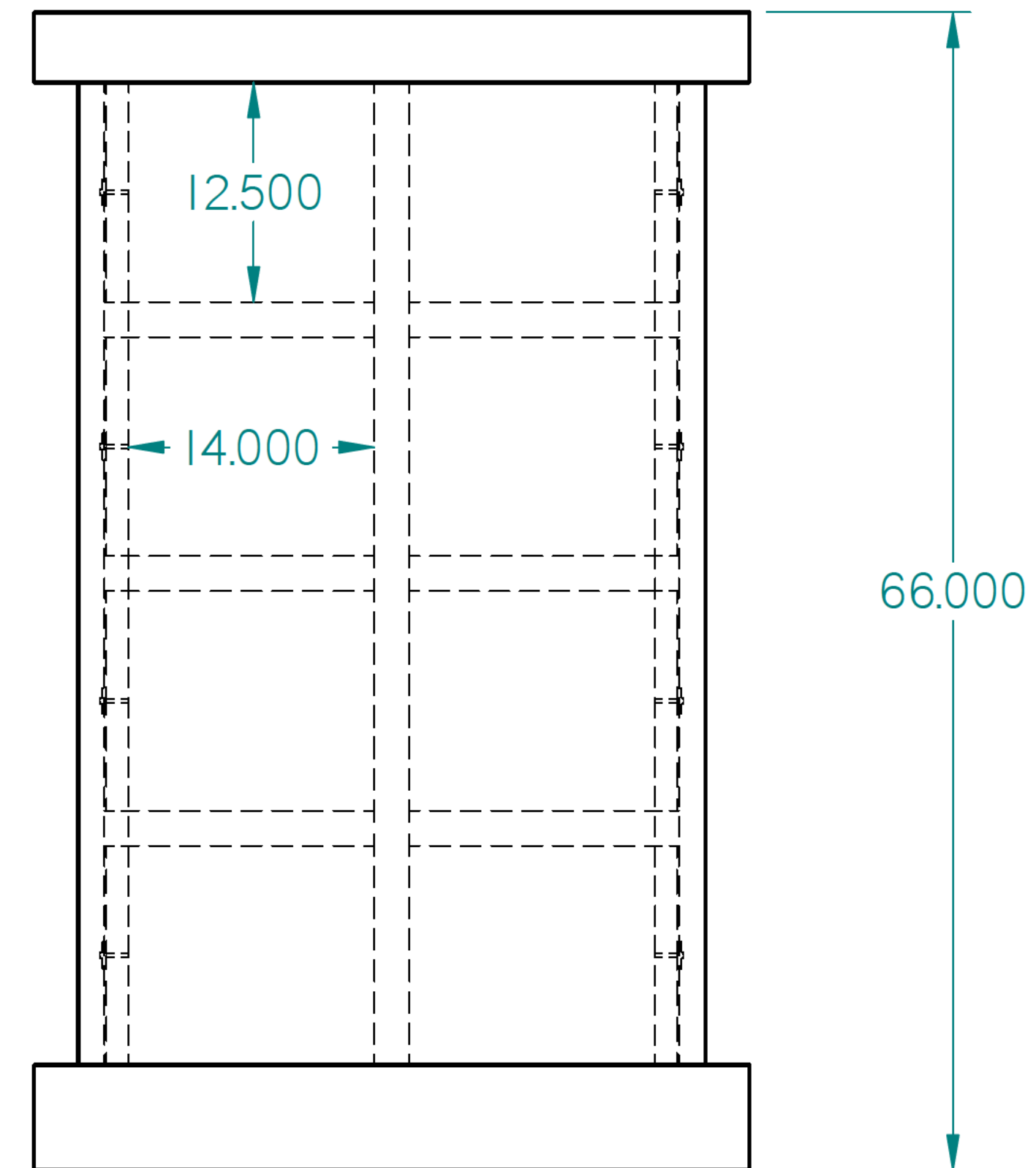
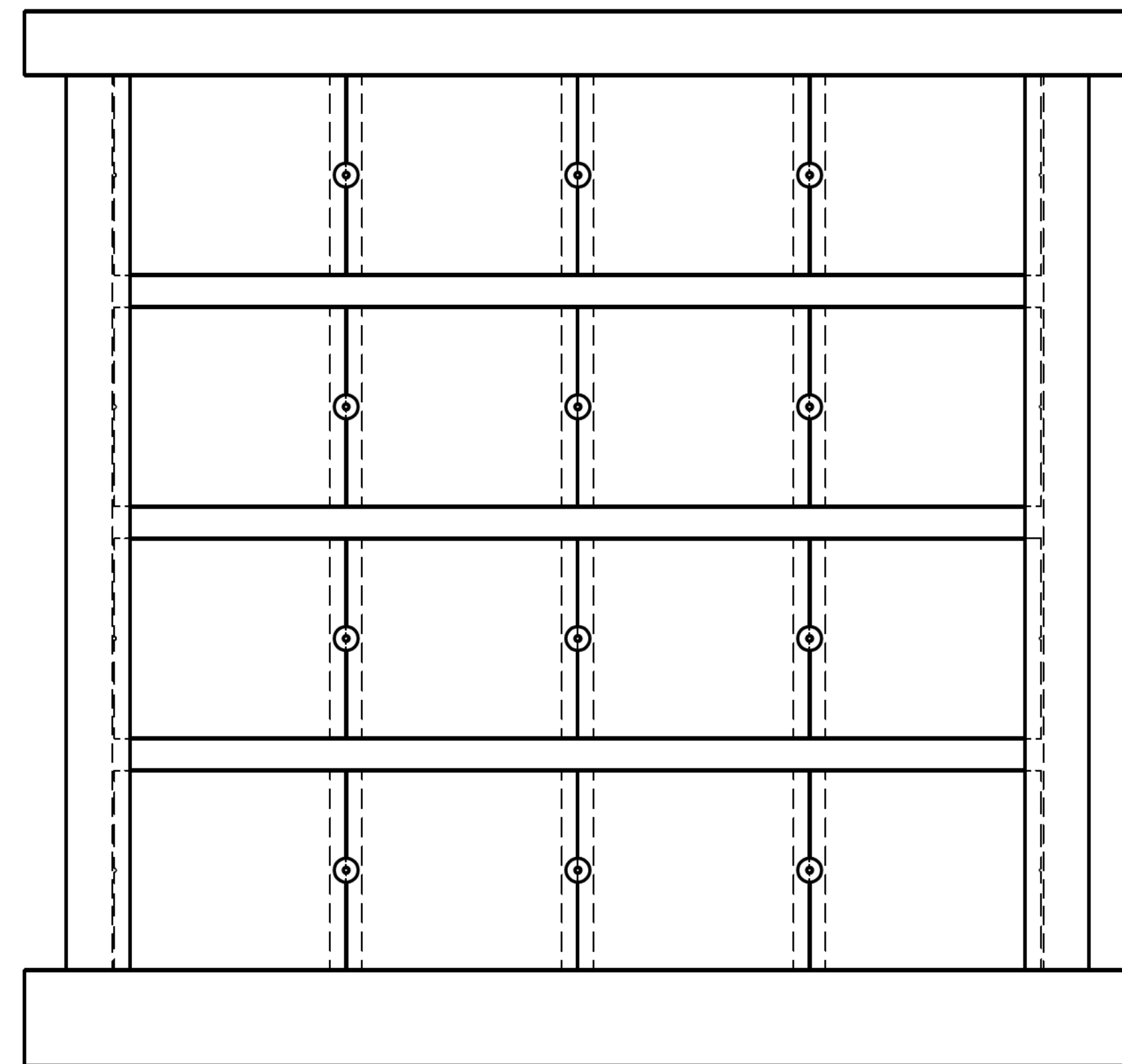
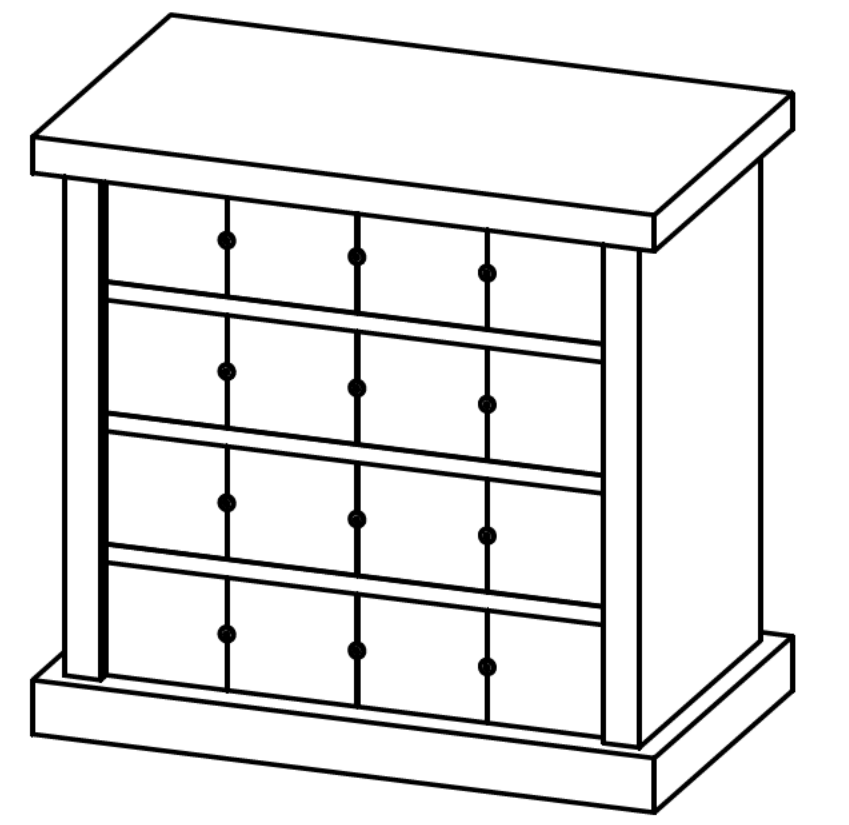
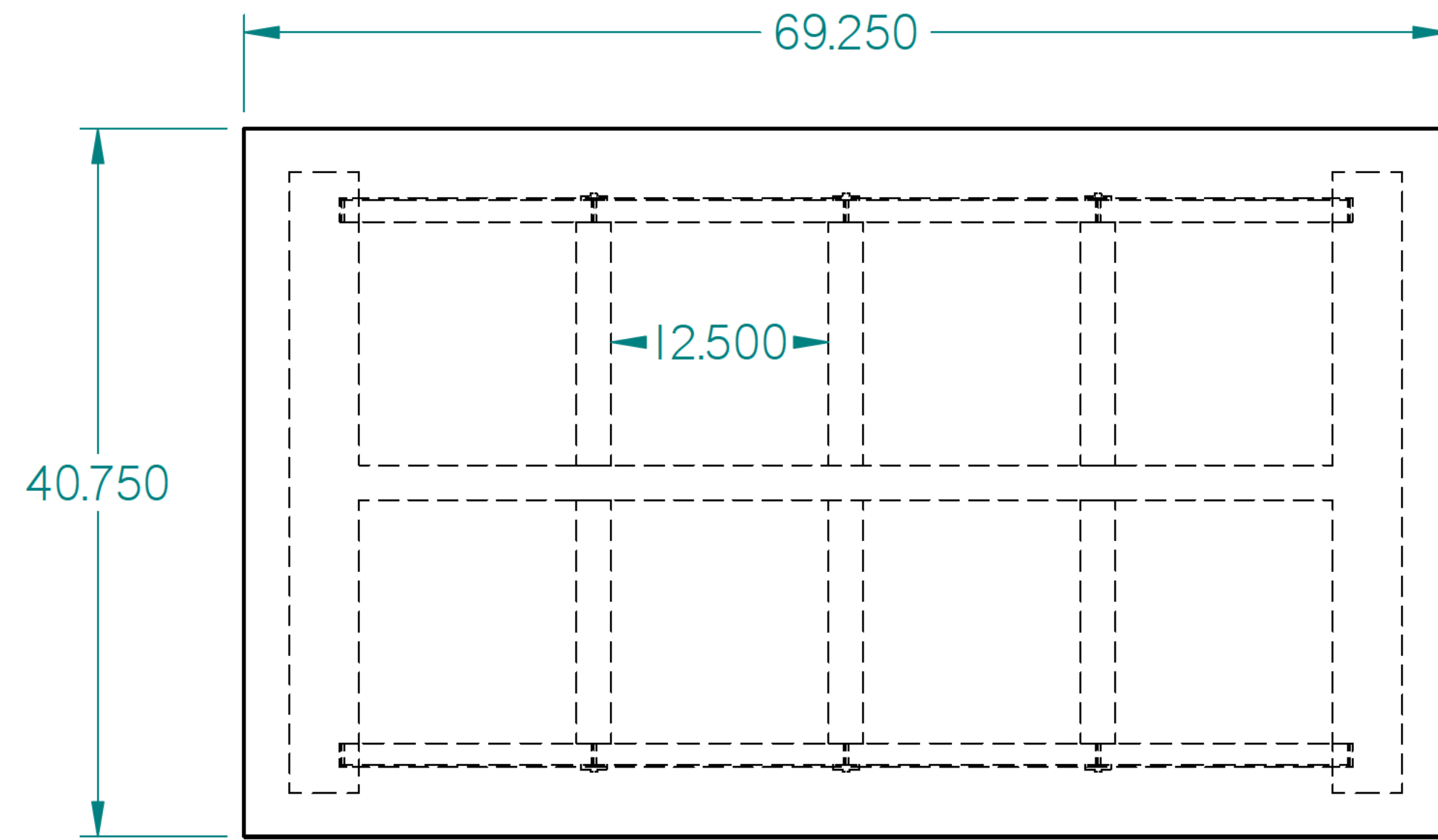
A deposit of 50% is due upon placement of order and the remaining balance is due once the columbarium is installed.

The concrete pad supplied by the Village of Hussar would need to be able to hold a weight of 9,900 LBS.

SUBTOTAL	27,054.00
GST @ 5%	1,352.70
TOTAL	\$28,406.70

Accepted By

Accepted Date



	NAME	DATE		
DRAWN	SN	Nov 11/15		
CHECKED			TITLE	
ENG APPR			32 Niche Columbarium	
MGR APPR			SIZE	DWG NO
UNLESS OTHERWISE SPECIFIED DIMENSIONS ARE IN INCHES ANGLES +XX°			D	REV
2 PL +XXX 3 PL +XXXX			FILE NAME: 32NicheCartesian.dft	
SCALE		WEIGHT	SHEET 1 OF 1	





64 Niche Columbarium



Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: November 9, 2023
Title: TAXervice – Tax recovery AB

Agenda Item Number: 6d

BACKGROUND

I was passed the information for TAXervice from Standard and Rockyford. Both of them use this company for the recovery of tax arrears.

The brochure outlines their services. I believe that the costs are reasonable for the service that they are providing which would be billed back to the property on the tax sale. At this time we only have 1 property that would move forward in this process as all others have paid in full or are making payments. Below is an outline of what would be required at this time if we choose to proceed with this service:

November 9, 2023: Village of Hussar Council Meeting. Council to approve outsourcing Tax Recovery to TAXervice.

No Later Than November 14, 2023: Village of Hussar provides TAXervice with the property information for auction properties.

December Council Meeting: Village of Hussar approves the Terms & Conditions of the Auction as well as Reserve Bids. (Taxervice will provide information needed)

February 9, 2024 – Village of Hussar Auction

Let me know if this plan sounds acceptable to you.

This will confirm, in order for our office to assist you with the Auction we would need your property information from you by **no later than November 14th**. Taxervice would then take care of all the arrangements for the Auction including advertising.

RECOMMENDATION:

1. Motion to approve outsourcing Tax Recovery to TAXervice for the property located at Plan 0810495 Block 2 Lot 9 COT # 171 257 188.



October 27, 2023

By Email: (original to remain on file)

Village of Hussar

ENGAGEMENT LETTER

Attention: Liz Santerre, Chief Administrative Officer

Re: Management of Property Tax Arrears Recovery

Thank you for choosing TAXervice to manage your property tax arrears recovery. If this engagement letter meets with your approval, please sign where indicated at the bottom of page two and return one copy to our office.

Outline of the Process

When used in this letter, the term "Municipality" includes rural municipality, municipal district, specialized municipality, county, city, town, village, hamlet, summer village or resort village. Our fees are detailed in Appendix "A". These fees may change from year to year provided that we will give you 30 days' notice of any change.

TAXervice undertakes to manage property tax arrears recovery for you. Initially, we will require you to provide information for every property eligible for tax recovery. At the relevant time, we will advise what specific information is required. In the meantime, we ask that you review the Municipal Profile (Appendix "B") and complete and/or correct the information. If requested, you will provide us with an arrears by year report showing all properties and all arrears.

Once you provide us with the property information, we will initiate the process. As soon as we begin to work on entering your information into our database, we will forward you our invoice(s). These costs are to be entered into your accounting system and added to each roll number. Once you receive our invoice(s), our fee is payable, since a great deal of time and effort is expended entering the information and ensuring it is accurate. If the property is redeemed prior to delivery of our invoice to you, we will waive our fees. However, we will not waive/refund our fees on any properties sent to us in error or which redeem after you receive our invoices.

TAXervice will also assist in the recovery of property taxes or grants-in-lieu of taxes from crown agencies such as CMHC or HMQ. As you are aware, these properties are exempt from tax recovery however, the municipality is entitled to recover the outstanding arrears. In the event we are unsuccessful in recovering funds from the assessed owner, the municipality would be responsible for our fees and disbursements.

Please contact us to reserve your tax sale date. If you bring a resolution to set the date before Council, please check with us first to confirm the date is available. We will do our utmost to ensure your tax sale occurs on the date scheduled. As you are aware however, it may be necessary to postpone the tax sale date due to circumstances beyond our control (eg. inability to notify a deceased or missing owner, etc

During the course of the tax recovery process, both TAXervice and the municipality will have specific responsibilities. Please see Appendix "C" for an overview of those responsibilities.

Based on our experience, we have devised and revised our auction sale conditions. Unless arranged otherwise, we will use our auction sale terms and conditions, without alteration.

We will send you an update at each significant step in the process. We provide you with one sample copy of each type of document sent to ratepayers for your information and records. We do not provide copies of every notice sent nor do we provide copies of notices received from land titles. We do provide you with reports of any ratepayer or registered interest holder issues or requests that may arise. (eg. if a taxpayer has specific questions and we communicate with them). We encourage you to forward any inquiries pertaining to the tax recovery process to our office. We strongly suggest that there be only one contact for tax enforcement and that be us.

TAXervice's use of the information provided by the municipality will be limited to tax enforcement for the municipality and TAXervice will comply with all FIPPA/FOIP requirements in dealing with this information.

You agree to indemnify and hold us and our officers, directors, agents and employees harmless from any claim or demand, including legal fees and disbursements, made by any third party due to or arising out of the performance of our services on your behalf. This indemnity does **not** apply if the action(s) or inaction(s) which are the subject of the claim were performed negligently or in contravention of any applicable statute or regulation.

This engagement is for a three-year term ending December 31, 2025. Our arrangement will automatically renew unless terminated by either party on 30 days written notice prior to the end of the term. In the event of termination, any outstanding invoices will be immediately due and payable by the municipality. Any unbilled fees or disbursements will be invoiced by TAXervice and payable forthwith by the municipality. If you terminate our arrangement, there will be no refunds of unearned fees or disbursements. Unless other arrangements are made, there will be no further or future work done on the files. (e.g. discharges)

We look forward to working with you. In the meantime, if you have any questions, please do not hesitate to contact our office.

Yours truly,
TAXervice



██████████
President

By signing a copy of this letter, the undersigned acknowledges and agrees to the terms set out above.

Village of Hussar



████████████████████

Authorized Signing Officer

Name: ████████████████████

Title: ████████████████████

- Encs. Appendix "A" – Outline of Costs
Appendix "B" – Municipal Profile
Appendix "C" – Responsibilities

APPENDIX “A” – Outline of Costs:

1. Fees

	Fee	Misc
Setup	\$375	\$40
Auction	\$320	\$50

(Fee schedule above effective January 1, 2023)

- Our fee for properties with arrears of \$25 or less will be discounted from \$375 to \$325 at the first stage. If the property is not redeemed before registration with land titles, full fees will apply.
- In the event that a property owner has more than one property subject to tax sale, our setup fees per property will be reduced.

2. Special Service Fees

	Fee	Misc
Level 1 Search	\$150	\$15
Level 2 Search	\$195	\$20
Ministerial Order	\$275	\$25
Attempt to locate missing serial number	\$150	\$15
Service on beneficial owner, deceased owner, dissolved corporation	\$175	\$15
Locate new address for a corporation and resend notice	\$125	\$15
Arrange personal service of notice upon one registered owner or interest holder	\$195	\$20
Agreement (plus \$75 per roll to a maximum fee of \$500)	\$200+	\$25
Default letter/reminder notice with respect to an agreement	\$150	\$15
Discharge (old tax notice or lien registration)	\$100	\$10
Demand for Rent (plus \$75 per additional roll)	\$295	\$30
Voluntary transfer to municipality	\$495	\$50
Notice to Remove Belongings/Vacate	\$325	\$30
Notice of Surplus Proceeds	\$395-\$550	\$45
Surplus Proceeds Application Review	\$350	\$30
Bankruptcy/Insolvency/CRA Judgment Review	\$350+	\$30
"Emergency fee" for last minute redemption by payment through Taxservice or by agreement (in addition to regular fee)	\$150	\$15

3. **Disbursements** - We do our best to ensure that disbursements are reasonable. We request advance notice from our process servers if fees are going to be extraordinary and we will advise you in those circumstances.
4. **Office Administration Charge** – this charge referred to as Miscellaneous covers miscellaneous office expenses such as opening files, file retention and storage, long distance and fax costs, photocopies, laminating, email, regular postage, etc.. Disbursements may include, but are not limited to: land titles fees; document service fees; mailing costs; advertising/auction costs; miscellaneous searches; etc.. An administration fee of 15% will be added to all disbursements. (minimum \$5.00)
5. **Legal Services Rate** – Where legal services are required and have been authorized by the client, those fees will be billed at the rate of \$400 per hour.

Please Note: If the property has been redeemed, but we were not notified and further fees and/or disbursements have been incurred, the municipality will be responsible for those further costs incurred.

APPENDIX "B" – MUNICIPAL PROFILE

Please confirm or complete/correct the information below:

Municipality: Village of Hussar
Street Address: 109 – 1st Avenue East
Mailing Address: PO Box 100
Hussar AB T0J 1S0
Telephone: 403-787-3766
Fax: _____



Administrator: Liz Santerre
Email: office@villageofhussar.ca
Telephone: 403-787-3766

Tax Enforcement Contact Person: Same as above OR
Name: _____
Title: _____
Email: _____
Telephone: _____



Taxes Due Date: _____
Municipal Accounting Software: _____



Land Titles Office: Edmonton
 Calgary

Penalty Rate: _____%

Annually
 Monthly
 on principal only (Simple)
 on principal & interest (Compounding)
Is interest charged on tax enforcement costs? YES NO

Accepted Methods of Payment:

Debit Card
 MasterCard
 VISA
 other _____

Name of local newspaper for advertisement of public auction: _____

APPENDIX “C” - RESPONSIBILITIES

TAXervice’s responsibilities:


- track all deadlines
- register the Tax Notification with land titles
- register Financing Statement in Personal Property Registry
- prepare and arrange notice to every owner and person having a registered interest
- prepare and arrange publication of the Notice of Public Auction in both the Alberta Gazette and local paper
- arrange conduct of the tax sale auction and, if necessary, be available by teleconference
- prepare transfer/transmission following auction

The municipality’s responsibilities:

- pursuant to s 412 of the Municipal Government Act, at all times to post a copy of the tax arrears list in the municipal office in a place accessible to the public
- provide the information from the tax rolls as requested by Taxervice
- field inquiries for redemption amounts and include our fees and disbursements in the amount
- receive payments from taxpayers by cash, certified cheque or any other form of **guaranteed** payment and advise our office of same by email or fax as soon as possible
- sign documents requiring municipal signatures

RE: Village of Hussar - Tax Recovery AB - Lead 1510[REDACTED]
Fri 2023-10-27 3:45 PM

To:Village Office <office@villageofhussar.ca>

 3 attachments (2 MB)

Hussar - Engagement Letter.pdf; Hussar AB - APPENDICES.pdf; Taxervice General Brochure 2020.pdf;

Good afternoon Liz,

This is further to our telephone conversation yesterday. Please find attached our General Brochure as well as our Engagement Letter for your review and Approval.

As mentioned, I spoke with Angela in our office, she is our Alberta Account Manager, and she suggested the following timeline:

Today (or as soon as possible): Village of Hussar sends a warning letter to the ratepayers with arrears. The payment deadline date should be November 13, 2023. Below is the suggested wording:

*Re: 2022 & prior years tax arrears and penalties ("arrears")
The land(s) listed are subject to tax arrears recovery. The outstanding arrears must be paid by the Deadline Date in order to avoid tax recovery proceedings. Pursuant to The Municipal Government Act, the municipality has no option but to proceed against any properties with arrears outstanding after the Deadline Date, no matter how small the amount. All properties will be turned over to an outside firm and their fees and disbursements (which will be hundreds of dollars) will be added to taxes on your roll in addition to the usual penalties. You will be responsible for these added costs.
Deadline Date: November 13, 2023*

November 9, 2023: Village of Hussar Council Meeting. Council to approve outsourcing Tax Recovery to TAXervice.

No Later Than November 14, 2023 Village of Hussar provides TAXervice with the property information for auction properties.

December Council Meeting: Village of Hussar approves the Terms & Conditions of the Auction as well as Reserve Bids. (Taxervice will provide information needed)

February 9, 2024 Village of Hussar Auction

Let me know if this plan sounds acceptable to you.

This will confirm, in order for our office to assist you with the Auction we would need your property information from you by **no later than November 14th**. Taxervice would then take care of all the arrangements for the Auction including advertising.

I look forward to hearing from you at your earliest opportunity.

[REDACTED]





W: www.taxservice.comwww.taxservice.com

This communication is solely for the use of the intended recipient and may contain confidential, privileged or personal information. If you are not the intended recipient, any copying, distribution or use of this information is prohibited. Please reply to the sender and delete this email from your system.

From: Village Office office@villageofhussar.ca |



Subject: Tax Arrears



I was wondering if you would be able to provide me with some info on what you do for tax arrears assistance I believe a couple of the surrounding Villages use this service and would like some more information to see if this is something that we would be able to use

Thanks,



AB7D010F

Liz Santerre

VILLAGE OF HUSSAR Chief Administrative Officer

109 – 1st Avenue East

PO Box 100

Hussar AB T0J 1S0

403 787 3766

Monday - Thursday 8:00 -
4:00



CONTACT



CALL US
1-877-734-3113



FAX
1-877-734-1050



EMAIL
info@taxervice.com



WEBSITE
taxervice.com

WE HELP
MUNICIPALITIES
MANAGE TAX
ARREARS

No cost
to you



*There is no cost to your municipality. Our fees are added to the property taxes which are paid by the property owner and do not come out of general revenue. Why should those who pay their taxes on time pay for those who don't? Why not let the "user pay"? The only time there is a cost to the municipality is if you take title to the property and it does not sell.



What we do

We manage the property tax arrears recovery process. We track all deadlines, manage all contact with ratepayers, send all required notices to all required parties, conduct all necessary searches and registrations at land titles, publish all required notices, arrange the auction (if applicable) and convey title to the purchaser/municipality. We manage the entire process for you, from beginning to end.

Even if you've started the process, we can finish it. No more hunting for people. No more land titles searches or registrations or worrying about deadlines for notice or publication. And best of all, there is no cost to your municipality.*



RATEPAYER CARE

We are not a collection agency. We ensure that ratepayers are handled respectfully and professionally. The municipality has a duty to ensure property taxes are recovered, but this should be done respectfully, without undue harshness. We attempt to contact all property owners and registered interest holders to ensure they are aware of the proceedings and have every opportunity to redeem their property. We handle your ratepayers with care because we know our actions will reflect on you.



STAFF RELIEF & SATISFACTION

Recruitment and retention of qualified employees can be very costly, in both time and money. Recovery of tax arrears is a job many staff do not enjoy and it can be awkward if the staff member knows the ratepayer personally. Having an outside party deal with ratepayers is like an employee perk that doesn't cost you anything.

The tax recovery process typically takes several hours of time per roll. Add to that, time spent dealing with questions or concerns from ratepayers and registered interest holders, researching correct procedures, dealing with multiple properties in arrears and delays caused by unusual circumstances or complex legal matters. Hiring out the management of tax recovery can be the financially wise choice. Having TAXervice manage tax recovery for you will free up your staff to work on other important matters requiring their attention.



EXPERIENCE AND EXPERTISE

Our team includes a senior lawyer, former paralegals, former municipal administrative staff and a wealth of tax recovery expertise. We have experience dealing with missing persons, deceased owners, bankrupt owners and families dealing with all types of hardship. We ensure that all steps are on-time and all statutory requirements are met.



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	November 9, 2023
Title:	December payroll
Agenda Item Number:	6e.

BACKGROUND/DISCUSSION:

In previous years we discussed payment of December payroll prior to the Christmas Holidays. The payment date last year was December 23, 2022.

This year Public Works Payroll would be Friday December 22, 2023.

CAO and Councillor pay are scheduled for Sunday December 31, 2023.

Legislative Policy 3.2 Council Remuneration states that Honorariums will be paid to each Councillor on a quarterly basis unless otherwise requested by the Councillor.

RECOMMENDATION:

1. Motion to pay _____ payroll on December _____, 2023.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	November 9, 2023
Title:	ULA: Contact for Proposed Work Clearance
Agenda Item Number:	6f

BACKGROUND

We have received the following contract for Proposed Work Clearance from Atco/ ULA Engineering Co-op Student, Pipeline Integrity & Cathodic Protection Natural Gas:

As part of the regular maintenance of our natural gas distribution system, we require the installation of test stations in various locations to facilitate the monitoring of corrosion on steel pipelines. One of the proposed locations are in your county. The installation involves an excavation via hydrovac or backhoe to connect a cable to the pipe to monitor corrosion and to bury a bag of magnesium to provide protection against corrosion. The only remaining visible structure will be a small, capped conduit to house the cables with a support post for rigidity. I've included an image of an installed test station for your reference.

Please accept the attached sketch for ULA approval.

RECOMMENDATION:

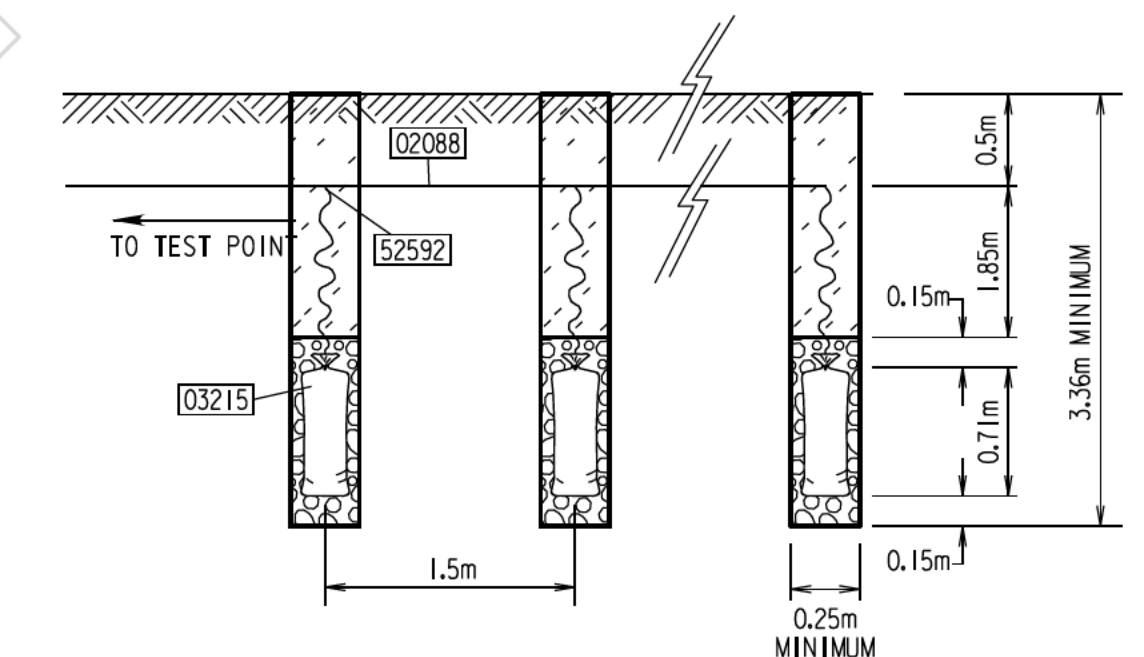
1. Motion to approve _____



SITE PLAN
SCALE - 1:500
0 5 10 20 30 40 METRES

NOTES:

- Complete a Hazard Assessment of the work site prior to commencing any work.
- Locate all underground utilities prior to construction. Crew Chief to call Utility Safety Partners at 1-800-242-3447. Ensure to call Utility Safety Partners a minimum of two full working days before they are required.
- Crew Chief or Inspector must contact the designer if there are any site conditions, utility installation sleeve issues, etc. that cause any deviation to the design drawings, Bill of Materials, or cost of the project. **All field changes must be approved by the designer prior to installation and recorded on the As-Built.**
Designer: Parker Stephen Phone: 403-776-9223
- Crew Chief or Inspector to ensure all field dimensions (FD) are measured and documented and all other dimensions are verified on As-Built drawings.
- Return As-Built drawings to Graphics (14th floor, ATCO, Centre Edmonton) within 15 working days of in-service date.
- Notify Damage Prevention within 24 hours after construction start and completion.
- All pipe and fitting sizes are in mm and all dimensions are in m, unless otherwise specified.
- Worksite shall be reclaimed by reinstalling original surface fill or cover.
- Notify the Cathodic Protection Technician **at one week** prior to the start of construction to assign a Cathodic Protection Technician to the project. Email: CPPlanner@atco.com
- Use an auger to drill the holes for the anodes and place the anodes as follows:
 - Add loam to bottom of hole. Hand compact until a 150mm (6") compacted layer is achieved. Add water to loam as necessary to achieve ideal compaction.
 - Place anode vertically centred in the hole and add loam around the anode. Continue to fill and compact the hole with loam to approximately 150mm (6") above the top of the anode.
 - Add native fill to the hole, compacting in 100-150mm (4"-6") lifts until the hole is filled.
 - Complete surface restoration as required.
- Install Test Point next to the west side of the existing ATCO gas warning sign.



DETAIL 'A'
VERTICAL SACRIFICIAL ANODE BED DETAIL
SCALE - NTS

BILL OF MATERIALS

No.	REQ'D	USED	DESCRIPTION	CAT. No.
02088	18m ²		WIRE, NO. 6 AWG, RWU90 1KV BLUE JACKET STRANDED CABLE	1002088
03215	6		ANODE, 14.5KG, MAGNESIUM HIGH POTENTIAL	1003215
03936	1		TEST POINT, BIG, 5 TERMINAL, PLASTIC POST WHITE POLES BLUE	1003936
04263	10m ²		WIRE, CATHODIC, BLACK STRANDED NO.10RWU90, 300M/REEL	1004263
52592	6		VISILOCK, DRYCONN, W/SMART GEL	1052592
A	2		T & B 10R14 RING TERMINAL, OR EQUIVALENT	N/A
B	2		CA-15 15G THERMITE WELD CHARGE	N/A
C	2		COPPER SLEEVE CAB-133-1H	N/A
D	1		T & B 6R14 RING TERMINAL OR EQUIVALENT	N/A

DENSO COATING SYSTEM

No.	REQ'D	USED	DESCRIPTION	CAT. No.
42698			PETROLATUM TAPE (DENSO 4" LT OR APPROVED EQUIVALENT)	1042698
42185			PETROLATUM FILLER (DENSO PROFILING MASTIC OR APPROVED EQUIVALENT)	1042185
42300			TEST POINT, BIG, 5 TERMINAL, PLASTIC POST WHITE POLES BLUE	1042300
42861			PETROLATUM PRIMER PASTE (DENSO PASTE OR APPROVED EQUIVALENT)	1042861

KEMA COATING SYSTEM

No.	REQ'D	USED	DESCRIPTION	CAT. No.
E			KEMA POLYGUARD 600 PRIMER	N/A
F			KEMA 250 MASTIC TAPE	N/A
G			KEMA 250-12 TAPE	N/A

LEGEND

EXISTING MAIN:	----- (HP)	ATCO Gas Main Descriptor
PROPOSED MAIN:	----- (IP)	323 IP5 ST JT
PROPOSED ABANDONMENT:	----- (MP)	Joint Trench
CP CABLING:	----- (AB)	Pipe Material
DEVELOPER INSTALLED SERVICE:	-----	Maximum Operating Pressure
PROPOSED SERVICE / STUBS:	-----	Size of Pipe in Millimetres
PROPOSED METER / METER BANK:	X / XXXX	PRESSURE CONVERSIONS

PSI	BAR
7.20	0.50
8.60	0.60
10.00	0.70
11.40	0.80
12.80	0.90
14.20	1.00
15.60	1.10
17.00	1.20
18.40	1.30
19.80	1.40
21.20	1.50

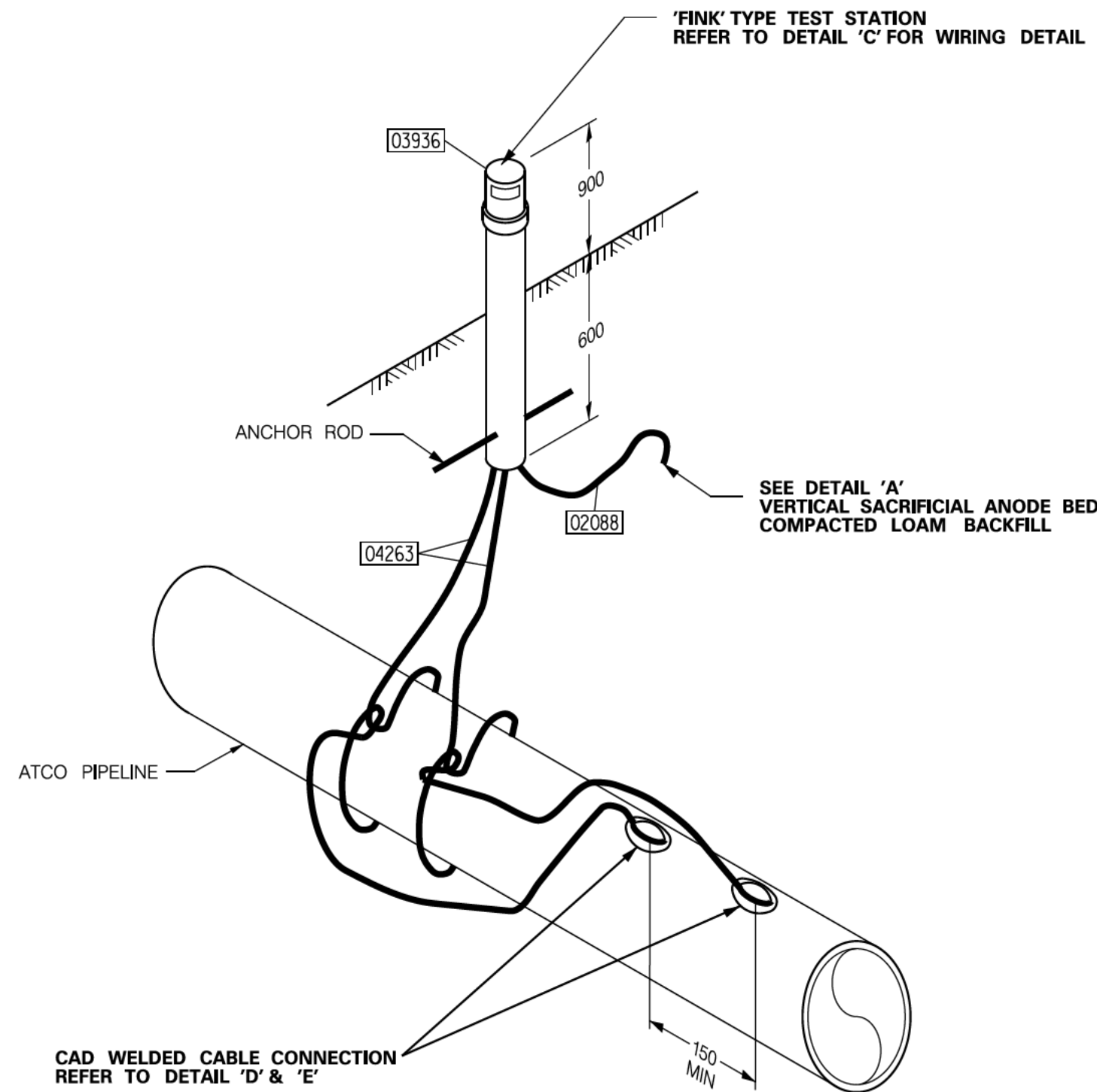


TITLE
1141 - CORRECT CP HUSSAR 1 CIR 445
TEST POINT & ANODE INSTALLATIONS
LOCATION
IN THE AREA WEST OF 1 AVENUE E AND
NORTH SIDE OF SECONDARY ROAD 561

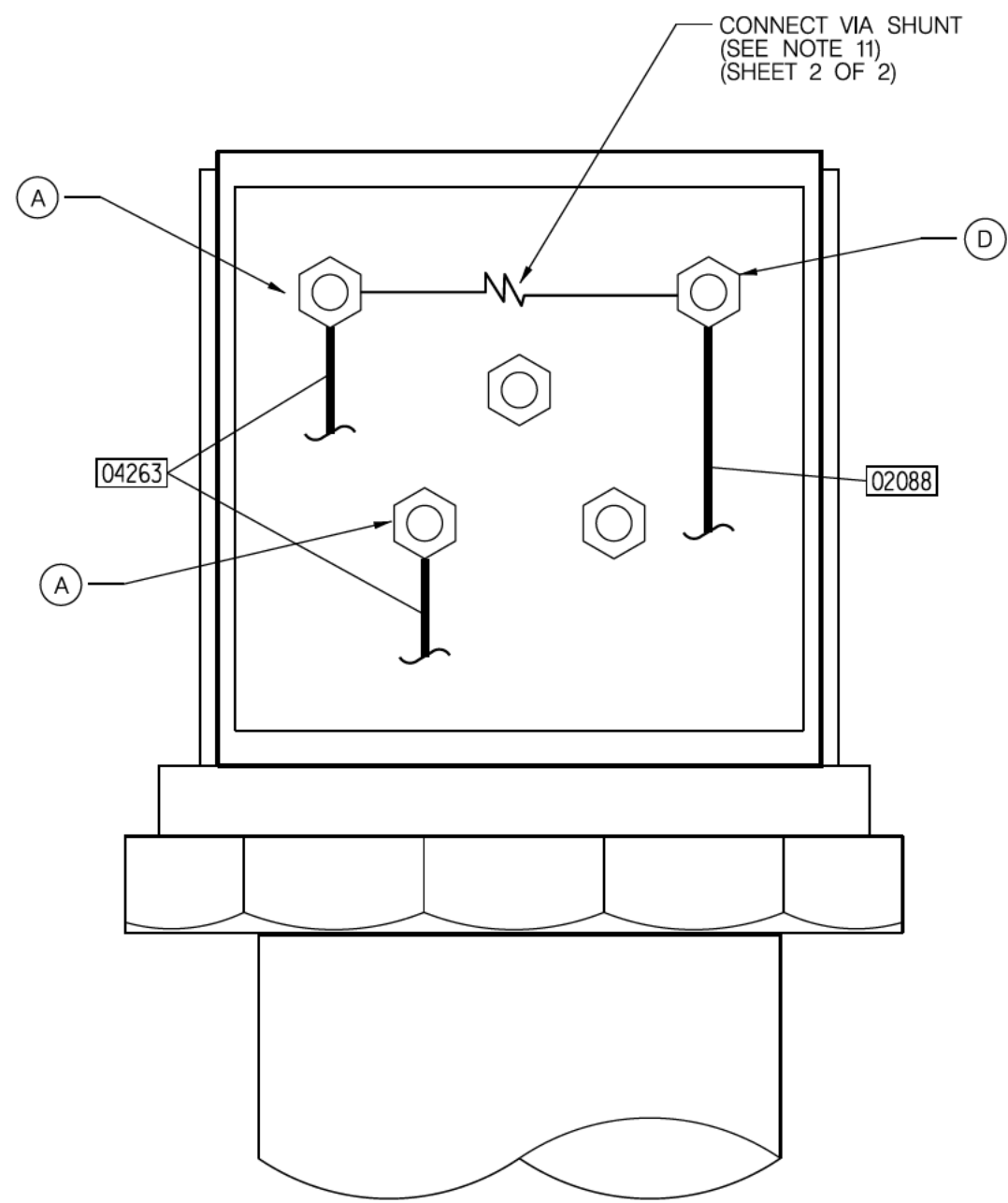
Approved For: _____ By: _____ Date: _____
Approved For: _____ By: _____ Date: _____

WPS's USED	PRESSURE TESTS						PIPE RECORD						NO.	REVISIONS	DATE	APP'D	CONSTRUCTION RECORD				ENGINEERING RECORD				
	IN-SERVICE DATE	SEGMENT NO.	TEST DURATION (hrs)	TEST PRESSURE (kPa)	TEST DURATION (hrs)	TEST PRESSURE (kPa)	TEST MEDIUM	MANUFACTURER	RESIN	DESIGNATION	CODE	NOMINAL PIPE SIZE					SDR	COIL NO.	PLANT LOCATION	PRODUCTION DATE	PRODUCTION INFO	FUSER(S) / WELDER(S)	NAME / ID#	INITIAL	START DATE
							EX. MAIN AT TIE-IN:																	BRIAN WONG	20230901
							NEW PIPE:																	PARKER STEPHEN	20230815
							NEW PIPE:																		
							NEW PIPE:																		
							NEW PIPE:																		
							NEW PIPE:																		
							NEW PIPE:																		
							NEW PIPE:																		

MUNICIPALITY
WHEATLAND COUNTY
Plan No:
HUS14 - 1
HUS13 - 3
Sheet:
1 of 2
PROJECT No.
1045142



DETAIL 'B' - TEST STATION ASSEMBLY
N.T.S.



DETAIL 'C' - TEST STATION WIRING
N.T.S.

THERMITE WELD CONSTRUCTION NOTES:

- CONFIRM WALL THICKNESS USING ULTRASONIC TESTING (UT). COMPLETE THERMITE WELD CONNECTION ONLY IF THE PIPE WALL THICKNESS IS EQUAL TO OR GREATER THAN 2.8mm. OTHERWISE, USE AN ALTERNATIVE APPROVED METHOD.
- TIE CABLE AROUND PIPE.
- REMOVE A SMALL PATCH OF PIPE COATING.
- EXPOSE AREA OF CLEAN METAL WITH A ROUGH FILE.
- CRIMP #6 COPPER SLEEVE ONTO THE END OF THE WIRE WHEN SMALLER THAN AWG #6.
- APPLY HEAT UNTIL MOISTURE IS REMOVED.
- THERMITE WELD WIRE TO PIPE. CHARGE SHALL NOT EXCEED 15g AND MUST BE DESIGNATED AS SUITABLE FOR STEEL.
- DO NOT THERMITE WELD WITHIN 300mm OF GIRTH WELD OR WITHIN 50mm OF LONG SEAM WELD.
- REMOVE SLAG AND COMPLETE TUG TEST. IF THERMITE WELD IS NOT SUCCESSFUL, DO NOT REATTEMPT WITHIN 150mm.
- RE-COAT THERMITE WELD CONNECTION USING DENSO PETROLATUM OR KEMA TAPE COATING SYSTEM.
- INSTALL APPROPRIATELY SIZED SHUNT AND RECORD DATA IN MAXIMO CHILD WORK ORDER (TO BE CREATED BY CP PLANNER). CHILD WORK ORDER # _____.

System Energization Readings	Anode Open Potential V AOpen (-mV)	Shunt Colour Orange (0.001/25A) / Yellow (0.01/2.5A) / Red (0.1/2A)	Voltage Across Shunt V Shunt (mV)	Current Across Shunt V Shunt ÷ R Shunt (mA)

12. TAKE PIPE-TO-SOIL POTENTIALS BEFORE AND AFTER ANODES ARE INSTALLED AND RECORD DATA IN MAXIMO CHILD WORK ORDER.

Location	Potential Before (-mV)	Potential After (-mV)	
		ON	OFF
Exposed pipe		N/A	N/A
At test point	N/A		

Technician to choose appropriate location at edge of boundary (record location information in Maximo)

COATING NOTES:

PETROLATUM TAPE COATING SYSTEM:

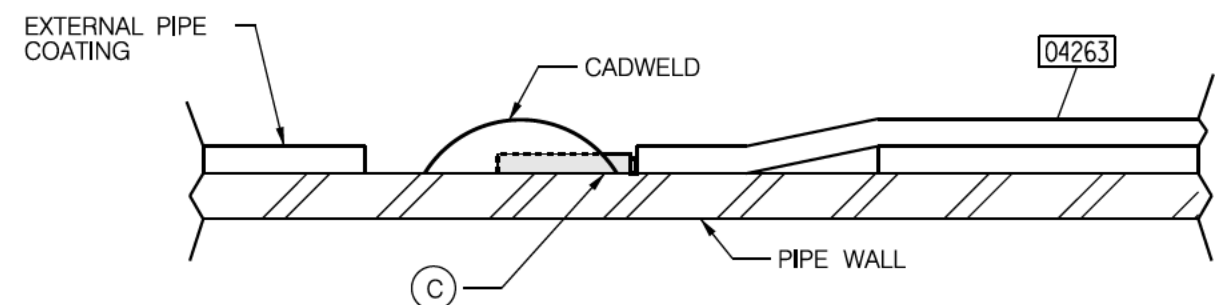
- ALL EXPOSED METAL SURFACES MUST BE COATED PRIOR TO BACKFILLING.
- PREPARE SURFACES FOR RECOATING BY REMOVING ALL LOOSE SCALE, RUST OR OTHER FOREIGN MATTER.
- APPLY A THIN FILM OF PETROLATUM PRIMER PASTE TO ALL EXPOSED METAL SURFACES.
- COAT THERMITE WELD WITH PETROLATUM FILLER /PROFILING MASTIC TO CREATE SMOOTH SURFACES.
- SPIRALLY WRAP ENTIRE CONNECTION USING PETROLATUM TAPE WITH 55% OVERLAP. TAPE WRAP SHOULD OVERLAP EXISTING PIPELINE COATING BY A MINIMUM OF 100mm (4") ON BOTH SIDES OF THE THERMITE WELD.
- WHILE WRAPPING, PRESS AIR POCKETS OUT AND SMOOTH ALL WRAP SEAMS.
- IN ROCKY ENVIRONMENTS, OR FOR ABOVE GROUND APPLICATIONS, OVERWRAP PETROLATUM TAPE WITH FIBERGLASS MESH /OUTERWRAP TO PROTECT COATING FROM DAMAGE IF REQUIRED. FIBERGLASS MESH /OUTERWRAP HAS A TWO YEARS EXPIRY IF STORED ACCORDING TO THE MANUFACTURER'S INSTRUCTIONS.
- RECORD BATCH NUMBERS AND INSTALLATION DATES IN TABLE BELOW, AS APPLICABLE.

PRODUCT	BATCH #	INSTALLATION DATE (YYYY-MM-DD)
PETROLATUM PRIMER PASTE		
PETROLATUM FILLER /PROFILING MASTIC		
PETROLATUM TAPE		
FIBERGLASS MESH /OUTERWRAP		

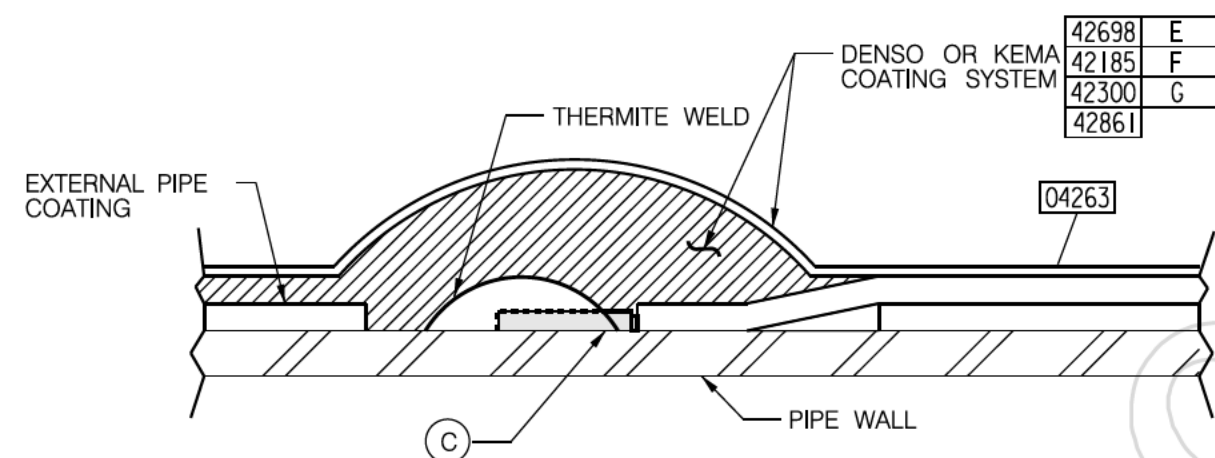
KEMA TAPE COATING SYSTEM:

- ALL EXPOSED METAL SURFACES MUST BE COATED PRIOR TO BACKFILLING.
- PREPARE SURFACES FOR RECOATING BY REMOVING ALL LOOSE SCALE, RUST OR OTHER FOREIGN MATTER.
- COAT EXPOSED METAL SURFACES WITH POLYGUARD 600 PRIMER.
- APPLY ONE LAYER OF KEMA 250 MASTIC TAPE.
- COVER WITH ONE OR MORE LAYERS OF KEMA 250-12 TAPE AND SEAL COMPLETELY AROUND CABLE. TAPE WRAP SHOULD OVERLAP EXISTING PIPELINE COATING BY A MINIMUM OF 100mm (4") ON BOTH SIDES OF THE THERMITE WELD.
- WHILE WRAPPING, PRESS AIR POCKETS OUT AND SMOOTH ALL WRAP SEAMS.
- RECORD BATCH NUMBERS AND INSTALLATION DATES IN TABLE BELOW.

PRODUCT	BATCH #	INSTALLATION DATE (YYYY-MM-DD)
POLYGUARD 600 PRIMER		
KEMA 250 MASTIC TAPE		
KEMA 250-12 TAPE		



TYPICAL THERMITE WELD LAYOUT
DETAIL 'D'
N.T.S.



THERMITE WELD COATING
DETAIL 'E'
N.T.S.

LEGEND

EXISTING MAIN: --- (HP), --- (IP), --- (MP), --- (AB)

PROPOSED MAIN: --- (HP), --- (IP), --- (MP), --- (AB)

PROPOSED ABANDONMENT: - - - - -

CP CABLING: - - - - -

DEVELOPER INSTALLED SERVICE: - - - - -

PROPOSED SERVICE / STUBS: - - - - -

PROPOSED METER / METER BANK: X / XXXX

ATCO Gas Main Descriptor
323 IP5 ST JT
L Joint Trench
Pipe Material
Maximum Operating Pressure
Size of Pipe in Millimetres

PSI	BAR
720	112
650	80
475	60
345	40
240	30
150	18
100	15



TITLE
1141 - CORRECT CP HUSSAR 1 CIR 445
TEST POINT & ANODE INSTALLATIONS
LOCATION
IN THE AREA SOUTH OF 1 AVENUE E AND
ALONG SECONDARY ROAD 561

Approved For: _____ By: _____ Date: _____
Approved For: _____ By: _____ Date: _____

WPS's USED	PRESSURE TESTS						PIPE RECORD										NO.	REVISIONS	DATE	APP'D	CONSTRUCTION RECORD				ENGINEERING RECORD	
	IN-SERVICE DATE	SEGMENT NO.	TEST DURATION (hrs)	TEST PRESSURE (kPa)	TEST DURATION (hrs)	TEST PRESSURE (kPa)	TEST MEDIUM	MANUFACTURER	RESIN	DESIGNATION	CODE	NOMINAL PIPE SIZE	SOR	COIL NO.	PLANT LOCATION	PRODUCTION DATE					PRODUCTION INFO	NAME / ID#	INITIAL	START DATE	END DATE	DRAWN BY
							EX. MAIN AT TIE-IN:											FUSER(S) / WELDER(S):					BRIAN WONG	20230901		
							NEW PIPE:											CREW CHIEF / INSPECTOR:					PARKER STEPHEN	20230815		
							NEW PIPE:											<input type="checkbox"/> TENTATIVE PLAN STAKED BY:								
							NEW PIPE:											EMPLOYEE-IN-CHARGE:								
							NEW PIPE:											CONSTRUCTED BY (NAME / COMPANY):								
							NEW PIPE:											EXCAVATION PERMIT / OSCAM #:								



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	November 9, 2023
Title:	Commercial Lot interest
Agenda Item Number:	6g.

BACKGROUND

Potential buyer would like to proceed with the process of the purchase of the lot "as-is where-is" located SE 14 024 20 4 – Right of Way/Mainline along the Canadian Pacific Rail line.

Lot was purchase in 2012 from CP Rail for \$1, but was valued at the time at \$50,000. When I look at Spin II, it appears that this is all land on one title (Linc 0034589524, Title 121064329). So we would need to proceed with a subdivision.

We would need to start a discussions with a surveyor to prepare a tentative plan of subdivision as that can take a bit of time. As per Palliser, we would also need considering if we need a land use bylaw amendment to accommodate the use and the subdivision. The site is currently zoned UR, so would want to start ASAP with a rezoning as that process can take 2-3 months. If the rezoning is required to approve the subdivision, its important to get that application underway first.

The fees are \$750 for the rezoning, and \$1000 for the subdivision (if you are only creating one new lot). There might be additional costs during the subdivision, such as hiring the surveyor (last survey we had done in 2022 was \$3066). Once the subdivision application is approved and we need an endorsement, there are additional fees of \$300 per lot) and registration fees at land titles. We are also required to post notices in the newspaper for the land use bylaw amendment, so there will also be fees related to advertising. We are probably looking at around \$7000 for these expenses.

At this time we would need Council to come up with an agreed upon sale price of the lot including all the expenses (\$7000 approx) that will be incurred to have it subdivided. Most bare lots in town are assessed at \$20,000 this one would be quite large.

RECOMMENDATION:

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

Village of Hussar
List of Accounts for Approval
Batch: 2023-00114 to 2023-00123

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
█	█	█	█
█	█	█	█
9284	2023-10-12	Almor Testing Services Ltd	6,453.30
9285	2023-10-12	AMSC Insurance Services Ltd.	1,131.45
9286	2023-10-12	Canada Revenue Agency	1,923.53
9287	2023-10-12	Data Scavenger Inc.	157.50
9288	2023-10-12	EPCOR Utilities Inc.	4,882.04
9289	2023-10-12	Jepson Petroleum Ltd.	90.54
9290	2023-10-12	JG Water Services	3,696.46
9291	2023-10-12	Plante, Michelle	137.50
9292	2023-10-12	SanOx Entertainment	300.00
9293	2023-10-12	Telus Mobility	112.25
9294	2023-10-12	Wild Rose Assessment Service	498.75
9295	2023-10-12	Brooks Asphalt & Aggregate	147,468.40
9296	2023-10-18	CIMA Canada Inc.	6,095.88
9297	2023-10-18	Direct Energy	241.96
9298	2023-10-18	Telus Communications Inc.	122.48
█	█	█	█
█	█	█	█
█	█	█	█
9302	2023-10-26	Telus	37.75
9303	2023-10-26	Wheatland County	2,021.36
Total Computer Cheque:			175,788.86

AUTOMATIC WITHDRAWAL

Payment #	Date	Vendor Name	Payment Amount
20231012	2023-10-12	Connect First Credit Union Ltd.	5.00
Total Automatic Withdrawal:			5.00

Date Printed
2023-11-06 8:36 AM

Village of Hussar
List of Accounts for Approval
Batch: 2023-00114 to 2023-00123

Page 2

AUTOMATIC WITHDRAWAL

Payment #	Date	Vendor Name	Payment Amount
------------------	-------------	--------------------	-----------------------

Total AP: 175,793.86

Certified Correct This November 6, 2023

Reeve

Administrator

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE October 31, 2023

STATEMENT BALANCE 218,278.15

ADD: OUTSTANDING DEPOSITS

Deposited in November	816.00	-
		816.00

LESS: OUTSTANDING CHEQUES

9276 Gleichen Standard Transport	257.17	-
9284 Almor Testing Services Ltd.	6,453.30	-
9295 Brooks Asphalt and Aggregate	147,468.40	-
9296 CIMA Canada Inc	6,095.88	-
[REDACTED]	[REDACTED]	[REDACTED]
9302 Telus	37.75	-
9303 Wheatland County	2,021.36	-
		- 165,189.44

OUTSTANDING TRANSFERS

Bank fee for Village Reserve applied wrong	-	5.00
Someone paid 50 cent cash balance was .49 fo	-	0.01
15-Oct Debenture Repayment - Automatic PYMT	9,300.42	
		9,295.41

RECONCILED BALANCE	63,200.12
GL BALANCE (3000012700)	63,200.12
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800) Community Account (Rate .05)	STATEMENT	3,218.13	Interest
	GL BALANCE	3,218.13	\$ 0.13
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT	18,872.49	Interest
(2 Donations of \$900 dep but not Applied yet)	GL BALANCE	18,872.49	\$ 0.80
	Variance	-	
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT	27.63	Interest
	GL BALANCE	27.63	\$ -
	Variance	-	

Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT GL BALANCE Variance	1,213.36 <u>1,257.98</u> - 44.62	Interest \$ -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,667.63 <u>10,667.63</u> -	Interest \$ 13.57
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,708.32 <u>2,708.32</u> -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	274,807.93 <u>274,812.93</u> - 5.00	Interest \$ 349.65
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,128.46 <u>1,128.46</u> -	Interest \$ -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,181.92 <u>10,181.92</u> -	Interest \$ 12.95
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	929.11 <u>929.11</u> -	Interest \$ 1.18
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,185.98 <u>2,185.98</u> -	Interest \$ 0.09
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	1,751.83 <u>1,751.83</u> -	Interest \$ 0.07
Village Reserves Term Account 723112219933 (3000031000)	STATEMENT	-	Interest

12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)

GL BALANCE	<u> -</u>	\$	-
Variance	-		

MuniSoft
2024 Interim Operating Budget

General

Account #	Description	2021 Budget	2022 Budget	2023 Budget	2024 Budget
1000011000	Municipal Property Taxes	(196,283.88)	(189,814.22)	(175,770.18)	(179,846.00)
1000011200	Alberta School Foundation Taxes	(41,637.84)	(40,415.59)	(40,808.73)	(41,290.00)
1000011300	Wheatland Lodge Taxes	(1,170.00)	(1,396.00)	(1,541.00)	(1,695.00)
1000011400	DI Property Taxes	(29.00)	(30.00)	(30.81)	(32.00)
1000051000	Property Tax Penalty	(10,000.00)	(10,000.00)	(10,000.00)	(8,000.00)
1000054000	ATCO Gas Franchise Fee	(15,489.00)	(20,000.00)	(21,000.00)	(21,000.00)
1000055000	Return on Investments	(1,000.00)	(1,000.00)	(1,000.00)	(1,000.00)
2000076000	Alberta School Foundation Fund	41,637.84	40,415.59	40,808.73	41,290.00
2000076200	DI Property Tax Requisition	29.00	30.00	30.81	32.00
	Wheatland Lodge Taxes				16,500.00
2000076500	Wheatland Lodge Requisition	1,170.00	1,396.00	1,541.00	1,695.00
2000077000	Operating Contingency	-	-	-	-
		(222,772.88)	(220,814.22)	(207,770.18)	(193,346.00)

Council

Account #	Description	2021 Budget	2022 Budget	2023 Budget	2024 Budget
2110013000	Council CPP Deductions	850.00	950.00	950.00	1,000.00
2110014000	Council Training	1,600.00	1,800.00	1,300.00	1,300.00
2110015000	Council Honorarium/Per Diem	13,500.00	14,500.00	14,500.00	14,500.00
2110021000	Council Mileage & Expense	3,000.00	3,000.00	3,500.00	3,200.00
2110051500	Donations/Gifts	1,000.00	1,200.00	1,000.00	1,000.00
		19,950.00	21,450.00	21,250.00	21,000.00

Elections and Census

Account #	Description	2021 Budget	2022 Budget	2023 Budget	2024 Budget
2121122000	Election & Census Advertising	1,000.00	-	-	1,300.00
2121151000	Election & Census Supplies	1,500.00	-	-	1,200.00
		2,500.00	-	-	2,500.00

Administration

Account #	Description	2021 Budget	2022 Budget	2023 Budget	2024 Budget
1120041000	General Services And Supplies	(200.00)	(500.00)	(800.00)	(800.00)
1120056000	Rentals/ Lease Revenue	(3,150.00)	(3,200.00)	(3,200.00)	(3,570.00)
1120084000	Provincial Operating Grant	(24,203.00)	(24,203.00)	(48,406.00)	(48,406.00)
1720081000	Grants from Others - Bursary SLGM		(1,200.00)	-	-
2120011000	Admin Salaries & Wages	48,700.00	48,200.00	43,500.00	44,500.00
2120011500	Contracted Casual Hours	-	3,100.00	4,800.00	4,000.00
2120012000	AMSC Benefits Employer Contribution	1,790.00	2,200.00	4,672.00	4,800.00
2120012500	LAPP Employer Contribution	4,310.00	4,075.00	750.00	3,900.00
2120013000	Admin CPP/EI Contributions	3,560.00	3,625.00	3,700.00	3,700.00
2120014000	Administration Training	3,500.00	3,000.00	2,500.00	2,500.00
2120021000	Admin Mileage & Expenses	2,000.00	2,300.00	2,500.00	2,250.00
2120021500	Postage/Courier/Freight	1,500.00	1,500.00	1,500.00	1,500.00
2120022000	Advertising	1,500.00	1,000.00	1,000.00	750.00
2120022500	Memberships	1,800.00	1,800.00	1,800.00	1,900.00
2120023000	Banking Charges & Audit expense	12,000.00	12,500.00	14,500.00	16,200.00
2120023500	Legal Fees	4,000.00	1,500.00	1,000.00	1,000.00
2120024000	Assessment Services	5,500.00	5,600.00	5,700.00	5,750.00
2120024500	IT Services/Website	5,800.00	5,890.00	5,000.00	7,500.00
2120027000	Insurance Premiums	6,500.00	6,725.00	7,732.00	7,700.00
2120051000	Office Supplies & Services	4,500.00	6,000.00	6,000.00	4,500.00
2120052000	COVID-19 Expenses	-	-	-	-
2120054000	Admin Utilities	3,500.00	4,250.00	3,750.00	4,100.00
2120080000	Admin - Amortization Expenses	560.00	560.00	560.00	560.00
		83,467.00	84,722.00	58,558.00	64,334.00

Fire

Account #	Description	2021 Budget	2022 Budget	2023 Budget	2024 Budget
2230022500	Radio License		-	-	
2230076000	Fire Association Requisition	8,110.00	8,073.00	8,150.00	8,250.00
2230076500	Fire Capital Contribution	1,000.00	1,000.00	1,000.00	1,000.00
		9,110.00	9,073.00	9,150.00	9,250.00

2028 Centennial Event

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
3000036000	Village of Hussar Centennial Event Reserve	500.00	750.00	750.00	750.00

Emergency Management

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
2240051000	Emergency Supplies & Services	750.00	500.00	100.00	100.00

Ambulance/Emergency Services

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
2250076000	WADEMSA Requisition	1,520.00	1,520.00	1,312.00	1,400.00
		1,520.00	1,520.00	1,312.00	1,400.00

RCMP & Bylaw Enforcement

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1260051000	Animal Licenses	(300.00)	(400.00)	(600.00)	(700.00)
1260051500	Provincial Fines Distribution	-	(160.00)	(160.00)	(160.00)
2000076600	RCMP	5,341.00	6,760.00	6,410.00	9,615.00
2260035000	Protective Services	600.00	550.00	550.00	550.00
		5,641.00	6,750.00	6,200.00	9,305.00

Public Works

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1310041000	PW Services/Supplies	(2,300.00)	(2,000.00)	(1,000.00)	(500.00)
1720081000	Grants from Others - Summer Student)		(6,800.00)	(1,800.00)	(2,250.00)
2310011000	Public Works Wages	40,982.00	37,625.00	40,000.00	39,000.00
2310012000	Public Works Benefits	4,567.00	5,070.00	5,088.00	5,500.00
2310013000	Public Works CPP/EI	3,560.00	3,550.00	3,725.00	3,900.00
2310014000	Public Works Training	-	-	500.00	500.00
2310025000	Equipment Maintenance	3,000.00	3,000.00	4,500.00	4,500.00
2310025500	Contracted Maintenance	1,500.00	1,500.00	1,500.00	1,500.00
2310025600	Building Maintenance	-	8,000.00	2,500.00	3,500.00
2310026000	Equipment Rentals	250.00	250.00	500.00	250.00
2310027000	Insurance Premiums	1,420.00	1,550.00	1,733.00	1,850.00
2310035000	Weed Inspector	250.00	360.00	250.00	300.00
2310051000	PW General Supplies	3,225.00	4,450.00	3,000.00	3,000.00
2310051500	Public Works Tools/Equipment	2,225.00	2,250.00	2,700.00	2,200.00
2310052500	Cardlock Fuel	2,500.00	4,000.00	4,500.00	4,500.00
2310054000	Public Works Utilities	4,500.00	5,600.00	5,750.00	6,000.00
2310077000	Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00	10,000.00
2310080000	Common - Amortization Expense	5,073.11	7,930.00	7,930.00	7,930.00
		80,752.11	86,335.00	91,376.00	91,680.00

Roads

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1320054000	Fortis Franchise	(26,742.00)	(27,252.00)	(31,000.00)	(31,818.00)
2320025000	Roads Contracted Maintenance	1,500.00	5,500.00	9,000.00	6,500.00
2320024000	Roads Maintenance	1,000.00	1,500.00	1,500.00	1,500.00
2320054000	Utilities - Street Lights	20,000.00	20,500.00	21,000.00	23,000.00
2320080000	Roads - Amortization Expense	70,129.98	70,130.00	70,130.00	70,130.00
		65,887.98	70,378.00	70,630.00	69,312.00

Water

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1410040000	Water Billing	(67,320.00)	(69,768.00)	(79,516.00)	(83,160.00) 105 properties (66/r
1410041000	Water Services/Supplies		(100.00)	(100.00)	(100.00)
1410041500	Bulk Water Sales	(2,000.00)	(2,000.00)	-	-
1410051000	Water Penalty	(1,375.00)	(1,000.00)	(1,050.00)	(1,400.00)
2410021500	Water Postage & Freight	500.00	500.00	500.00	500.00
2410023000	Water Operations Contract	25,000.00	27,600.00	27,600.00	28,500.00
2410023500	Water Testing	1,000.00	250.00	250.00	300.00
2410025000	Water Contracted Maintenance	20,000.00	20,000.00	24,000.00	24,000.00
2410026000	Lease Payments	2,985.00	3,075.00	3,166.00	3,250.00
2410027000	Insurance Premiums	1,475.00	1,580.00	1,699.00	1,780.00
2410051000	Water Services/Supplies	120.00	150.00	152.00	155.00
2410053000	Treatment Chemicals	4,800.00	4,800.00	4,800.00	5,000.00
2410054000	Water Utilities	12,360.00	13,500.00	17,000.00	19,000.00

2410077000 Transfer to Reserves	2,455.00	1,413.00	1,499.00	2,175.00
2410080000 Water - Amortization Expense	38,630.20	38,630.00	38,630.00	38,630.00
	38,630.20	38,630.00	38,630.00	38,630.00

Wastewater

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1420040000	Sewer Billing	(49,170.00)	(48,960.00)	(29,664.00)	(30,240.00) 105 properties (24/r
1420051000	Sewer Penalty	(1,000.00)	(1,000.00)	(1,000.00)	(800.00)
2420023000	Sewer Operations Contract	6,000.00	7,000.00	7,000.00	7,500.00
2420025000	Contracted Maintenance	2,600.00	3,500.00	3,675.00	3,900.00
2420027000	Insurance Premiums	870.00	930.00	1,001.00	1,100.00
2420051000	Sewer Services/Supplies	120.00	120.00	120.00	120.00
2420054000	Sewer Utilities	2,500.00	2,600.00	3,500.00	3,400.00
2420077000	Transfer to Reserves	36,671.86	34,845.00	14,872.00	15,020.00
2420080000	Sewer - Amortization Expense	22,337.43	22,338.00	22,338.00	22,338.00
2420083000	Debenture Interest	1,408.14	965.00	496.00	-
		22,337.43	22,338.00	22,338.00	22,338.00

Solid Waste

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1430040000	Garbage Collection Billing	(29,700.00)	(31,512.00)	(31,512.00)	(32,136.00) 103 properties (26/r
1430051000	Garbage Collection Penalty	(500.00)	(500.00)	(500.00)	(600.00)
2430011000	Garbage Collection Wages	4,130.00	3,510.00	3,600.00	3,600.00
2430025000	Transfer Site Maintenance	5,665.00	7,000.00	7,000.00	7,000.00
2430035000	Transfer Site Labour	8,500.00	7,500.00	7,875.00	7,900.00
2430054000	Transfer Site Utilities	500.00	500.00	525.00	550.00
2430076000	Drum Solid Waste Requisition	7,970.68	7,880.00	7,646.29	7,400.00
2430077000	Transfer to Reserves	2,689.32	4,873.00	4,611.96	5,527.00
2430078000	SAEWA Requisition	93.00	95.00	99.75	105.00
2430077000	Loan Interest	652.00	654.00	654.00	654.00
		-	-	-	-

WFCSS

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
2510076000	FCSS Requisition	1,320.00	1,320.00	1,500.00	1,550.00

	2021 Budget	2022 Budget	2023 Budget		
WHMB	WHMB - Lodge Build	-	-	-	16,500.00

Cemetery

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1560041000	Cemetery Revenue	(1,300.00)	(1,300.00)	(2,000.00)	(2,000.00)
1560055000	Cemetery Interest	(5.00)	(5.00)	(5.00)	(5.00)
1560059000	Cemetery Donations	(1,000.00)	(1,000.00)	(1,000.00)	(1,000.00)
1560077000	Transfer from Reserves/Perpetual Account	(6,000.00)	(6,000.00)	(6,000.00)	(18,000.00)
2560011000	Cemetery Wages	605.00	218.34	225.00	300.00
2560021500	Cemetery Postage/Freight	-	-	-	-
2560025000	Cemetery Maintenance	500.00	686.66	687.00	687.00
2560051000	Cemetery Goods & Services	6,000.00	6,000.00	6,693.00	18,418.00
2560054000	Cemetery Utilities	1,000.00	1,200.00	1,200.00	1,400.00
2560080000	Cemetery Amortization Expense	200.00	200.00	200.00	200.00
		-	-	-	-

Planning & Development

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1610041000	Development Permits	(300.00)	(500.00)	(650.00)	(600.00)
1610084000	Provincial Grant	(20,000.00)	(23,000.00)	-	-
2610022000	Planning & Development Advertising	1,500.00	1,000.00	1,000.00	1,000.00
2610023000	Planning & Development Consulting	20,000.00	23,000.00	-	-
2610076000	Palliser Requisition	1,990.00	2,050.00	3,000.00	4,000.00
		3,190.00	2,550.00	3,350.00	4,400.00

Campground

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1720041000	Campground Revenue	(3,500.00)	(12,000.00)	(4,000.00)	(4,000.00)
1720056500	Fish & Game Club Payments	(500.00)	(500.00)	(500.00)	(500.00)
1720059000	Campground Donations			-	
1720081000	Grants from Others			-	
2720011000	Campground Wages	3,000.00	3,855.00	3,000.00	3,250.00
2720025000	Campground Maintenance	7,000.00	5,000.00	5,000.00	5,000.00
2720027000	Campground Insurance	320.00	245.00	364.00	375.00
2720051000	Campground Services & Supplies	1,050.00	1,200.00	1,000.00	500.00
2720054000	Campground Utilities	4,200.00	4,325.00	4,500.00	4,750.00
2720077000	Transfer to Campground Reserve	-	-	-	
2720080000	Parks & Rec - Amortization Expense	43,768.15	43,768.00	43,768.00	43,768.00
		55,338.15	45,893.00	53,132.00	53,143.00

School Grounds

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
2730011000	School ground wages	1,500.00	700.00	1,500.00	500.00
2730025000	School ground maintenance	1,500.00	1,500.00	1,500.00	1,400.00
		3,000.00	2,200.00	3,000.00	1,900.00

Library

Account #	Description	2021 Budget	2022 Budget	2023 Budget	
1740056500	Library Payments				
2740076000	Marigold Requisition	1,185.60	1,125.00	1,245.00	1,310.00
2740076500	Hussar Library Contribution	500.00	500.00	500.00	500.00
2740080000	Culture Amortization Expense	1,480.00	1,480.00	1,480.00	1,480.00
		3,165.60	3,105.00	3,225.00	3,290.00

Operating Budget

		174,286.59	176,699.78	176,730.82	201,536.00
Less: Amortization Expenses	(182,178.87)	(185,036.00)	(185,036.00)	(185,036.00)	
Add: Debenture Principal Payments	7,892.28	8,336.22	8,805.18	-	
Add: Transfer to Capital Reserves					
TOTAL OPERATING BUDGET		0.00	-	500.00	16,500.00

Approved this ___ day of _____, 2024

Les Schultz, Mayor

Liz Santerre, CAO

JGwaterservices Montly Summary For Oct 2023

October 4, 2023	Static tested new line,checked for leaks
October 5, 2023	Fixed leak on new project, loose fitting
October 9, 2023	CL2 pump failed, cleaned with hot water
October 12, 2023	Final walk through on water project
October 16, 2023	Replaced valve & fitting on CL2 line, restored pump
October 17, 2023	Looked for leak on 1st Ave
October 20, 2023	Shut down campground, got heater working on E-well
October 21, 2023	Found and fixed leak on 1st Ave







Alberta Municipal Working Group

October 25, 2023

Introductions



Allen Langdon
Chief Executive
Officer



Sherry Arcaro
VP, National Supply
Chain Operations

Purpose

- Support ongoing collaboration with communities across Alberta.
- Create an open forum to discuss program plans, understand feedback, raise questions and directly engage with communities.



Asking Questions During the Meeting

- Questions can be asked by:
 - Raising your hand, unmuting yourself and asking verbally.
 - Typing in the 'Chat' box.



Agenda

- About Circular Materials
- Overview: EPR
- Program Timeline
- Operations Update
- Promotion & Education Update
- Closing



About Us

- National not-for-profit organization created and governed by producers.
- Support producers in meeting obligations under extended producer responsibility (EPR) regulations.
- Building efficient and effective recycling systems to:
 - Advance innovation.
 - Increase performance.
 - Deliver improved environmental outcomes.



Our Founders



Our Presence Across Canada

Implementing:

- **Ontario:** transition to EPR began July 1, 2023
- **New Brunswick:** transition to EPR begins November 2023
- **Saskatchewan:** Circular Materials and MMSW are working together on the transition to EPR in 2024
- **Alberta:** 2025
- **Nova Scotia:** 2025.

Monitoring:

- Prince Edward Island



Service provider relationships:

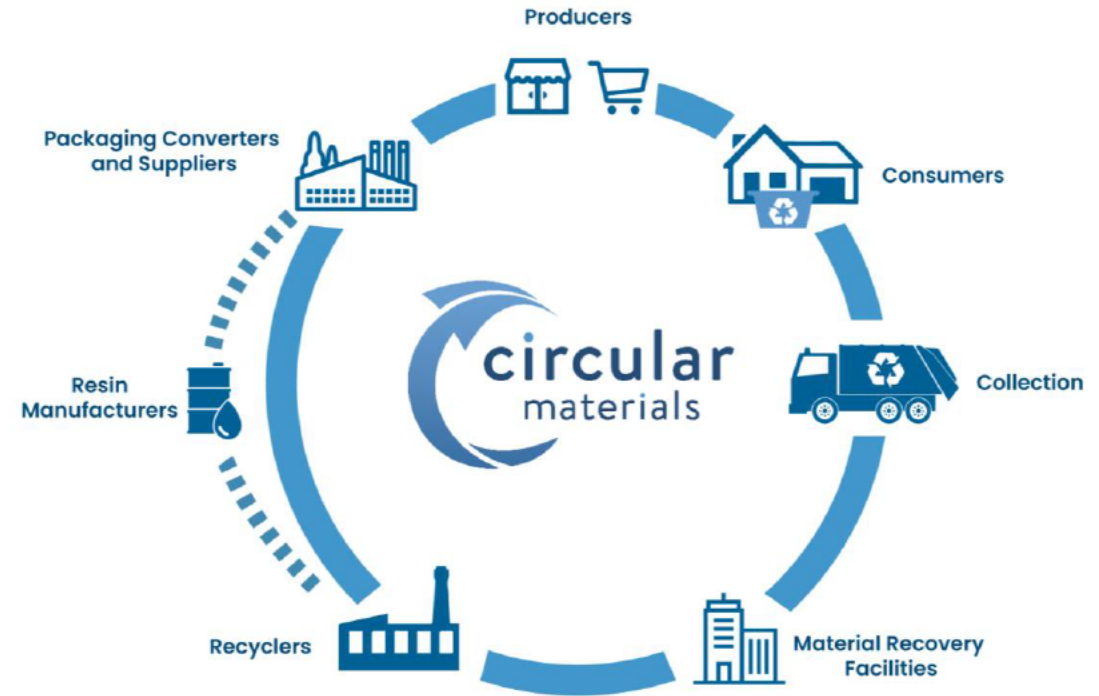
- Recycle BC
- Multi-Material Stewardship Western (current program)
- Multi-Material Stewardship Manitoba
- Stewardship Ontario
- Automotive Materials Stewardship

In consultation:

- Newfoundland and Labrador
- Yukon

Building Effective & Efficient Supply Chains

- We are designing recycling supply chains where materials are collected, recycled and returned to producers for use as recycled content in new products and packaging.
- This enhanced, closed-loop system will:
 - Conserve resources.
 - Ensure materials are reused again and again.



Partnerships

- Strategic collaborations with industry leaders to advance elements of the circular economy in Canada.



Overview: EPR

What is EPR?

- Extended producer responsibility (EPR) is a policy approach in which producers (the businesses that supply packaging and paper to residents) are responsible for the end-of-life management of the materials they supply to consumers.
- Many jurisdictions across Canada are moving to this framework.
- Circular Materials supports producers in meeting their obligations under each jurisdiction's EPR regulation.



Core Principles of EPR



Full Producer Responsibility

- Producers are responsible for funding and managing the program.
- Materials pay their own way.



Fair and Effective

- Designed for fairness.
- Small business not unduly burdened.
- Recycling easy and convenient (e.g. consistent material list).



Positive Outcomes

- System efficiencies.
- Improved packaging design.
- Accountability and compliance.
- Achieve regulatory targets.

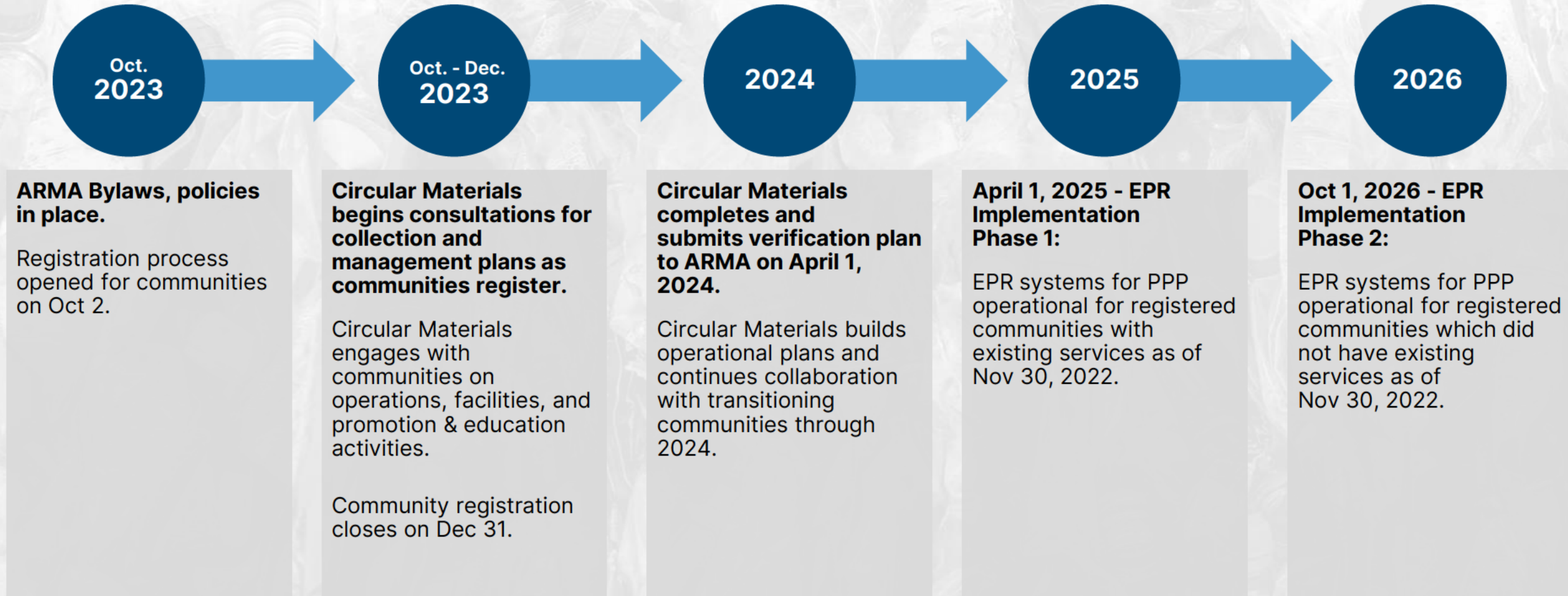
What are Producer Responsibility Organizations (PROs)?

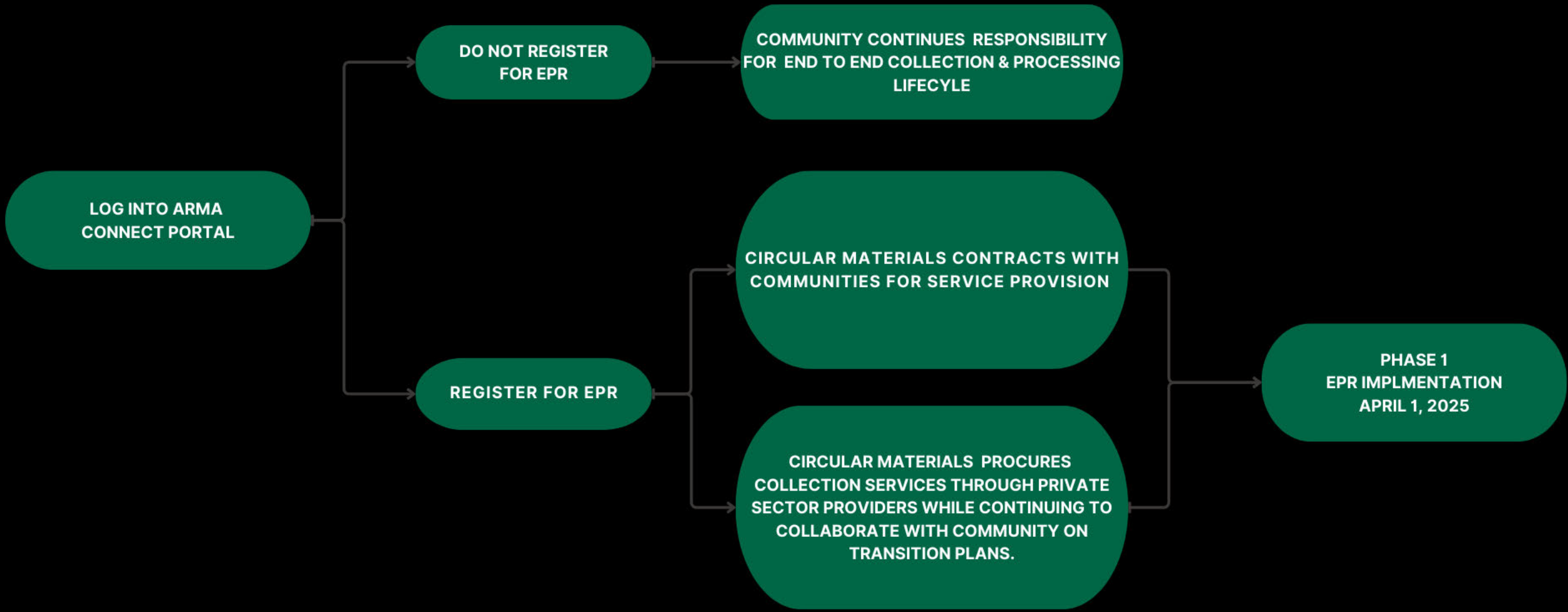
- PROs design and operate extended producer responsibility (EPR) programs on behalf of producers.
- Ensure producers meet their regulatory obligations, including collection, sorting and recycling of material.
- Support promotion and education initiatives that increase recycling and drive results.



Alberta Program Timelines

EPR Timeline





Collaborating with Communities

- We are committed to collaborating with Alberta communities to support a seamless transition to EPR.
- Circular Materials will reach out to communities within two-weeks of their registration with ARMA.

Our objectives include:

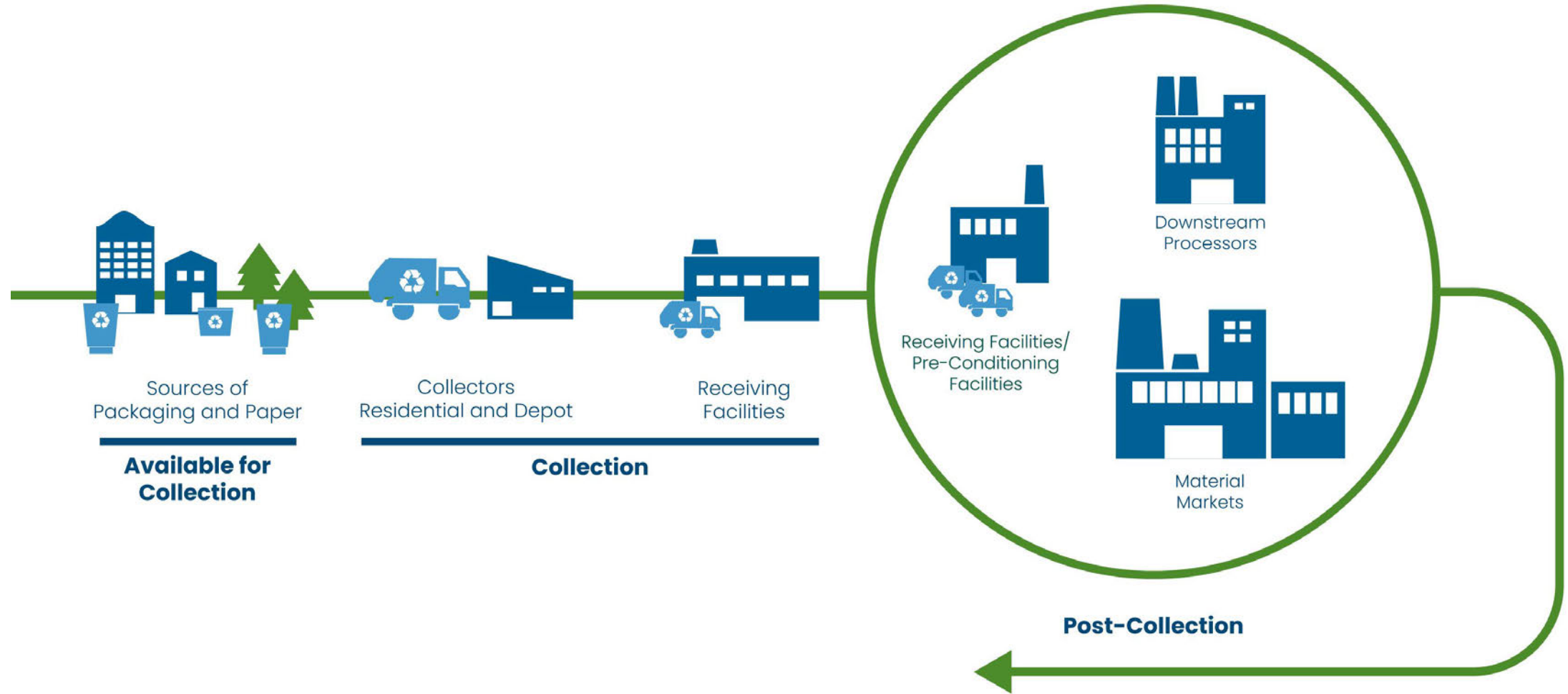
- Limiting the impact of the transition on residents.
- A uniform expanded material list across the province.
- Leverage existing infrastructure.
- Circularity - shift towards providing materials to producers for use as recycled content in new products and packaging.





Operations Update

Example Provincial Operations Plan



Consultations & Collaboration

- Circular Materials will engage directly with communities to learn about current collection system, operations and challenges.
- Circular Materials will develop a verification plan from these learnings to support a seamless transition to EPR for submission to ARMA by April 1, 2024.





Communications: Promotion & Education

Promotion & Education: Discovery & Planning

To support a seamless transition, Circular Materials will be conducting research, discovery and planning meetings to support P&E activation in 2025.

Focus Groups

Conduct consumer focus group research to understand consumer behaviour and perceptions on recycling in Alberta.

Discovery Meetings

1:1 meeting between each of the registered communities with existing collection service starting early 2024.

The purpose will be to audit and understand the community's current P&E initiatives, best practices, challenges and learnings.

Webinars

Through the municipal working groups and P&E focused webinars, will review P&E considerations and plans.

Promotion & Education: Assets & Initiatives

Below is an example of assets developed in previous jurisdictions to educate residents on recycling and influence behavior.



**Videos &
Digital Assets**



**Recycling Guides &
Calendars**



Waste Apps



**Public Event
Activations**



**Local
Advertising**



**School
Toolkits**



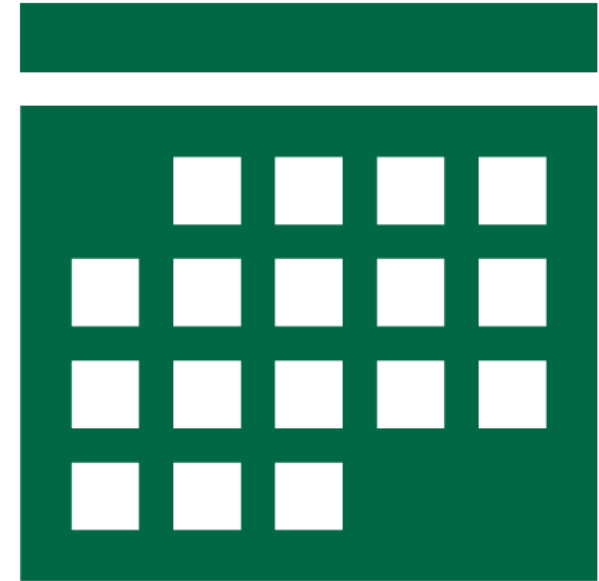
**Social Media
Assets**

Closing



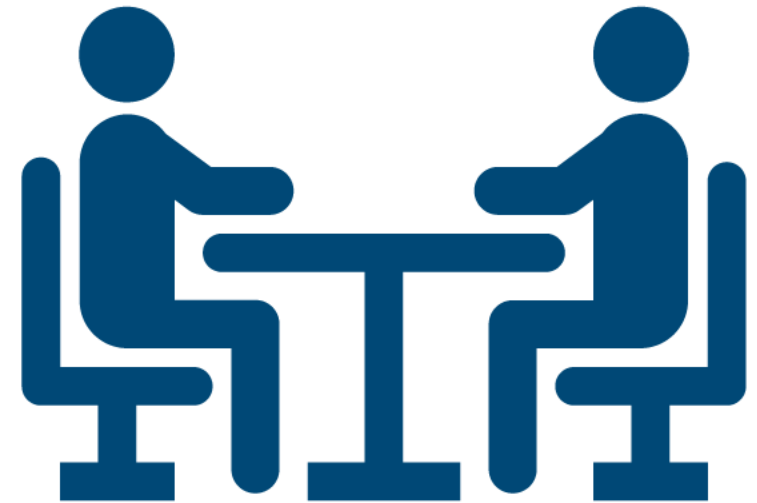
Meeting Series

- Meetings will be held the third Wednesday of every month from 11:00 – 12:00pm MST.
 - To register, please click [here](#).
- Once registered, click the link on your Zoom confirmation email to add the meeting series to your calendar.
 - Your meeting link is unique to you.
- Presentation will be sent in advance of each meeting.



Closing

- Thank you for your continued support as we transition to Extended Producer Responsibility and work to meet the needs of Alberta residents.
- We encourage you to provide input and topic suggestions for the Municipal Working Group meetings.
- The Circular Materials team will be at the Rural Municipalities of Alberta Conference from Nov 7-9.
 - Visit our booth on Nov 7 from 12-5pm to connect.
- Questions can be sent to





Questions?



Circularmaterials.ca



circular
materials



circularmaterials.ca

info@circularmaterials.ca

Cust ID: VILLACCOO1 Initials: TR

Invoice: 49023 Batch: 031015-AR

GL: 1-62-10-1250-00

September 2023

Village of Hussar

Attention Michelle Schultz, Village of Hussar CAO

Re: Weed Inspections 2023

The following is the Village of Hussar weed inspection objectives and achievements for 2023, as well as recommendations for 2024.

Objectives for 2023

- Follow up on 2022 investigations.
- Respond to weed complaints and requests for weed identification and control.
- Communication with administration.
- Work constructively with citizens and Village Administration.

Actions in 2023

- Inspected streets, alleys, parks, residential, commercial land, parks, and industrial areas.
- Communicate with residents and Village Administration.

Recommendations for the 2024 Hussar Weed Control Program

- Continue inspecting for invasive weeds in the Village of Hussar
- Continue to monitor, advise and educate residents on noxious/prohibited weeds and their management and control.

Summary

The Village of Hussar has been inspected 4 times throughout the 2023 season. The first inspection took place on May 25 and the last on September 6. The reason for more than one inspection is that the plants listed on the Weed Control Act and Regulations are better identified when they are mature and flowering. Since weeds are dynamic and have differing flowering times, it is sensible to inspect multiple times throughout the year to ensure a complete examination of the area. As the Weed Control Regulations list almost 100 species with two degrees of noxious listings there is quite a variety of plants with differing attributes. For instance, Downy brome will "flower" quite early in the spring before any other grass species. The presence of its inflorescence is the distinguishing characteristic because otherwise it blends in well with other grasses and is very difficult to identify. Common toadflax will flower in the end of summer while Hoary alyssum will flower early in the spring.

All residences, roads/alleys, and public properties were checked. The limiting factor for conducting weed inspections is usually high fences, buildings and trees blocking a complete view of the properties in question. While this makes it more difficult to see, efforts were taken to make sure all properties were inspected.

Some things to look out for in future years will include garden variety listed species in the Weed Control Act. People may plant these species in their gardens without knowing they are in fact illegitimate and may pose risks to the agricultural and ecological communities throughout Wheatland County. Some

species may include Himalayan Balsam, Big Head Knapweed and Purple Loosestrife. Resources are available to people who would like to learn more at <https://www.abinvasives.ca/>.

Below are the dates inspections have taken place, the total hours spent each day, and the total cost is **\$252.00**

(\$60.00/Hour x 4 hours (\$240.00) + 5% GST (\$12.00)) = **\$252.00**

Hussar: Weed Inspections			
Location	Dates	Times	Notes
Hussar	May 19	1:00 – 2:00	Scentsless Chamomile patch growing on the corner of 2nd St. & 2 Ave NE.
Hussar	July 10	1:30 – 2:30	Scentsless Chamomile growing along fence line of #209 3rd Ave. Alley way behind co-op gas pump had multiple plants were growing in the center of the roadway. Ox-eye Daisy growing behind #208 in backyard.
Hussar	August 3	1:45 – 2:45	Scentsless Chamomile growing on property #205 1 St. E. Homeowner is addressing the issue and will control the plants.
Hussar	September 6	2:15 – 3:15	Nothing to report.

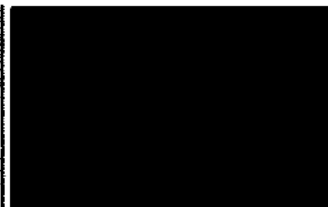
Please let me know if you have any questions or concerns.

Thank you,
Albert Anderson

WHEATLAND
COUNTY

1000 1st St. E.
Wheatland, BC V2Y 1A1

wheatlandcounty.ca infinetwv.ca



2022 Municipal Indicator Reporting

Village of Hussar

The information contained below is presented fairly and is to the best of my knowledge correct.

Name, Title: Liz Santerre, Chief Administrative Officer

Date: _____



Indicator 2: MINISTRY INTERVENTION

From time to time there are circumstances where the Minister may be required to intervene in a municipality. Typically, these interventions occur when requested by a council, through a petition, when a viability review is initiated, or where significant concerns are evident and ministerial directives need to be issued.

2022 Result

MSD:065/22: Village of Hussar - Time extension for directives

Village of Hussar Response

Indicator #4 TAX COLLECTION RATE

In order to pay for ongoing costs, municipalities must be able to collect property taxes on a timely basis. Tax Collection Rate is the percentage of the current year's property taxes that are collected by year end.

2022 Result

72%

Expected Result

> 90 %

Village of Hussar Response

Municipal Indicators

Find out more about how each municipal indicator is calculated and what the results mean

Each indicator is intended to measure a specific aspect of the municipality's governance, finances, or community.

Each indicator has a defined benchmark. The benchmarks established by Municipal Affairs for each indicator are rules of thumb that provide a general indication of acceptable risk; however, a municipality may have unique circumstances or alternative strategies that justify a different result. Should a municipality flag an indicator, Municipal Affairs allows stakeholders to provide an explanation as to result. This explanation is then published next to the indicator result on the Municipal Indicators' Dashboard.

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
1 - Audit Outcome An audit report in the municipality's audited annual financial statements.	The audit report does not identify a going concern risk or denial of opinion.	The municipal auditor was able to complete the audit and express an opinion and did not identify a specific concern about the ability of the municipality to meet its financial obligations.	Follow auditor recommendations to resolve denial of opinion issues. Consider obtaining professional financial consulting services or requesting a viability review to address going concern issues.
2 - Ministry Intervention Interventions authorized by the Minister of Municipal Affairs in accordance with the <i>Municipal Government Act</i> , such as a viability review, or where directives were issued pursuant to an inspection.	The municipality was not the subject of a Municipal Affairs intervention.	Municipal Affairs is not undertaking a formal intervention with respect to the municipality. The Minister typically intervenes only when requested by a council or through a petition, and only issues directives in cases where significant concerns are evident.	Complete Minister-directed processes and actions.

See the indicator results at alberta.ca/municipal-indicators.aspx

©2022 Government of Alberta | Published: October 2022



Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>3 - Tax Base Balance</p> <p>The proportion of the total municipal tax revenue generated by residential and farmland tax base, regardless of whether it is municipal property taxes, special taxes, or local improvement taxes.</p>	<p>The municipality's residential and farmland tax revenue accounts for no more than 95 per cent of its total tax revenue. Summer Villages are excluded from this indicator to better reflect their geographical and economic conditions.</p>	<p>The municipality can rely in some measure on its non-residential tax base to generate a portion of its tax revenues. These properties are typically taxed at a higher rate than residential and farmland properties.</p>	<p>Ensure taxes on residential and farmland properties are sufficient to meet budgeted expenditure requirements.</p>
<p>4 - Tax Collection Rate</p> <p>The ability of the municipality to collect own-source revenues, including property taxes, special taxes, local improvement taxes, and grants-in-place-of-taxes.</p>	<p>The municipality collects at least 90 per cent of the municipal taxes (e.g. property taxes, special taxes) levied in any year.</p>	<p>The municipality is able to collect its tax revenues and use those funds to meet budgeted commitments and requisitioning obligations.</p>	<p>Review tax collection and recovery policies and processes.</p>
<p>5 - Population Change</p> <p>The change in population of the municipality over the past ten years based on the Municipal Affairs Population List.</p>	<p>The population has not declined by more than 20 per cent over a ten-year period. Summer Villages are excluded from this measure because of the small permanent population.</p>	<p>The population of the municipality is stable or growing.</p>	<p>Consider how services and infrastructure can be scaled down to accommodate reduced demands.</p>

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>6 - Current Ratio</p> <p>The ratio of current assets (cash, temporary investments, accounts receivable) to current liabilities (accounts payable, temporary borrowings, current repayment obligations on long-term borrowings).</p>	<p>The ratio of current assets to current liabilities is greater than one. This indicator is not typically measured if the municipality's total assets exceed current assets by a factor of two or more, as these municipalities typically have significant financial resources including long-term investments, but manage with minimal current assets.</p>	<p>The municipality is able to pay for its current financial obligations using cash or near-cash assets.</p>	<p>Consider increasing revenues or reducing costs to provide additional working capital.</p>
<p>7 - Accumulated Surplus/Deficit</p> <p>The total assets of the municipality net of total debt, excluding equity in tangible capital assets (tangible capital property less debts related to tangible capital property).</p>	<p>The municipality has a positive (above zero) surplus.</p> <p>An accumulated deficit is a violation of Section 244 of the <i>Municipal Government Act</i>. Municipalities in a deficit position are required to recover the shortfall in the next year.</p>	<p>The municipality has more operational assets than liabilities, which generally provides the municipality with cash flow to meet ongoing obligations and manage through lean periods of the year where costs may exceed revenues.</p>	<p>Consider increasing revenues or reducing costs to provide additional surplus and maintain working capital.</p>
<p>8 - On-Time Financial Reporting</p> <p>Whether the municipality successfully submitted its completed annual financial statements and financial information return to Municipal Affairs by the legislated due date.</p>	<p>The municipality's financial statements and financial information return for the preceding calendar year are received by Municipal Affairs no later than May 1st or the approved extension date.</p>	<p>The municipality is preparing its audited financial reports on a timely basis. Financial reporting is an important aspect of municipal accountability to its residents and businesses.</p>	<p>Consider additional resources to complete year-end accounting on a timely basis.</p>

See the indicator results at alberta.ca/municipal-indicators.aspx

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>9 - Debt to Revenue Percentage</p> <p>The total amount of municipal borrowings, including long term capital leases, as a percentage of total municipal revenues.</p>	<p>The municipality's total borrowings represent less than 120 per cent (160 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has maintained reasonable levels of borrowing debt.</p>	<p>Review anticipated funding sources for debt repayments to ensure borrowing commitments can be met.</p>
<p>10 - Debt Service to Revenue Percentage</p> <p>The total cost of making scheduled repayments (including interest) on borrowings as a percentage of total municipal revenues.</p>	<p>The municipality's total costs for borrowing repayments do not exceed 20 per cent (28 per cent for municipalities with a higher regulated debt limit) of its total revenue.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>	<p>The municipality has assumed a reasonable level of borrowing repayment obligations.</p>
<p>11 - Investment In Infrastructure</p> <p>The total cost of annual additions (through purchases or construction) to tangible capital assets (vehicles, equipment, buildings, roads, utility infrastructure, land) relative to the annual amortization (depreciation) on all tangible capital assets - measured as a five year average.</p>	<p>The municipality's average capital additions exceed the average amortization (depreciation).</p>	<p>The municipality is replacing its existing tangible capital assets and investing in new assets and infrastructure at a rate exceeding the estimated wear or obsolescence of its existing assets.</p> <p>This measure does not account for the effects of inflation; typically, replacement costs for new assets exceed the historic cost of existing assets.</p>	<p>Review asset replacement activities over past years and anticipated capital additions in future years to ensure average annual additions exceed average annual amortization. Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>

See the indicator results at alberta.ca/municipal-indicators.aspx

Indicator and Description	Expected Result	What It Means	Suggested Follow Up for Exceptions
<p>12 - Infrastructure Age</p> <p>The net book value of tangible capital assets as a percentage of the total original costs. Net book value is the original purchase cost less amortization (depreciation).</p>	<p>The net book value of the municipality's tangible capital assets is greater than 40 per cent of the original cost.</p>	<p>The municipality is replacing existing assets on a regular basis. If the municipality is adding new services or expanding facilities and infrastructure, it would be expected that the ratio would be higher than 40 per cent.</p>	<p>Consider conducting a study of municipal infrastructure to ensure that future service requirements can be met.</p>
<p>13 - Interest in Municipal Office</p> <p>The number of candidates running in a municipal election relative to the total number of councillor positions up for election.</p>	<p>The number of candidates exceeded the number of councillor positions.</p>	<p>The ratio of candidates to total council positions measures the willingness of electors to run for municipal office.</p>	<p>Consider increased focus on community engagement.</p>

See the indicator results at alberta.ca/municipal-indicators.aspx

©2022 Government of Alberta | Published: October 2022

