



The regular meeting of the council of the Village of Hussar will be held at the Council Chambers and via conference call on Thursday, February 08, 2024 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. DELEGATION – RCMP**

- 4. ADOPTION OF THE PREVIOUS MINUTES**
 - (a) December 14, 2023 Regular Council Meeting
 - (b) January 11, 2024 Regular Council Meeting

- 5. POLICY & BYLAW REVIEW**
 - (a) Bylaw Review
 - 542-22 Tax Penalties
 - 520-18 Public Notification
 - 554-23 Garbage Collection NEW
 - 555-24 Animal Bylaw NEW
 - 556-24 Rates and Fees NEW
 - (b) Policy Review
 - 2.1 Campground Policy - Changes
 - 5.3 Rates & Fees – Changes
 - 5.4 Procurement
 - 5.5 Financial Reserves
 - 5.13 Certificate of Compliance Policy
 - 5.14 Community Groups Policy
 - 5.15 Video Surveillance Policy

- 6. BUSINESS**
 - (a) Lot Subdivision
 - (b) Monthly Winter Campground Rental
 - (c) Employee RRSP vs. LAPP
 - (d) 2024 Municipal Leadership Summit – March 14-15
 - (e) Submit a resolution for debate at ABmunis 2024 Convention

- 7. FINANCIAL**
 - (a) January Bank Reconciliation and Cheque Listing
 - (b) 2023 Budgetary Control Q4
 - (c) 2024 Operational Budget

- 8. COMMITTEE REPORTS**
- 9. CAO, PW & JG REPORT**
- 10. CORRESPONDENCE**
 - (a) Engagement on improving police governance in Alberta.
 - (b) Marigold Notes to Council
 - (c) SunCorp Property Evaluation

- 11. CONFIDENTIAL**
 - (a) Masonic Lodge Inspection Report
 - (b) Engagement on improving police governance in Alberta.

- 12. ADJOURNMENT**

Next Meeting: Tuesday, March 5, 2024 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, December 14, 2023**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, December 14, 2023, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 1 person via conference call 3 people in attendance	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:01 pm	
<u>ACCEPTANCE OF AGENDA</u> 2023-12-14-731	MOVED by Councillor Frank to add item; 6.(j) Christmas Party 6.(k) FCSS	CARRIED
<u>DELEGATION</u> 2023-12-14-732	<u>Gordon Armstrong – Masonic Lodge</u> MOVED by Councillor Schultz to proceed with an inspection on the Masonic Lodge and what procedures to transfer ownership to the Village	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>November 9, 2023 Regular Council Meeting</u> Discuss changes to be made to Motion #727 to add that Councillor Schindel Abstained from Voting	
<u>POLICY & BYLAW REVIEW</u>	<u>Bylaw Review</u> <ul style="list-style-type: none">• 550-23 Utility Bylaw; missing numbering of “2.6”	
	<u>SOMEONE ARRIVES</u>	
2023-12-14-733	MOVED by Councillor Schultz to make changes as discussed to the Utility Bylaw and approval when it comes back to us	CARRIED
<u>DELEGATION</u> 2023-12-14-734	<u>2nd DELEGATION – Samuel Bray & Woman – Utilities at 235 2nd Ave East</u> MOVED by Councillor Frank to direct administration to get a quotation to terminate services at 235 2 nd Ave East and bring it to our next council meeting in January for discussion	CARRIED

VILLAGE OF HUSSAR
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Bylaw Review Continued

- 540-21 Garbage Collection Fees
- 541-21 Garbage Collection

Policy Review

- 2.1 Campground Rental and Reservation

2023-12-14-735 MOVED by Councillor Schindel to bring back General Policy 2.1
Campground Rental and Reservations for Strategic Planning on costs
and to add in any information on services that we want to include
CARRIED

- 2.2 Metal Detecting on Village Property

2023-12-14-736 MOVED by Councillor Schultz to direct administration to update our
metal detecting map with the areas discussed
CARRIED

The following 2 Policies have no changes;

- 4.4 Employee Benefits
- 5.12 Cell Phone Policy

- 7.5 Utility Rate Policy

2023-12-14-737 MOVED by Councillor Schindel to have Policy 7.5 Utility Rate Policy to
have each line that contains Village of Hussar Utility Bylaw with the new
utility bylaw number as well as change the first bullet under billing from
Schedule D to Schedule C
CARRIED

Recess at 8:51pm, return at 9:04pm

BUSINESS

Summer Student

2023-12-14-738 MOVED by Councillor Frank to submit an application for the Canada
Summer Jobs Program for a Summer Student for 30 hours a week for 12
weeks
CARRIED

STD/LTD for Employees

2023-12-14-739 MOVED by Councillor Schultz to direct administration to bring this Short
Term Disability/Long Term Disability form Employees package back to
us at the next meeting with some updated information and discussion
with the other employees
CARRIED

**VILLAGE OF HUSSAR
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- 2023-12-14-740 SDAB Clerk Training Workshop – January 15, 2024
MOVED by Councillor Schindel to accept this as information at this time
CARRIED
- 2023-12-14-741 Emerging Trends in Municipal Law – Seminar February 8/15, 2024
MOVED by Councillor Frank to accept as information at this time
CARRIED
- 2023-12-14-742 WRC - Response from Brownlee LLP
MOVED by Councillor Schindel regarding the WRC response from
Brownlee LLP to clarify our shareholder status with documentation and
provide us a current copy of the Unanimous Shareholders Agreement
and list of Shareholders
CARRIED
- 2023-12-14-743 Marigold Reading Week
MOVED by Councillor Frank to accept as information and to bring it
back at the next meeting
CARRIED
- 2023-12-14-744 Additional Animal Request
MOVED by Councillor Schultz to accept this as information
CARRIED
- 2023-12-14-745 MOVED by Councillor Schultz to direct administration to poll the
residents about increasing the amount of animals in the Animal Control
Bylaw 485-13
AMENDMENT by Councillor Schindel to add “licensable animals”
Councillor Schultz accepts the amendment
CARRIED
- 2023-12-14-746 Columbarium - Cemetery
MOVED by Councillor Schultz to approve the purchase of the new
Columbarium at \$27,061
CARRIED
- 2023-12-14-747 MOVED by Councillor Frank to accept the 2024 Rates and Fees
recommendations from the Cemetery Board being \$1,200 per niche
when the new Columbarium is in place and the cost of a Burial Plot to
be \$400 per plot when the new Columbarium is also in place, and also
that any requests for purchasing multiple plots must be approved by
the Cemetery Board
CARRIED

VILLAGE OF HUSSAR
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AMENDMENT by Councillor Schindel “to have that changed in the Policy”

Utility Rate Options

2023-12-14-748 MOVED by Councillor Schultz to accept this as information right now and bring this back to the next meeting with our thoughts on what it should be

CARRIED

Christmas Party

Discuss moving this to January

FCSS

2023-12-14-749 MOVED by Councillor Schultz to accept Coralee’s explanation for the conference as information

CARRIED

FINANCIAL

November 2023 Bank Reconciliation and Cheque Listing

2023-12-14-750 MOVED by Councillor Frank to accept the November 2023 Bank Reconciliation and Cheque Listing as presented

CARRIED

Interim Budget 2024

2023-12-14-751 MOVED by Councillor Schindel to pass this Interim Budget for 2024 as presented

CARRIED

2023-12-14-752 MOVED by Councillor Schultz to extend meeting to 11:30pm

CARRIED

COMMITTEE

REPORTS

2023-12-14-753 MOVED by Councillor Schultz to accept everyone’s Committee Reports as presented but they will still end up in the minutes

CARRIED

Tim Frank

The Drumheller and District Solid Waste Association met November 16th and December 14th. Budget discussions concluded with a new 2024 Budget being set.

Fire Association -November 20th meeting, Budget finalized for this coming year.

SAWEA – nothing to report at this time.

**VILLAGE OF HUSSAR
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Cemetery Board meeting held December 5th. A copy of minutes is in our package tonight in regards to our proposed new columbarium .
Wheatland Regional Corporation - Budget discussions held November 15th. A special meeting will be held on December 20th to further discuss Redland connection to the WRC water line. Budget discussions could be finalized this meeting as well.
Library Board -Meeting will be held on December 21st. I am in process of finishing year end and budget for approval at this meeting. Charitable status confirmed and accepted by government for 2022.

Coralee Schindel

FCSSAA Conference - Creating Connections Building Bridges @ Fantasyland Hotel & Conference- November 22-24, 2023
FCSSAA held their annual conference in Edmonton. Director C. GAUDET, D. Biggar and I attended. It was very eye opening learning about how differently the local FCSS operate in their areas; everything from Municipality overseeing Operations to Not For Profit. This was a great opportunity for networking and hearing what is working for other FCSS and how they operate around meeting the needs for things FCSS cannot directly fund (such as transportation).

For sessions I attended:

*Indigenous Relationships and Engagement w/ Elder Bert Auger (Cree/English) and Victoria Gubbels (French-Metis) It was an excellent session educating us on how to facilitate relationships between Governing Bodies or other groups like FCSS by respecting their Indigenous or Metis Traditions. They also provided great resources to communicate and work through history that is being worked out, and do it together.

*Brilliant Boards Masterclass ~ showed us how we can support our FCSS staff, especially the Director in their role. Encouraging the board members and Directors to feel empowered in making big goals and any changes to the board required to attain them.

*Value of A Board ~ great panel of Directors explaining how their different FCSS operate and ways they navigate through challenges. Although a bit dry, I learned so much in understanding the different operations and was really grateful for this panel.

*Unicorns of Unity: Increase the Connection of Your Team ~ although this was more for Directors, it was fun and gave some creative ideas on how to facilitate team building within staff or an organization.

WFCSS Organizational Meeting - December 5, 2023 @ 7:00pm
Appointments: Chair- S. Laprise, Wheatland County
Vice Chair - D. Biggar, Wheatland County

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Finance Committee - Chair, Vice Chair & R. Bryan, Village of Standard
Personnel/Evaluation Committee - C. SCHINDEL, Village of Hussar & R.
Bryan, Village of Standard

Policy Committee- Chair & Vice Chair

Auditor - Avail and we will review contract for when renewal is up.

Meeting Dates - will continue to be the 4th Wednesday @ 7:00pm

Regular Meeting - December 5th @ 7:18pm

* Budget Draft was reviewed and accepted as information at this time.

* Operations are running smoothly. Programs are going well, and now that Crystal has been head of operations for over a year she is feeling confident they can look at bringing some back or looking into new ones.

* Reminder that if anyone is looking for affordable food options WFCSS has Good Food Box for vegetables, Meals on Wheels for anyone needing affordable pre-made healthy meals, Collective Cooking where you build the meals at the event, and connections to the Food Bank.

* Community Fee Assistance Program is seeing some applications come in. If anyone is in need of financial support in order to access programs, please visit the website to see if your program qualifies.

<https://www.wfcss.org/community-fee-assistance-program.html>

* Compass for the Caregiver is now offering virtual access. Caregivers often give of themselves tirelessly without taking time for themselves. If you know a Caregiver that could benefit, please pass along the information that virtual is now available.

<https://www.wfcss.org/compass-for-the-caregiver.html>

* Women's Conference 2024 is Friday, April 12th

* 5 for Life book sale is coming up January 27-28, 2024

Next meeting Wednesday, January 24, 2024

Library Board Meeting - December 21, 2023

Moved to January due to unforeseen circumstances.

CAO, Public Works and JG Water Services Reports

CAO REPORT
2023-12-14-754

MOVED by Councillor Schultz to accept the CAO, Public Works and JG Water Services reports as presented

CARRIED

2023-12-14-755

MOVED by Councillor Schultz to have our CAO sign the Authority of Representation

CARRIED

VILLAGE OF HUSSAR
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CORRESPONDENCE

Correspondence

2023-12-14-756 MOVED by Councillor Schindel to accept the following correspondence as information;

- (a) Utility Safety Partners
- (b) RCMP Q2 Report
- (c) Wheatland County Proposed Amendments to Land Use Bylaw

CARRIED

CONFIDENTIAL

Confidential

2023-12-14-757 MOVED by Councillor Schultz to go in-camera to discuss the following:

- (a) CAO Performance Review (as per s. 17(1) of the FOIP Act)
- (b) Assessment Audit Report Draft (as per s. 29(1) of the FOIP Act)

2023-12-14-758 MOVED by Councillor Schultz to come out of camera

2023-12-14-759 MOVED by Councillor Schultz to extend the meeting to 12:00am
Midnight

CARRIED

2023-12-14-760 MOVED by Councillor Schultz to go in-camera to discuss the following:
(a) CAO Performance Review (as per s. 17(1) of the FOIP Act)

2023-12-14-761 MOVED by Councillor Schultz to come out of camera

2023-12-14-762 MOVED by Councillor Schultz to move the Assessment Audit Report, which is not a draft, to the next meeting

CARRIED

2023-12-14-763 MOVED by Councillor Schultz to increase the CAO's wage by \$1,500 for this next upcoming year, retro back to start date of November 7, 2023

CARRIED

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 12:05 am

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, January 11, 2024**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, January 11, 2024, commencing at 7:00 pm

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

CALL TO ORDER The meeting was called to order at 7:00 pm

ACCEPTANCE OF
AGENDA

2024-01-11-764 MOVED by Councillor Frank to add items;
5.(b) 5.7 Administrative Policy (Annual Budgeting Process)
11. CONFIDENTIAL - Annual Water Services Contract
(as per s. 16(1) of the *FOIP Act*)

CARRIED

DELEGATION

Jackie Seely - STARS
Presentation

APPROVAL OF
MINUTES

2024-01-11-765 November 9, 2023 Regular Council Meeting
MOVED by Councillor Schindel to approve the November 9, 2023
Regular Council Meeting minutes

CARRIED

2024-01-11-766 December 14, 2023 Regular Council Meeting
MOVED by Councillor Schultz to approve with removal of the "amp"
from the first line on page 6 in the December 14, 2023 Regular Council
Meeting minutes

CARRIED

POLICY & BYLAW
REVIEW

Bylaw Review
• 554-23 Garbage Collection - NEW

Note given to CAO to change "weight" to "weigh" on page 4

2024-01-11-767 MOVED by Councillor Frank to do First Reading on our Garbage
Collection Bylaw number 554-23

CARRIED

**VILLAGE OF HUSSAR
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Policy Review

- 2.3 Metal Detecting on Village Property & Map

2024-01-11-768 MOVED by Councillor Schindel to approve Map 1 as presented to be our Metal Detecting Map to go along with General Policy 2.3 Metal Detecting on Village Property, to be posted online as well

CARRIED

- 5.3 Rates & Fees

2024-01-11-769 MOVED by Councillor Schindel to have CAO look into Policy 5.3 Rates and Fees to research what the Tax Certificate and Title Search costs are in other equivalent municipalities to us and bring it back at a future date

CARRIED

The following Policies have no changes;

- 5.1 Office Hours of Operation
- 5.2 Faxing and Photocopying Policy
- 5.7 Administrative Policy
- 7.1 Outstanding Utility Account Transfer to Tax Roll
- 7.2 Outstanding Garbage Services Fee Transfer to Tax Roll
- 7.3 Private Services Repairs Charged to Homeowner

BUSINESS

2024-01-11-770

Campground Fees

MOVED by Councillor Schindel to have our CAO add our campground in Hussar to the Campground Online Reservation Site at "CampReservations.ca" and to include photos of sites and amenities to have a 2.9% plus 30 cents transaction fee incurred by the camper and as well to have CAO block off Summer Days and any other events already booked at the campground

CARRIED

2024-01-11-771

MOVED by Councillor Schultz to direct administration to make the changes discussed to the campground fees and add a line for the Gazebo as well as discussed

CARRIED

VILLAGE OF HUSSAR
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Animal Bylaw Poll Results

2024-01-11-772 MOVED by Councillor Schultz to direct administration to change Administrative Policy 5.3 under Animal Licenses, change spayed and neutered animals first 2 animals to \$15, unspayed unneutered first 2 animals to \$30, the third animal spayed at \$60, and unspayed or unneutered at \$100

CARRIED

2024-01-11-773 MOVED by Councillor Schindel to have CAO amend Bylaw 485-13 to include animal transition permit, and to bring back for us to discuss at February's meeting

CARRIED

Employee RRSP/TFSA vs LAPP

2024-01-11-774 MOVED by Councillor Schultz to accept this as information at this time and we revisit this at the next meeting with the policy to change the policy to work around this

CARRIED

Freedom to read week

2024-01-11-775 MOVED by Councillor Frank to declare February 18th to 24th as Freedom to Read Week
(Councillor Schindel is Opposed) CARRIED Non-Unanimously

Utility Rates

WFCSS Tax Assistance

2024-01-11-776 MOVED by Councillor Schindel to invite WFCSS to come out in March for 2 tax assistance sessions that they would like to hold free of charge, we'd like to have CAO inquire at Sundowners if they'd be willing to have them free of charge otherwise we will hold it within council chambers, the week of March 18th and the week of April 22nd.

CARRIED

Invitation to endorse the Plant Based Treaty

2024-01-11-777 MOVED by Councillor Frank to accept this as information at this time but apprise our MP Martin Shields of this and bring it to his attention

CARRIED

BREAK at 9:37 pm – BACK at 9:45 pm

VILLAGE OF HUSSAR
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FINANCIAL
2024-01-11-778

December 2023 Bank Reconciliation and Cheque Listing
MOVED by Councillor Schultz to accept the December 2023 Bank Reconciliation and Cheque Listing as presented

CARRIED

COMMITTEE
REPORTS

Tim Frank – nothing to report

Coralee Schindel – nothing to report

Les Schultz

Community Futures Wild Rose - Meeting Jan. 4th, 2024....

next meeting Feb. 1st 2024

- Previous minutes and the financials were accepted in a consent agenda along with the Executive Directors report.
- Marketing has begun on the 35th year of CFWR and celebrating that milestone with special attention given to all the municipalities that make it happen. A toolkit will be sent to all participating municipalities with press releases and logos and other information to be posted to our websites and other social media accounts.
- A monthly loan report was given and only 2 loans are in arrears from the previous 3.
- 15 Loans are currently on the books for a total of \$1,017,700.00 and 12 loans paid out at \$345,000.00 this fiscal period.
- Investment account balance is \$849,667.36 and in the CFLIP account is \$3,762,478.44.
- Draft 2024/2025 budget was presented one more time and voted on and passed.
- In 2023 the organization either met or exceeded in the 14 KPI's (key performance indicators).
- RRRF (Regional Relief and Recovery Fund) loan repayments are higher than anticipated at this time with about 34% repaid and others looking to refinance. 36 of the 69 clients are looking to refinance.
- The CFWR draft Procurement Policy was revisited and voted on and passed.

2024-01-11-779

MOVED by Councillor Schindel to accept Councillor Schultz's report as presented

CARRIED

VILLAGE OF HUSSAR
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CAO REPORT CAO, Public Works and JG Water Services Reports
2024-01-11-780 MOVED by Councillor Schultz to accept the CAO, Public Works and JG
Water Services reports as information
CARRIED

CORRESPONDENCE Correspondence
The following Correspondence was discussed;

- (a) LGFF Allocations 2024
- (b) Letter to Elected Municipal Leaders
– Minister Rebecca Schultz
- (c) Oil and Gas Property Tax Incentives Municipal Affairs
Minister letter
- (d) 2024 Fortis Alberta Estimated Rates Letter 12-13-23
- (e) Webinar LGFF Allocations 2024
- (f) Provincial 2024 Equalized Assessment Report

CARRIED

- Utility Safety Partners

2024-01-11-781 MOVED by Councillor Schultz to direct administration to register with
Utility Safety Partners
CARRIED

CONFIDENTIAL Confidential
2024-01-11-782 MOVED by Councillor Schultz to go in-camera to discuss the JG Water
Agreement (as per s. 16(1) of the *FOIP Act*)
CARRIED

2024-01-11-783 MOVED by Councillor Schultz to sign the current 2024 Water and
Wastewater Service Agreement with JG Water Services
CARRIED

ADJOURNMENT Adjournment
Councillor Schultz adjourns the meeting at 10:34 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

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

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

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

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

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

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

BYLAW TITLE

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

ADVERTISING METHODS

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


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

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


READ second time this 12 day of July, 2018.

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

Signed this 19 day of July, 2018.



Mayor



Chief Administrative Officer



**BYLAW #542-22
VILLAGE OF HUSSAR**

BEING A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO IMPOSE PENALTIES ON UNPAID CURRENT TAXES, TAX ARREARS, AND PAYMENT PROGRAMS

WHEREAS, pursuant to section 344 of the *Municipal Government Act*, R.S.A. 2000, C M-26, and amendments thereto, authorize Council, by way of a bylaw, to impose penalties in the year in which a tax is imposed if the tax remains unpaid after the date shown on the tax notice;

AND WHEREAS, pursuant to section 345 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, and amendments thereto, authorizes Council, by way of a bylaw, to impose penalties in any year following the year in which a tax is imposed if the tax remains unpaid after December 31 of the year in which it is imposed;

AND WHEREAS, pursuant to Section 340 of the *Municipal Government Act*, R.S.A. 2000, c.M-26, and amendments thereto, enables the Council of the Village of Hussar to enter into agreements with taxpayers who wish to pay their taxes by instalments;

AND WHEREAS, the Council of the Village of Hussar wishes to permit taxpayers, at their option, to pay their taxes under an instalment plan subject to the following conditions being complied with;

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

1. SECTION 1 – SHORT TITLE

1.1 This Bylaw may be cited as the Village of Hussar "Tax Penalty and Instalment".

2. SECTION 2 – DEFINITIONS

2.1 "Act" means the *Municipal Government Act*, R.S.A. 2000, c M-26.

2.2 "Council" means the Council of the Village of Hussar.

2.3 "Current Tax" means property taxes levied within the current calendar year.

2.4 "Tax" and "Taxes" includes all property taxes, local improvement taxes, and all other taxes, charges, fees or amounts lawfully imposed against a property by the Village of Hussar pursuant to the *Municipal Government Act* or any other statute of the Province of Alberta.

2.5 "Tax Arrears" means taxes that remain unpaid after December 31 of the year in which they are imposed, including penalties on such taxes pursuant to section 345 of the *Municipal Government Act*.

2.6 "Taxpayer" is the person liable to pay taxes as defined in the *Municipal Government Act*.

2.7 "Village" means the Village of Hussar.

3. SECTION 3 – PENALTIES ON UNPAID TAXES

- 3.1 Current taxes must be paid on or before the 30th day of June in the year in which they are levied.
- 3.2 Current taxes not paid by the 30th day of June in any year will have a penalty of twelve percent (12%) imposed on them on the 1st day of July in that year.
- 3.3 After the 31st day of December any unpaid taxes shall be deemed to be in Tax Arrears and a penalty of twelve percent (12%) will be imposed on January 1st of the succeeding year.
- 3.4 The above penalties when applied to arrears of taxes shall be added to and form part of the unpaid taxes.
- 3.5 If any date specified in this section as penalty falls on a day other than a normal day of business for the Village, then the penalty date shall be deemed to be the next business day.
- 3.6 Tax penalties for current taxes will not be applied for those individuals that have selected the TIPP program provided they remain in good standing.

4. SECTION 4 – TAX INSTALMENT PAYMENT PROGRAM (TIPP)

- 4.1 A taxpayer may pay taxes monthly for the current year subject to the following terms and conditions:
 - (a) The taxpayer who wishes to enroll in the TIPP program, must submit a completed application found on the Village Website. The application includes the taxpayers signature.
 - (b) The TIPP program shall commence on January 1st of each year provided that all taxes, local improvement taxes, tax arrears and penalties are fully paid on or before December 31st of the preceding year.
 - (c) The taxpayer shall have the right to enter into a monthly TIPP program to provide for payment of taxes in equal monthly instalments based on:
 - (i) The first six (6) months of the year, the taxpayer shall pay a monthly payment equivalent to one twelfth (1/12) of the previous years levy, and
 - (ii) The last (6) months of the current year the taxpayer shall make monthly payments equivalent to one sixth (1/6) of the balance of the tax levy for the current year after the deduction of payments for the first 6 months.
- 4.2 The taxpayer can join the program anytime. The monthly payments will be calculated so that the cumulative payments will pay in full the outstanding balance of the taxes by the end of the calendar year.
- 4.3 The Village may cancel the privilege of the taxpayer continuing on the program if one (1) instalment fails to be honored and arrangements are not made for payment within fifteen (15) days. The unpaid balance of taxes, if any, shall be subject to the penalty provisions of this bylaw.
- 4.4 Taxpayers who are on the monthly TIPP program and whose tax account is in good standing are exempt from Section 344 and 345 of the *Municipal Government Act*.

4.5 The amount of the payments will be recalculated twice a year, in July and January, and the Village shall advise the taxpayer in writing of any changes in the amount of the payments to be made. Adjustments to monthly instalments may occur to reflect changes to the assessed value, or tax rate, or amounts of which in the event of non-payment are deemed to be taxes or to be recoverable as, or in the same manner as taxes (ex. Unpaid taxes).

5. SECTION 5 – RECEIPT OF PAYMENTS

5.1 Tax payments made through a financial institution shall be deemed to have been received on the date the payment was made through the payee's financial institution and not the date accepted by the Village.

6. SECTION 6 – TAX INSTALMENT PAYMENT PROGRAM PENALTIES

6.1 No penalties shall be imposed with respect to the outstanding balance of taxes for current and arrears if the TIPP program remains in good standing.

6.2 An account is no longer in good standing if the taxpayer fails to comply with the terms and conditions of the TIPP program.

6.3 When an account is no longer in good standing, penalties will be applied to the outstanding balance of the taxes for the current year and arrears.

7. SECTION 7 – SEVERABILITY

7.1 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.

8. SECTION 8 – REPEAL & ENACTMENT

8.1 This Bylaw shall rescind Bylaw 508-16.

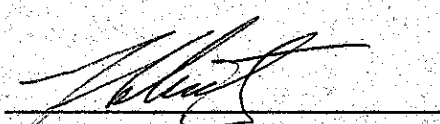
8.2 This Bylaw shall come into effect upon third and final reading.

READ a first time this 24th day of February, 2022.


READ second time this 17th day of March, 2022.

READ a third time this 17th day of March, 2022.

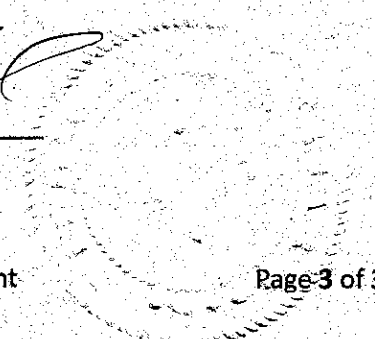
Signed this 21 day of March, 2022.



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 unlimited garbage bags and broken down cardboard. All must be kept in enclosed bin for pickup
 - b. Community Facility (Hall and Sundowners) will be allowed unlimited garbage bags and broken down cardboard. All must be kept in enclosed bin for pickup
- 4.2 For 4 or more bags, 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 weigh 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

BY LAW 555-24
VILLAGE OF HUSSAR

Being a BYLAW of the Village of Hussar, in the Province of Alberta for the purpose of licensing, regulation and confinement of Animals.

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

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

1) TITLE

1.1 This Bylaw may be referred to as the Animal Control Bylaw.

2) DEFINITIONS

2.1 In this Bylaw:

Agent means any person duly authorized by the Village of Hussar to carry out any duties as outlined in this Bylaw.

Agency means any group, Society or business established for the purpose of the care and control of Animals.

Animal means any vertebrate including organisms commonly used as domestic pets including but not limited to dogs, cats, fish, gerbils, rabbits, domestic mice, birds, snakes and reptiles.

Animal Control Officer means a Bylaw Enforcement Officer appointed by the Municipality to do any act or perform any duties under this Bylaw and includes, but is not limited to, the Chief Administrative Officer of the Village of Hussar, a member of the Royal Canadian Mounted Police, an independent contractor who is under contract with the Village of Hussar to provide Bylaw enforcement services, an authorized Special Constable or the Wheatland County Bylaw Enforcement Officer.

Animal Shelter means any premises designated by the Village of Hussar or other Agency for the impoundment and care of Animals and includes, but is not limited to, the premises supplied by an independent contractor under contract with the Village of Hussar to provide such premises.

At Large means an Animal that is at any place other than the Owner's property or permitted areas and is not being carried by any person or is otherwise not restrained by a Permitted Leash held by a person. If it is difficult for a person to

restrain the Animal by a Permitted Leash, then the Animal shall be deemed to be At Large notwithstanding the presence of a Permitted Leash.

Controlled Confinement means the confinement of an Animal in a pen, cage or building or securely tethered in a manner that will not allow the Animal to bite, harm or harass any person or animal.

Damage to Property means damage to property other than the Owner's Property including but not limited to defecating or urinating on said property.

License means an Animal License issued by the Village of Hussar in accordance with the provisions of this Bylaw.

Licensable Animal means any Animal requiring a license as per Schedule D of this Bylaw and includes all Dogs and Cats over six (6) months of age.

License Fee means the applicable annual fee payable for a License for any Animal as determined by Schedule A of this Bylaw.

License Tag means the identification tag issued by the Village of Hussar showing the registered license number for a specific animal.

Livestock means an Animal commonly raised for food or breeding on a farm or ranch.

Owner means:

- A person who has the care, charge, custody, possession or control of an Animal;
- A person who owns or who claims any proprietary interest in an Animal;
- A person who harbours, suffers or permits an Animal to be present on any property owned, occupied or leased by that person or is otherwise in that persons control;
- A person who claims and receives an Animal from the custody of the Animal Shelter or an Animal Control Officer; or
- A person to whom a License Tag is issued to for an Animal in accordance with this Bylaw; and
- For the purposes of this Bylaw, an Animal may have more than one (1) owner.

Owner's Property means any property in which the Owner of an Animal has a legal or equitable interest or over which the Owner of an Animal has been given the control or use of by the legal or equitable owner of the property and where the property shall include but is not limited to land, buildings and vehicles.

Permitted Leash means a leash adequate to control the Animal to which it is attached and where the leash shall not exceed three (3) metres in length.

Permitted Property means private property upon which the Owner of an Animal has the express permission of the owner of that property to allow the Owner's Animal to be At Large thereon.

Serious Wound means an injury to a human or animal resulting from the action of an Animal which causes the skin to be broken or the flesh to be torn.

Transitional Animal means the Councils approval for a of four (4) animals maximum if a resident already owned the forth animal prior to moving to the Village.

Village means the Village of Hussar in the Province of Alberta.

Village Office means the Municipal Office of the Village of Hussar in the Province of Alberta located at 109 – 1 Avenue East, Hussar.

Violation Ticket means a ticket issued pursuant to Part 2 of the Provincial Offenses Procedure Act, S.A. 1988, as amended and Regulations there under.

Wildlife Animal means any wild animal as defined by the Wildlife Act R.S.A. 1980 and amendments thereto.

Zoo means any business established and licensed for the purpose of showing animals to the public.

3) LICENSING PROVISIONS

- 3.1** Every person who is the Owner of a Licensable Animal which is six (6) months of age or older shall apply for a License for that Animal by submitting an Application to the Village and if the application is approved shall pay the applicable License Fee(s) as set out in Schedule A of this Bylaw.
- 3.2** The License Fee for any animal requiring a license as per Schedule D of this Bylaw is due and payable by **January 31st** of each year.
- 3.3** The Owner shall apply for an Animal License within seven (7) days if:
 - 3.3.1** The Animal reaches the age of six (6) months after January 31st of the current year;
 - 3.3.2** The person becomes the Owner of an Animal after January 31st of the current year; or
 - 3.3.3** The Owner takes up residence in the Village after January 31st of the current year.
- 3.4** An Owner of an Animal which is unlicensed and which is required to be licensed as per Schedule D of this Bylaw and pursuant to this Bylaw is guilty of an offence.
- 3.5** An Owner shall provide with each application for a license any information as may be required by the Village or the Animal Control Officer.
- 3.6** Any person who provides to the Village or the Animal Control Officer with false or misleading information with respect to the information required in Section 3.5 of this Bylaw is guilty of an offence.
- 3.7** A License issued under this Bylaw shall not be transferrable from one Animal to another or from one Owner to another.

- 3.8** If the application is approved and the required License Fee is paid, the Owner shall be supplied with a numbered License Tag and that number shall be duly registered to that Animal in records kept at the Village Office.
- 3.9** An Owner shall ensure that the License Tag is securely fastened to a choke chain, collar or harness worn by the Animal and shall ensure the License Tag is worn by the Animal at all times the Animal is on property other than the Owner's property, unless it is not possible to securely fasten the License Tag directly or indirectly to the Animal.
- 3.10** An Owner of a Licensed Animal is guilty of an offence if that Animal is not wearing a License Tag while that Animal is on property other than the Owner's Property, subject to the provisions in Section 3.9 of this Bylaw.
- 3.11** No person is entitled to a refund or rebate for any License Fee.
- 3.12** Every License shall expire on December 31st in the year in which it was issued.
- 3.13** The Animal Control officer shall consider all applications for Licenses and may at his or her discretion:
- 3.13.1** Require the applicant to submit such information as the Animal Control Officer deems appropriate including, but not limited to, any information respecting the Animal, proposed Controlled Confinement of the Animal, the lands where the Animal is to be kept, availability and nature of insurance, site plans of the land and the number of Animals to be kept;
 - 3.13.2** Reject the application; or
 - 3.13.3** Approve the application with or without any conditions that may be deemed to be relevant to the licensing of the Animal.
- 3.14** The Animal Control Officer may revoke a License if:
- 3.14.1** The applicant fails to comply with the conditions of the License;
 - 3.14.2** The License was issued on the basis of incorrect information or misrepresentation by the applicant;
 - 3.14.3** The License was issued in error; or
 - 3.14.4** The Owner breaches any provision of this Bylaw.
- 3.15** Notwithstanding Section 3.1, where the Animal Control Officer or CAO is satisfied that the Licensable Animal is a designated, trained guide dog and the Owner of said dog has a medical condition requiring the aid of a guide dog, there shall be no fee payable for a license.

4) ANIMAL CONTROL PROVISIONS

- 4.1** An Owner shall keep within the boundaries of the Village no more than two (2) Licensable Animals unless:
- 4.1.1** The Owner has applied to the Village to keep additional animals;
 - 4.1.2** The application has been approved;

- 4.1.3** The Owner has paid the required fees for additional animals as set out in Schedule A of this Bylaw; and
- 4.1.4** The total number of Licensable Animals does not exceed three (3) per household.
- 4.1.5** A Transitional Animal must be approved by Council. This allows for a household to have a maximum of four (4) Licensable Animals. This is only applicable for new residents who have moved to the Village with more than our three (3) per household allowable Licensed Animals. Once one (1) of the four (4) Licensable Animals in the house hold pass away the transitional animal license will be terminated not be eligible to be reinstated.
- 4.2** The maximum number of all Animals an Owner shall keep, other than Licensable Animals, shall be at the discretion of the Animal Control Officer.
- 4.3** An Owner who keeps more than two (2) Licensable Animals and has not paid the required fee under Section 4.1 of this Bylaw is guilty of an offense.
- 4.4** An Owner whose Animal is At Large is guilty of an offense.
- 4.5** An Owner whose Animal incessantly barks, howls or makes any other noise which thereby disturbs the quiet or repose of any person is guilty of an offense.
- 4.6** An Owner whose Animal has caused Damage to Property within the boundaries of the Village is guilty of an offense.
- 4.7** An Owner who allows an Animal to deposit body waste on any property other than that which the Owner is the lawful owner is guilty of an offense.
- 4.8** The Village may post signs in areas where Animals are not permitted and an Owner whose Animal is in an area where a sign expressly prohibits the presence of Animals is guilty of an offense whether or not that Animal is At Large.
- 4.9** An Owner is guilty of an offense if the Owner's Animal:
- 4.9.1** Bites, attacks, threatens, harasses, barks at, chases, injures or kills any person including but not limited to if that person is on a bicycle, horseback or while walking or running;
- 4.9.2** Bites, attacks, threatens, harasses, barks at, chases, injures or kills any vertebrate or invertebrate belonging to another person; or
- 4.9.3** Bites, barks at or chases any vehicle.
- 4.10** No person shall tease, torment, annoy, abuse or injure any Animal and any person who does so is guilty of an offense.
- 4.11** No person shall untie, loosen or otherwise free any Animal which is not in immediate distress unless the person has the authorization of the Owner and any person doing so is guilty of an offense.
- 4.12** No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw and any person doing so is guilty of an offense.

5) CONTROLLED CONFINEMENT

- 5.1** A person who has received a Serious Wound or the Owner of any Animal which has received a Serious Wound and the Owner of an Animal which has inflicted the Serious Wound shall promptly report the Animal to an Animal Control Officer who may thereupon place the Animal under Controlled Confinement.
- 5.2** Any Animal placed in Controlled Confinement as per Section 5.1 of this Bylaw shall not be released from such Controlled Confinement except by written permission of a registered veterinarian.
- 5.3** At the discretion of the Animal Control Officer, Controlled Confinement may be on the premises of the Owner, a registered veterinarian or an Animal Shelter.
- 5.4** Upon demand made by the Animal Control Officer, the Owner shall forthwith surrender for quarantine any Animal which has inflicted a Serious Wound to any person or Animal and where the Animal Control Officer has reasonable and probably grounds to suspect the Animal of having been exposed to rabies.
- 5.5** An Owner may reclaim an Animal that was quarantined as per Section 5.4 of this Bylaw:
 - 5.5.1** If the Animal is adjudged free of rabies;
 - 5.5.2** Upon payment of confinement expenses; and
 - 5.5.3** Upon compliance with the Licensing provisions of this Bylaw.
- 5.6** Pursuant to Section 5.4 of this Bylaw, if the Animal Control Officer determines that a License will not be issued for the Animal, Section 6.3 of this Bylaw will apply.

6) POWERS OF AN ANIMAL CONTROL OFFICER

- 6.1** An Animal Control Officer is authorized to capture and impound in an Animal Shelter any Animal which is At Large. The Animal Control Officer is further authorized to take such reasonable measures that are necessary to subdue any Animal which is At Large including, but not limited to, the use of tranquilizer equipment and materials.
- 6.2** An Animal Control Officer may enter onto any land surrounding any building in pursuit of an Animal which is At Large.
- 6.3** An Animal Control Officer may order that the Owner of an Animal that is guilty of an offense as described in Section 4.9 of this Bylaw have the Animal removed from the boundaries of the Village.
- 6.4** If the Animal Control Officer knows or can ascertain the name of the Owner of an impounded Animal, a Notice of Impoundment shall be delivered to the Owner either:

- 6.4.1** In person; or
 - 6.4.2** By delivering or mailing it to the known address of the Owner.
- 6.5** The Owner of an impounded Animal shall be deemed to have received the Notice of Impoundment within 48 hours of the time it was delivered or mailed, not including Saturday, Sunday or Statutory Holidays.
- 6.6** An impounded Animal may be kept in an Animal Shelter for a period of up to 72 hours, not including Saturday, Sunday or Statutory Holidays. During this period any Animal may be redeemed by its Owner, except as otherwise provided in this Bylaw, upon payment to the Village or Animal Shelter:
 - 6.6.1** The appropriate impoundment fee as set out in Schedule A of this Bylaw and/or any fee as determined by the Animal Shelter at which the Animal was impounded;
 - 6.6.2** The appropriate License Fee if the Animal is not Licensed as set out in Schedule A of this Bylaw; and
 - 6.6.3** The cost of any veterinary treatments deemed necessary by the Animal Shelter or licensed veterinarian of any Animal that is found to be injured when captured or injured in the process of impoundment.
- 6.7** If no License has been issued for the Animal or the conditions of the License or this Bylaw have not been met, the Animal Control Officer is not obligated to release the impounded Animal to the Owner.
- 6.8** At the expiration of the 72 hour period as described in Section 6.6 of this Bylaw, the Animal Control Officer or the Animal Shelter is authorized to:
 - 6.8.1** Offer the Animal for sale or gift;
 - 6.8.2** Destroy the Animal in a humane manner;
 - 6.8.3** Allow the Animal to be redeemed by the Owner in accordance with the provisions in Section 6.6 of this Bylaw; or
 - 6.8.4** Continue to impound the Animal for an indefinite period of time or for any period of time as the Animal Control Officer may decide.

7) PENALTIES

- 7.1** Any person who contravenes any provision of this Bylaw is guilty of an offense and is liable to the appropriate penalties as set out in Schedule B of this Bylaw.
- 7.2** Notwithstanding Section 7.1 of this Bylaw, any person who commits a second or subsequent offense within one (1) year of committing the first offense may be liable to a fine as set out in Schedule B of this Bylaw.
- 7.3** Under no circumstances shall any person contravening any provision of this Bylaw be subjected to the penalty of imprisonment.
- 7.4** Where there has been an offense of any section of this Bylaw an Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant

to Part 2 of the Provincial Offenses Procedure Act S.A. 1988, and all amendments thereto.

8) WILDLIFE, LIVESTOCK AND ZOOS

- 8.1** Any person may keep a Wildlife Animal which is held live under permit issued pursuant to the Wildlife Act and the keeping of which shall be subject to the permit requirements under the Wildlife Act R.S.A 1980 and all amendments thereto.
- 8.2** Any Wildlife Animal kept within the boundaries of the Village is bound by the terms and regulations set out in the Wildlife Act R.S.A 1980 and all amendments thereto.
- 8.3** This Bylaw shall not apply to:
- 8.3.1** An Animal kept at a Zoo or being securely transported within a motor vehicle to or from a Zoo.
- 8.3.2** An Animal kept at a veterinary clinic or being securely transported within a motor vehicle to or from a veterinary clinic.
- 8.4** No person shall be permitted to keep any fowl or bird within the boundaries of the Village except those birds that may be kept in a cage indoors for the purpose of being a pet.
- 8.5** No person shall be permitted to keep any livestock or farm animal within the boundaries of the Village except those that may be kept indoors in a cage for the purpose of being a pet.
- 8.6** Despite Section 8.4 and Section 8.5, this Bylaw shall not apply to any fowl or livestock being securely transported within a motor vehicle.

9) GENERAL

- 9.1** All applicants and Owners of Animals are responsible for and not excused from complying with the requirements of any Federal, Provincial or other Municipal legislation, including the Village's Land Use Bylaw.
- 9.2** Where the keeping of any Animal would be in contravention of any Federal, Provincial or other Municipal legislation, the Animal Control Officer may refuse to issue a License.
- 9.3** This Bylaw rescinds all previously passed Bylaws in the Village regarding Animal Control.
- 9.4** This Bylaw comes into full force and effect upon the date of the third and final reading by Village Council.

Read a First time this ___ day of _____, 2024.

Read a Second time this ___ day of _____, 2024.

Read a Third time this ___ day of _____, 2024.

Mayor

CAO

SCHEDULE A – FEES

- 1) Annual License Fee for Neutered or Spayed Animal \$15.00 per Animal
- 2) Annual License Fee for all other Animals \$30.00 per Animal
- 3) Annual License Fee for Third Animals, more than two (2) \$60.00 per Animal
Per household – Neutered or Spayed Animal
- 4) Annual License Fee for Third Animals, more than two (2) \$100.00 per Animal
Per household – Not Neutered or Spayed Animal
- 5) Annual License Fee for Transitional Animal \$200.00 per Animal
– Neutered or Spayed Animal
- 6) Annual License Fee for Transitional Animal \$250.00 per Animal
– Neutered or Spayed Animal
- 7) Impoundment Fees:
 - a) Those charges rendered by the veterinarian that impounds an Animal or if a veterinarian is not used, the same charges as would be charged by a veterinarian in the locale of the Village for similar services.
 - b) The charges rendered by the Wheatland County Animal Control Officer or any other agency for the apprehension and transporting of an Animal.

SCHEDULE B – PENALTIES

Section	Offense	Fine	2nd Offense Fine	3rd & Subsequent Offense Fine
3.1	Failure to obtain a license	\$150.00	\$300.00	\$450.00
3.4	Owner of an Unlicensed Animal	\$150.00	\$300.00	\$450.00
3.6	Providing false or misleading information	\$50.00	\$100.00	\$150.00
4.4	Owner of an Animal At Large	\$150.00	\$300.00	\$450.00
4.5	Owner of an Animal causing a disturbance	\$100.00	\$200.00	\$300.00

4.6	Owner of an Animal causing Property Damage	\$100.00	\$200.00	\$300.00
4.7	Owner of an Animal that deposits body waste	\$50.00	\$100.00	\$150.00
4.8	Owner of an Animal present in an prohibited area	\$100.00	\$200.00	\$300.00
4.9.1	Owner of an Animal which attacks a human **	\$150.00	\$300.00	\$450.00
4.9.2	Owner of an Animal which attacks another Animal	\$150.00	\$300.00	\$450.00
4.10	Teasing, tormenting and/or abusing an Animal	\$100.00	\$200.00	\$300.00
4.11	Freeing an Animal	\$150.00	\$300.00	\$450.00
4.12	Hindering or impeding an Animal Control Officer	\$100.00	\$200.00	\$300.00

** Status of Animal to be determined by the Wheatland County Animal Control Officer.

SCHEDULE C – APPLICATION FOR ANIMAL LICENSE FORM

See Village of Hussar Office

SCHEDULE D – LIST OF ANIMALS REQUIRING A LICENSE

All Animals are subject to the provisions in this Bylaw.

Those Animals deemed to require license and registration with the Village of Hussar are:

- a) All dogs.
- b) All cats, whether indoor or outdoor.

SCHEDULE E – NOTICE OF IMPOUNDMENT

See Village of Hussar Office

**BYLAW 556-24
VILLAGE OF HUSSAR**

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

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

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

1. SECTION 1 – SHORT TITLE

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

2. SECTION 2 – GENERAL

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

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

3. SECTION 3 – SEVERABILITY

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

4. SECTION 4 – REPEAL & ENACTMENT

4.1 This Bylaw shall come into full force upon third and final reading, and be effective January 1, 2024, unless otherwise indicated in Schedule “A”.

Read a First time this ___ day of _____, 2024.

Read a Second time this ___ day of _____, 2024.

Read a Third time this ___ day of _____, 2024.

Mayor

CAO

Schedule A - Fee Schedule

ADMINISTRATIVE RATES & FEES

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

ANIMAL LICENSES (Bylaw 555-24)

Annual License Fee Spayed/Neutered Animal (First 2 Animals).....	\$15.00/each
Annual License Fee Unaltered Animal (First 2 Animals)	\$30.00/each
Annual License Fee Third Animal (Spayed/Neutered)	\$60.00
Annual License Fee Third Animal (Unaltered)	\$100.00
Annual License Fee for Transitional Animal (Spayed/Neutered)	\$200.00
Annual License Fee for Transitional Animal (Unaltered)	\$250.00

CAMPGROUND (Policy)

Powered Site	\$25.00/night
Non-Powered Site	\$15.00/night
Tent	\$10.00/night
Group Camping (Reservation Only)	\$10.00/night/unit
Camp Shelter (Reservation Only).....	\$25.00/day
Gazebo (Reservation With/Without Power)	\$25.00/day
Gazebo (When Not Reserved. No Power)	FREE
Entire Campground (Reservation Only)... Does not include Group Camping	\$300.00/night
Entire Campground (Reservation Only)... Includes Group Camping/Ball Diamonds.....	\$350.00/night
Monthly Rate (Reservation Only) Powered Site	\$500.00/month
Monthly Rate (Reservation Only) .. Non-Powered Site	\$350.00/month

CEMETERY PLOTS

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

DEVELOPMENT (Bylaw 543-22)

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

HEN AND QUAIL (Bylaw 549-22)

Hen & Quail License Fee, includes Coop development permit (accessory building.....	\$50.00
Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$25.00
PRINTED Complete information package	\$10.00

PUBLIC WORKS

Mowing of Private Lots.....	\$125.00/hour
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UTILITIES (Bylaw 550-23 and 541-21)

Water Service..... Monthly	\$68.00/month
..... Annual	\$816.00/year
Sewer Service..... Monthly	\$16.00/month
..... Annual	\$192.00/year
Garbage Service	Monthly..... \$26.00/month
..... Annual	\$312.00/year
Extra Garbage Bag Tag	(bundles of 5 or 10) \$1.00/per tag
Penalties.....	(Monthly Only)..... 3%
Curb Stop Shut Off Fee	Actual Cost + 25% Admin Fee

Campground Rental & Reservations

Date Approved by Council: December 14, 2015

Resolution:

Review Date: December

Related Bylaw: N/A

Amendments: 2017-04-13-03; 2017-08-17-07; 2019-08-08-146; 2020-06-11-143; 2020-12-10-305; 2021-12-02-634; 2022-02-24-062; 2022-04-14-128; 2023-02-09-436;

Purpose

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

Guidelines

CAMPING RATES

- Camping rates will be as follows:

Powered Site	\$25.00/night
Non-Powered Site	\$15.00/night
Tents	\$10.00/night
Group Camping	\$10.00/night/unit (Reservation Only)
Camp Shelter	\$25.00/day (Reservation Only)
Entire Campground	\$300.00/night (Reservation Only) {Does not include Group Camping}
Entire Campground	\$350.00/night (Reservation Only) {Including Group Camping and Ball Diamonds}
Gazebo	\$25/day (Reservation) {with or without power ensures availability}
Gazebo	Free (No Reservation) {Available on a first come first serve bases when there is no reservation booking. No power available}
Monthly Rate	\$500.00/month (Reservation Only) POWERED SITES
Monthly Rate	\$350.00/month (Reservation Only) NON-POWERED SITES

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

TENTING

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

GROUP CAMPING

- The group camping area may be booked by reservation only.

6. All group trailers/RVs and tents must remain parked or erected within the group camping area or will be subject to regular camping rates.
7. There is no limit to the number of trailers/RVs or tents that may be parked within the group camping area.

CAMP SHELTER

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

CAMP KITCHEN

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

GAZEBO

10. The gazebo may be reserved for private use, group functions, etc. through the Village Office.
11. The gazebo is available on a first come, first served basis when there is no reversed booking.
This will not include access to power.

PLAYGROUND

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

SPORTS GROUNDS

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

RESERVATIONS

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

COMMUNITY GROUPS

21. Community groups may reserve the camp kitchen, camp shelter, ball diamonds, and riding arena for community events at no cost with the approval of Council.
 - a. Community groups must provide a refundable damage deposit for the use of these areas in the amount of \$250.00. The full cost of any property damage repair or cleanup required after the event will be deducted from the amount refunded.
22. Community groups may reserve the group camping area and campsites at the same rates as individual reservations.

- a. If community groups have paid the damage deposit as per Section 19 they will not be required to pay the damage deposit as per Section 17.

CAMPGROUND RULES

23. The following rules will be posted at the campground:

- a. Check in: 1:00 pm
- b. Check out: 11:00 am
- c. Quiet hours: 11:00 pm to 7:00 am
- d. Speed limit: 10 km/hour
- e. Sites must be kept clean and tidy. Please place garbage in bins provided.
- f. No open liquor away from campsites. Unruly and/or intoxicated behaviour will not be tolerated. No glass bottles are permitted.
- g. Fires allowed in fire pits only. Do not leave fires unattended. Firewood is not provided.
- h. Pets must be on a leash and under control at all times. Owners must clean up after their pets.
- i. Parents are responsible for children in the playground areas. The Village will not be held responsible for any injuries from use of playground equipment.
- j. No operation of ATV's, Dirt Bikes, Snowmobiles, etc.
- k. Vandalism, including destroying trees, will be subject to a \$1000.00 charge and will result in eviction from the campground without refund.
- l. The Village reserves the right to refuse service to anyone and will not be held responsible for any accidents, injuries, loss or damages due to fire, theft, accident or acts of God.
- m. No camping, including tenting, is allowed in areas not designated for that usage or purpose
- n. No fireworks are allowed unless you receive permission from Council and the fire department as per Section 8.1(s) of the Village of Hussar Fire Bylaw 501-16

Rates & Fees

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: January

Related Bylaws: Various

Amendments: 2017-08-17-07; 2020-01-09-005; 2022-02-03-030; 2022-02-24-063; 2022-04-14-129; 2023-02-09-437; 2023-04-17-523

Purpose

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

Fee Schedule

ADMINISTRATIVE RATES & FEES

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

ANIMAL LICENSES (Bylaw 485-13)

Annual License Fee Spayed/Neutered Animal (First 2 Animals).....	\$15.00/each
Annual License Fee Unaltered Animal (First 2 Animals)	\$30.00/each
Annual License Fee Third Animal (Spayed/Neutered)	\$60.00
Annual License Fee Third Animal (Unaltered)	\$100.00
Annual License Fee for Transitional Animal (Spayed/Neutered)	\$200.00
Annual License Fee for Transitional Animal (Unaltered)	\$250.00

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Entire Campground (Reservation Only)....Includes Group Camping/Ball Diamonds.....	\$350.00/night	
Monthly Rate (Reservation Only)	Powered Site	\$500.00/month
Monthly Rate (Reservation Only) ..	Non-Powered Site	\$350.00/month

CEMETERY PLOTS

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

DEVELOPMENT (Bylaw 493-14)

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

HEN AND QUAIL (Bylaw 549-22)

Hen & Quail License Fee, includes Coop development permit (accessory building).....	\$50.00
Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$25.00
PRINTED Complete information package	\$10.00

PUBLIC WORKS

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

Water Service	Monthly	\$68.00/month
.....	Annual	\$816.00/year
Sewer Service	Monthly	\$16.00/month
.....	Annual	\$192.00/year
Garbage Service	Monthly	\$26.00/month
.....	Annual	\$312.00/year
Extra Garbage Bag Tag	(bundles of 5 or 10)	\$1.00/per tag
Penalties	(Monthly Only).....	3%
Curb Stop Shut Off Fee	Actual Cost + 25% Admin Fee

General Guidelines

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

Procurement Policy

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: February

Related Bylaws: N/A

Amendments:

Purpose

The purpose of this policy is to provide guidelines for obtaining the right goods and/or services when needed while achieving the best value through a transparent, fair and competitive process with a focus on customer service,

General Guidelines

This policy applies to staff, Council, Committees and any other person authorized to make or take part in purchasing decisions for the Village of Hussar.

All individuals having responsibility for purchasing activities are expected to adopt an aggressive negotiation process.

All individuals must conduct themselves in a professional and ethical manner when procuring all goods and services with openness and transparency. This includes avoiding any apparent or actual conflict of interest when making decisions.

Individuals must not release, to any potential supplier of goods or services, any information that is not intended to be made available to all potential suppliers.

All contracts, including single purchase or multi-year contracts, must be approved by Council resolution prior to any purchase being made under the contract.

All purchases must be approved as part of the annual Budget or be approved by Council resolution.

Procurement up to \$1,000

Purchases of less than \$1,000 do not require Council approval, provided that there is funding under the approved annual Budget.

Purchases of less than \$1,000 do not require Request for Quotations (RFQ), Requests for Proposal (RFP) or Request for Tender (RFT). Obtaining competitive quotes is considered a good business practice and should be obtained when possible but single or sole sourcing is permitted.

Informal Quotation Procurement (\$1,000 to \$5,000)

Purchases of more than \$1,000 but less than \$5,000 do not require Council approval, provided that there is funding under the approved annual Budget.

An informal quotation process shall be used wherein a minimum of two verbal quotations are received; no RFQ, RFP or RFT is required.

Semi-Formal Quotation Procurement (\$5,000 to \$75,000)

Purchases greater than \$5,000 but less than \$75,000 require Council approval by resolution.

A semi-formal quotation process shall be used where a minimum of three written quotations are received; no RFQ, RFP or RFT is required but may be utilized if desired.

Formal Quotation Procurement (Greater than \$75,000)

Purchases greater than \$75,000 require a formal procurement process as per the New West Partnership Agreement. All procurement processes must include a formal RFQ, RFP or RFT and must be advertised on the Alberta Purchasing Connection.

Council must approve the accepted quote, proposal or tender by resolution, and may choose to enter into a formal contract regarding the quote, proposal or tender accepted.

Acceptance of a Quote, Proposal or Tender

The Village of Hussar is not required to accept the lowest quote, proposal or tender regardless of the procurement process utilized.

The Village of Hussar will endeavour to ensure that local contractors are contacted as part of any procurement process. However, local contractors will not receive special preference in the acceptance of a quote, proposal or tender.

Financial Trust & Reserves

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: February

Related Bylaws: N/A

Amendments: 2017-09-14-03; 2018-04-12-078, 2020-08-13-195; 2023-03-09-471

Purpose

The Village of Hussar believes it is in the best interests of its taxpayers to have various reserves set up to be used for special projects or to keep the property tax mill rate predictable and stable over time.

General Guidelines

Except where specifically provided for, all transfers to and from reserves and trusts must be made by Council resolution (or as per the approved annual budget).

Transfers made to reserves as per the approved budget are deemed to be a transfer from municipal taxes.

Sufficient financial assets shall be held by the Village to fund the total balance of all reserves and trusts.

Reserves

Campground Reserve

The Campground Reserve contains funds for future campground capital upgrades or major maintenance projects.

Any surplus revenue over expenses in the campground accounts at year end shall be transferred to the campground reserve by Council resolution prior to the approval of the financial statements for that year.

This reserve shall be held in the Village Reserves Elite Savings account at the bank. No interest shall be paid on this reserve.

Capital Infrastructure Reserve

The Capital Infrastructure Reserve contains funds for future capital infrastructure projects or major maintenance projects including, but not limited to, water, sewer, stormwater, solid waste, and building infrastructure.

Any surplus revenue over expenses at year end for the following departments: water, wastewater, solid waste, and roads, shall be transferred to the capital infrastructure reserve by Council resolution prior to the approval of the financial statements for that year.

This reserve shall be held in the Village Reserves Elite Savings account at the bank and all interest revenue paid to this account shall be considered as part of the Capital Infrastructure Reserve regardless of any other reserve funds being held in the Village Reserves Elite Savings account.

Cemetery Trust

The Cemetery Trust contains funds for future cemetery capital upgrades or major maintenance projects. This trust is the result of donations made for the purpose of maintaining and upgrading the Hussar Cemetery.

Funds may be transferred to the Cemetery Trust from Cemetery Perpetual Fund by Council resolution.

This trust shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of this trust.

Equipment Reserve

The Equipment Reserve contains funds for future capital equipment purchases.

Transfers to and from the Equipment Reserve shall be made by Council resolution.

This reserve shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of this reserve.

First Responders Trust

The First Responders Reserve contains funds to be used for the benefit of the Emergency First Responder Team (EFRT). This trust is the result of donations made for the purpose of purchasing and maintaining equipment and providing training to the EFRT.

Council will determine the specific use of these funds by Council resolution at the request of the Fire Chief in consultation with the original donor, Mrs. Barb Feradi .

This trust shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of the trust.

Mayors Memorial Trust

The Mayors Memorial Trust contains funds for the updating of the Mayors' Memorial located at the Village Office. This trust is the result of funds provided to the Village for the purpose of constructing and updating the Mayors Memorial.

At the end of an individual Mayor's term in office, these funds will be utilized to inscribe the Mayor's full name and term dates on the memorial. Council resolution is not required for the expense of these funds towards the prescribed purpose.

This trust shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of the trust.

Operating Reserve

The Operating Reserve contains funds that may be used for operating programs or projects where funding sources change dramatically year over year in order to help maintain a stable and predictable mill rate, or where extra unforeseen operating costs are experienced throughout the year.

Any total surplus revenue over expenses at year end, excluding any funds transferred to another reserve as per this policy, shall be transferred to the operating reserve by Council resolution prior to the approval of the financial statements of that year.

This reserve will be maintained at a maximum balance of \$10,000. Any amount to be transferred to this reserve that will cause it to be in excess of \$10,000 will be transferred to the Capital Infrastructure Reserve. Council may, by resolution, transfer funds to this reserve from the Capital Infrastructure Reserve to maintain the maximum balance of \$10,000.

This reserve shall be held in the Village Reserves Elite Savings account at the bank. No interest shall be paid on this reserve.

Walking Trail Trust

The Walking Trail Trust contains funds for the future construction of a walking trail in the Village. This trust is the result of donations made by individuals and organizations for the purpose of constructing a walking trail within the Village.

This trust shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of the trust.

Emergency Management Reserve

The Emergency Management reserve contains funds for the Emergency Management Committee. This reserve is the result of funds provided by the Village and donations for the purpose of emergency management supplies, which include but are not limited to beds, blankets, pillows, food, flashlights, candles first aid kits, etc.

These funds will be utilized by the Director of Emergency Management upon discussions with the Emergency Management Committee. Council resolution is not required for the expense of these funds towards the prescribed purpose.

This reserve shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of the reserve.

2028 Centennial Reserve

The 2028 Centennial reserve contains funds for the Village of Hussar 2028 Centennial Event. This reserve is the result of funds provided by the Village and donations for the purpose of hosting a Centennial Event in the year 2028.

These funds will be utilized by the Chief Administrative Officer upon discussions with Council and Centennial Events Committee. Council resolution is not required for the expense of these funds towards the prescribed purpose.

This reserve shall be held in its own account at the bank and any interest revenue received shall be considered to be a part of the reserve.

Certificate of Compliance Policy

Date Approved by Council: August 31, 2022

Resolution: 2022-08-31-280

Review Date: February

Related Bylaw: N/A

Amendments:

Purpose

This policy has been adopted to establish the requirements for and the processing of Certificates of Compliance. A Certificate of Compliance is a confirmation from the Village of Hussar that the location of the building(s) on a site comply with the requirements prescribed in the current Village of Hussar Land Use Bylaw.

Guidelines

- A Certificate of Compliance can only be issued by a Development Officer or the Chief Administrative Officer
- An Alberta Land Surveyor's Real Property Report and Certificate of Compliance Application Form are required to apply for a Certificate of Compliance.
- The Real Property Report will only be accepted within three (3) years of the date of the Survey.
- An Alberta Land Surveyor's Real Property Report which states "Under Construction" or "Foundation Only" can only be accepted if it is submitted within six (6) months of the date of the survey.
- A minimum of two (2) original Real Property Reports must be submitted in paper form, electronic versions will not be accepted.
- If there are buildings or structures that encroach onto utility right-of-way, easements or Village owned land an Encroachment Agreement may be required. If required, the Encroachment Agreement must be obtained prior to the issuance of the Certificate of Compliance.
- Structures which may not require a development permit are still expected to meet appropriate setbacks (Ex. small shed).
- If the building(s) do not meet the proper setbacks, the document will indicate which structures are non-compliant.
- The Certificate of Compliance letter issued by the Village may confirm the zoning of the parcel and that the use of the land or structures are in accordance with the regulations of the Land Use Bylaw. The Compliance Certificate letter may also indicate the setback requirements and specify if any development permits have been issued for the parcel.
- A fee for a Certificate of Compliance is required. Payment will be set as per 5.3 Rates & Fees Policy and will be reviewed annually as per the 3.4 Policy & Bylaw Review Policy.
- Copies of the Alberta Surveyor's Real Property Report may be held by the Village as a record. Due to copyright laws, no copies of surveys will be provided to anyone other than the person/client named on the Real Property Report or the Individual who performed the Survey.

- Processing time for a Certificate of Compliance will be within 1 week of the request being received. Same day service will require an additional fee and must be received before noon.

Certificate of Compliance Application Form**Required Documentation**

Prior to accepting payment the following documentation must accompany this completed application:

1. A minimum of two (2) original Real Property Reports must be submitted in paper form, electronic versions will not be accepted.
2. The Real Property Report will only be accepted within three (3) years of the date of the Survey.

Property Location

Legal Land Description: Lot _____ Block _____ Plan _____

Civic Address: _____

Applicant & Owner information

Applicant Name: _____

Mailing Address: _____

_____ Postal Code: _____

Phone Number: _____

Email Address: _____

Registered Owner(s): _____

Mailing Address: _____

_____ Postal Code: _____

Phone Number: _____

Email Address: _____

Delivery Method

- Regular Mail
 Phone for Pick-up

Contact Name: _____

Phone #: _____

Personal information is collected under the authority of the *FOIP Act* for the purpose of creating a Certificate of Compliance. Questions about the collection may be addressed to the CAO at the Village of Hussar Office, 109 1st Avenue East, PO Box 100, Hussar, AB T0J 1S0 Phone (403) 787-3766.

*We accept Cash, Cheque or Email transfer to office@villageofhussar.ca

Office Use Only

Date Received _____

Roll # _____

Fee _____

Land Use District _____

Community Groups Policy

Date Approved by Council: August 31, 2022

Resolution: 2022-08-31-281

Review Date: February

Related Bylaw: N/A

Amendments: 2023-04-17-525

Purpose

This policy has been adopted to recognize that community groups working together with the Village promotes increased collaboration and capacity building. Community groups are an essential component in providing sustainability to the Village.

Guidelines

The Village works with local community groups and this policy will help to define the roles of the Village and community groups, when working towards common goals.

1. The Village recognizes that our community groups will play a role in development efforts.
2. The Village is committed to supporting and facilitating community groups in these efforts.
3. The Village is committed to send a minimum of one Councillor or the CAO to attend and participate in the annual community group meeting. Collaboration is crucial for success.
 - a) If requested, CAO or Council member will participate in meeting or projects put forth by community groups
4. Community groups shall not complete any work to Village parks or green spaces and buildings without prior approval from Council.
5. The Village Council is supportive of hearing all projects, reviewing for benefit to the community as a whole and with consideration of requirements for completion, collaboration of finances, labor, budgeting, other current projects.
6. Requests from a community group for any improvements to Village parks or green spaces and buildings should include the following as the project progresses:
 - a) A detailed write up of work to be completed with a drawing attached; and
 - b) A cost estimate, if it will be a shared project; and
 - b) Maintenance plan, if required.
 - c) Submit drawings and site plan after the work has been completed.
 - d) Any other requirements that the CAO or Council deem necessary, on a case-by-case basis.
 - e) If the project is on Village property, the Village will ensure arrangements for the filing of permits and setting up locates. Invoices would be sent to community groups for the incurred cost, as agreed upon.

7. Any request made to the Village for financial support shall be made in writing with a dollar amount indicated and presented at a Council meeting.
8. A group member and/or designate(s) should be chosen by its group to openly communicate all concerns or requests for maintenance and repairs to the CAO. Any concerns above standard maintenance or repairs will be discussed with Council.
9. Community Groups shall supply financial statements to the Village upon request when joint projects are undertaken if required.

Video Surveillance Policy

Date Approved by Council: 2022-09-29

Resolution: 2022-09-29-302

Review Date: February

Related Bylaw:

Amendments:

Purpose

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

Policy Statement:

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

Application:

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

ROLES & RESPONSIBILITIES:

The Chief Administrative Officer is responsible for

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

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

All municipal staff shall:

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

SECURITY THREAT ASSESSMENT (Schedule 1)

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

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

PUBLIC CONSULTATION

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

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

DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT

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

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

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

NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS

To provide notice to individuals that video is in use:

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

PERSONAL ACCESS TO INFORMATION REQUEST PROCESS

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

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

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

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

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

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

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

PUBLIC RECORDING INSIDE THE VILLAGE OFFICE

In Canada, when in public spaces where you are lawfully present you have the right to photograph anything that is in plain view. To ensure safety and security of records in our control/custody we ask that no recording be conducted inside the Village Office without permission from the Chief Administrative Officer. If approved by the CAO, the area allowed for recording is on the public's side of the desk behind the glass barrier. A "Restricted Area – Employees Only" sign will be placed in the Village Office so that members of the public will not be allowed access behind the front desk. Only authorized staff will be allowed access in restricted areas.

SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT

To determine the requirements for a Video Surveillance System

Site Name: _____

Location: _____

Proposed Video Location: _____

Requestor: _____

Date: _____

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

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

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

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

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

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

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

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

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

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

Comments _____

 Completed By (Print) Signature Date Position Title

SCHEDULE 2 – NOTICE OF COLLECTION

LOREX[®]



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

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

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

SCHEDULE 3 - LAW ENFORCEMENT OFFICER REQUEST FORM

RELEASE OF RECORD TO LAW ENFORCEMENT AGENCY
(under Section 40(1)(g)(q)(r)(gg) of the Freedom of Information and Protection of Privacy Act)

TO: Village of Hussar

I, _____, of the _____
(Print Name of Police Officer) (Print Name of Police Force)

request a copy of the following record(s):

Date _____ Time Period: _____ to _____

Municipal Facility: _____
(Village Office)

to aid an investigation undertaken with a view to a law enforcement proceeding or from which a law enforcement proceeding is likely to result.

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

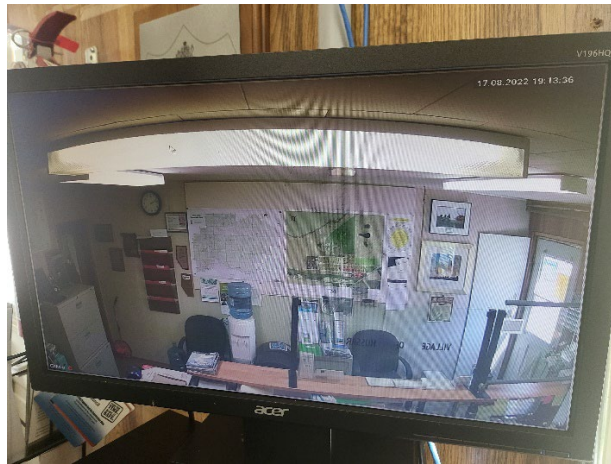
Signature of Officer Date

Return completed original forms to the CAO at the Village of Hussar Office, 109 1st Avenue East, PO Box 100, Hussar, AB T0J 1S0

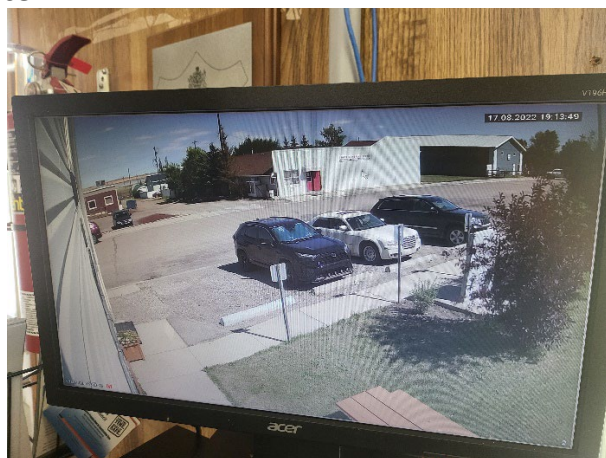
Personal information is collected under the authority of the FOIP for the purpose of creating a record relating to release of video surveillance record to law enforcement agency. Questions about the collection may be addressed to the CAO at the Village of Hussar Office, 109 1st Avenue East, PO Box 100, Hussar, AB T0J 1S0 Phone (403) 787-3766.

SCHEDULE 4 – COVERAGE OF CAMERA

Camera 1 - Office



Camera 2 – Outside Office



Camera 3 – Outside Shop



Camera 4 – Inside Shop



Video Surveillance Monitor



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 8, 2024
Title:	Commercial Lot interest

Agenda Item Number: 6a.

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.

Please see the email from Palliser regarding further process.

RECOMMENDATION:

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

RE: Lot subdivision

[Redacted]

Thu 2023 11 16 12:22 PM

[Redacted]

3 attachments (1 MB)

20231116122130.pdf; 20231116122141.pdf; Hussar GrainHandling.pdf;

Good afternoon

As Tracy had mentioned, because the subject area, which was part of the former Canadian Pacific Railway Station Grounds and zoned as "UR" Urban Reserve it would be necessary to re zone the property to a land use district that was appropriate to the intended use. This could be occurring concurrently with the subdivision process. From the time that a complete application is received, including filled in application form, tentative sketch as provided by an Alberta Land Surveyor, land titles of all the areas subject to the subdivision proposal, subdivision fees, etc. (List provided within the subdivision application). The process takes 60 days to achieve a decision. Within that time the proposed subdivision information package is generally direct mailed to adjacent landowners, municipalities (adjacent is required as well), government agencies and utility companies for their comments. A report is prepared by PRMS along with our recommendations and this report is reviewed by the municipality's MPC/Council for input, before a final decision is made. As this is not the first parcel being removed from a quarter section, it will likely be necessary to determine what and how much Municipal Reserves (MR) to take for the municipality. Following that 60 day decision time (may be extended if necessary or determined if more information is required to make an informed decision), additional time will vary depending on how complicated the conditions of approval are and how long it takes to complete them. Generally, time frame can be 4 to six months and sometimes longer, up to a year. The subdivision fee is \$1000 for creating one lot and then the endorsement fee of \$300 per new lot created.

I hope this is of some help to you and if you have any questions please contact me.

[Redacted]



www.palliserwebmap.ca
www.palliserservices.ca

[Redacted]

Hi Liz

When I look at the Alberta Land Titles system (Spin II), it appears that this is all land on one title (Linc 0034589524, Title 121064329). So yes, you'd need to proceed with a subdivision.

Garry processes all the subdivisions for Palliser, so he'd be best to give you the approximate time for processing the application (once he has a complete application from the Village). You'd need to put together the application materials. Our website outlines the process and application requirements here: <https://www.palliserservices.ca/subdivision>. The most important thing for you to do is to start discussions with a surveyor to prepare a tentative plan of subdivision as that can take a bit of time. You also would want to start considering if you need a land use bylaw amendment to accommodate the use and the subdivision. The site is currently zoned UR, I suspect you would want to start ASAP with a rezoning. That process can take 2-3 months and the application process is outlined here on our website: https://www.palliserservices.ca/planning/land_use_bylaw_amendment_application_form. If the rezoning is required to approve the subdivision, its important to get that application underway first.

The fee for both of these applications is outlined in our fee schedule. It is \$750 for the rezoning, and \$1000 for the subdivision (if you are only creating one new lot). The rezoning application can be submitted to me, and the subdivision will be processed by Garry. You might have additional costs during the subdivision, such as hiring the surveyor. Once the subdivision application is approved and you want endorsement, there are additional fees of \$300 per lot) and registration fees at land titles. You are also required to post notices in the newspaper for the land use bylaw amendment, so you'll also have fees related to advertising.

I hope that helps. If you need, please feel free to call me today until 1:45 pm or anytime tomorrow after 10 am.

Tracy

[Redacted]

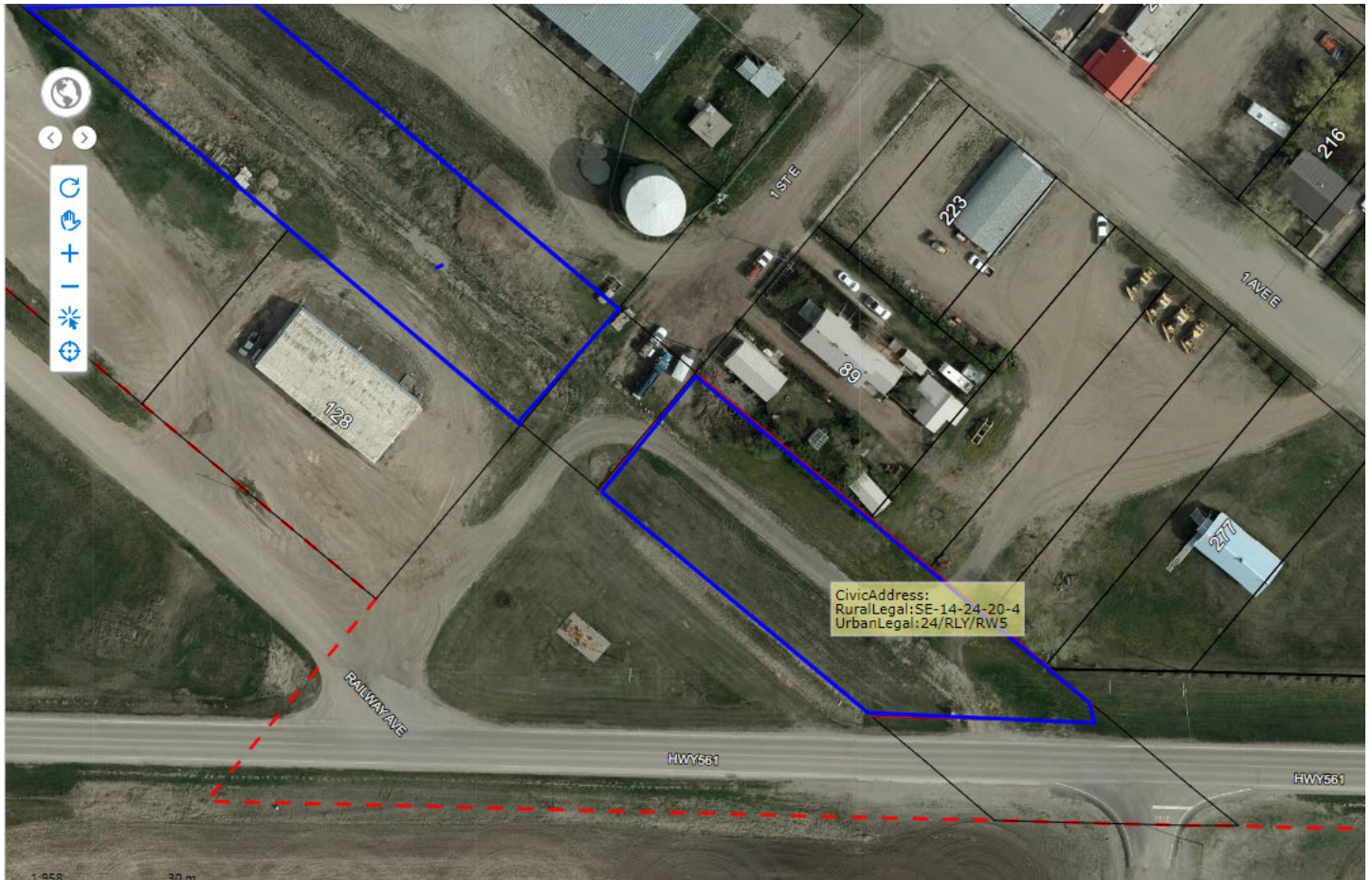
Good Day Tracy,

I had originally sent this request to Gary Wilson, but it appears as though he is away on holidays and I am wondering if you may know who I could contact.

We have someone who is looking to purchase a lot from the village to put a business that holds seed to sell. It is the one in the blue on the right side. What is unclear to me is if this lot is combined with the lot on the right also in blue. They have the same address when you run over them, and what I found in my system

also appears to be the same address.

If they are the same lots, how long would a subdivision take and what would be the approximate cost.



Thanks,



VILLAGE OF
HUSSAR

Liz Santerre

Chief Administrative Officer

109 1st Avenue East

PO Box 100

Hussar AB T0J 1S0

403 787 3766

Monday Thursday 8 00 4 00

RE: Lot subdivision

[Redacted]

1 attachments (445 KB)
PL 07 Disposal of Municipal Property.pdf;

Hi Liz

Any real estate transactions of a Municipality should be in accordance with any Council policies you might have on the disposal of lands and the MGA. There are many examples of municipalities that have land disposal policies on the internet that you could look to if you would like to adopt one for Hussar. I have attached a sample from the Town of Vulcan.

Otherwise, you might want to include your legal counsel in real estate transactions and discussions. Palliser is not qualified to speak to land sales by a municipality. However, we can definitely assist you in the subdivision process.

Sincerely,

Tracy

From: Village Office <office@villageofhussar.ca>

[Redacted]
ca

Subject: Re: Lot subdivision

Good Day,

We have discussed with Council about the proposed land sale and required subdivision to do so. They would like me to confirm, would it be required to notify public first prior to letting the interested buyer know an approximate price that we would sell a lot for in this area after the subdivision? We know that the lot would need to be a public sale, but not sure if there is stipulations that would be required to notify public of prior to the public sale.

If this is not something that you would be familiar with, please let me know and I will try to track down the right person.

Thanks,



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

[Redacted]

Subject: RE: Lot subdivision

Hi Liz

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I hope that helps. If you need, please feel free to call me today until 1:45 pm or anytime tomorrow after 10 am.

Tracy



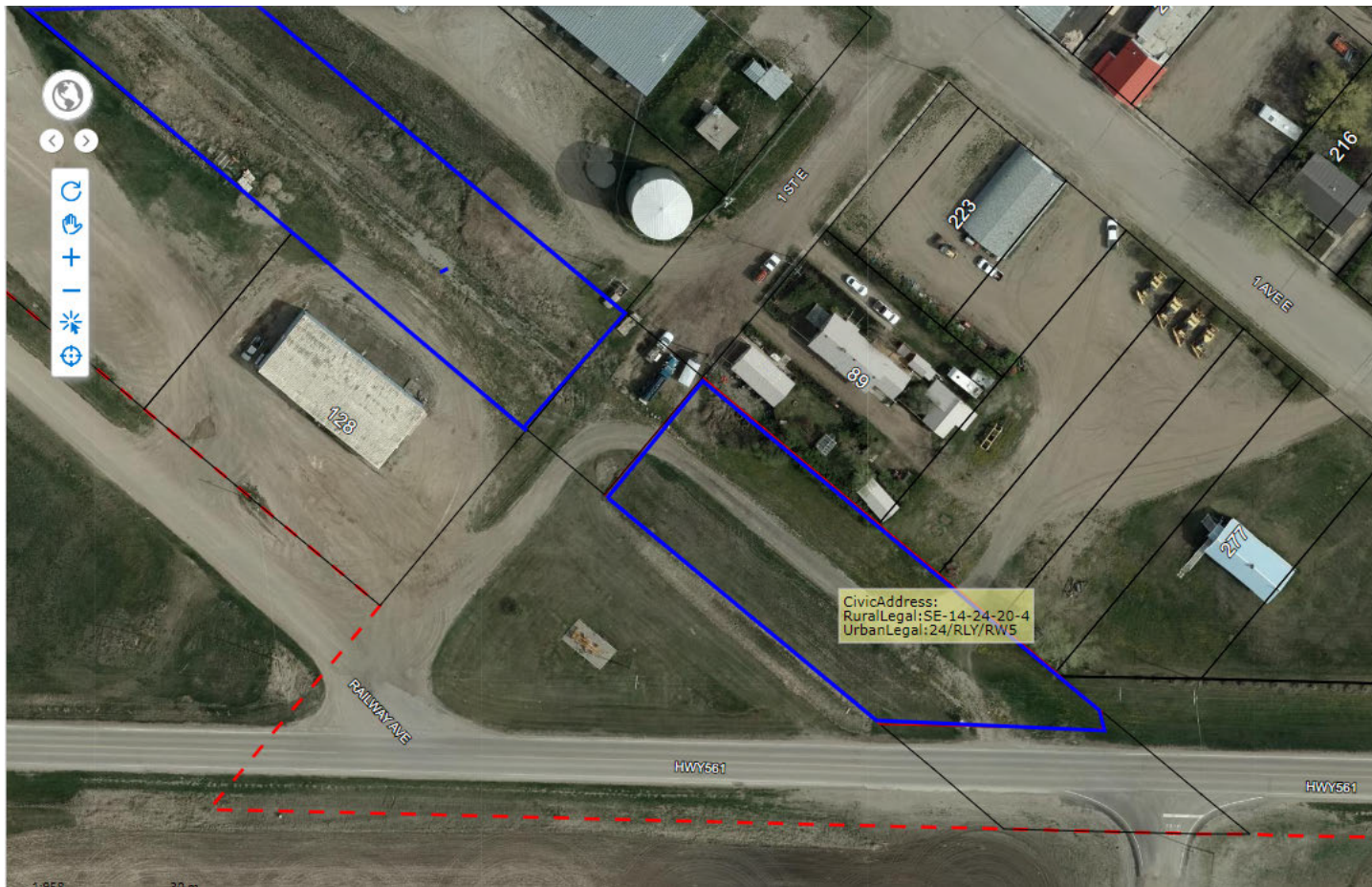
Subject: Lot subdivision

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If they are the same lots, how long would a subdivision take and what would be the approximate cost.



Thanks,

AB7D010F

Liz Santerre

VILLAGE OF HUSSAR Chief Administrative Officer

109 1st Avenue East

PO Box 100

Hussar AB TOJ 150

403 787 3766

Monday Thursday 8:00
4:00

TOWN OF VULCAN

Policy Manual

<u>POLICY NUMBER</u>			<u>TITLE OF POLICY</u>
PL-07			Disposal of Municipal Property
Approval	D/M/Y	Resolution #	
Adopted	12/08/16	16.254	

STATEMENT:

The Town of Vulcan requires a policy to formalize a process for the disposition of Municipal owned lands which meets the requirements as set out in the Alberta Municipal Government Act.

PURPOSE:

The purpose of this policy is to administer a fair and consistent formal process in the disposition of municipal owned land, and in doing so fulfilling its legislative mandate through meeting legal and statutory requirements for the disposition of Municipal lands.

1. Definitions

The following definitions shall apply within this policy:

- 1.1 **Appraisal** - means an official valuation of property by an authorized person.
- 1.2 **Direct Sales** - means the sale of municipal lands that has been initiated by the public.
- 1.3 **Land** - includes all properties whether vacant land or land containing buildings.
- 1.4 **Land Purchase Application Form** (Schedule “A”) - means the form that contains purchase conditions as set out by the Municipality, purchaser’s information, and purchase value. Form is to be completed and submitted to initiate the purchase process.
- 1.5 **Municipality** - means the Municipal Corporation of the Town of Vulcan
- 1.6 **Public Sales** - means the sale of lands that the Town is actively trying to dispose of.

2. Policy

- 2.1 The disposal of municipal lands will be considered in the context of the overall policies of the municipality, including the Municipal Development Plan, Land Use Bylaw, and Community Strategic Plan.
- 2.2 The sale of land may be initiated by either the Municipality or by an individual, company or organization that is interested in acquiring the land.

TOWN OF VULCAN

Policy Manual

2. Policy Continued

2.3 All matters related to the disposal of Municipal property shall meet the following requirements of the Municipal Government Act:

- a) Municipal Government Act, Part 3, Division 8 - Limits of Municipal Powers, Division of Lands - Section 70
- b) Municipal Government Act, Part 16 - Requirements for Advertising - Section 606

3. General Rules

3.1 The disposal of lands may take place through two separate methods. Public sale of land includes land that the Municipality knowingly and actively wants to sell. Direct sales include lands that are not actively advertised and that are initiated through the public. The Municipality shall proceed through the following process once it is prepared to sell its municipal lands.

4. Public Sales

4.1 Reference will be made to statutory documents including the Land Use Bylaw and Municipal Development Plan prior to consideration of, and advertising the sale of municipal property.

4.2 The Chief Administrative Officer, or designate, shall have an appraisal done on the subject property to assist in establishing a market value.

4.3 The Chief Administrative Officer, or designate, shall have prepared an information package(s) on the subject land(s) that includes the following:

- a) A brief description of the subject land(s) (including the location, minimum sale price, zoning and any other relevant information)
- b) Copy of the title and plan
- c) Copy of relevant Zoning guidelines and Development Permit guidelines, if applicable
- d) Copy of any covenants registered on the property.
- e) Land Purchase Application form that is to be completed by the prospective purchaser.

4.4 The Municipal newsletter and website will be utilized to list Municipal owned lands that are being offered up for sale to the public.

TOWN OF VULCAN

Policy Manual

4. Public Sales Continued

- 4.5** The Chief Administrative Officer may have public notices published in local newspaper(s). The notice must include a description of the land or improvements, the nature and terms of the proposed disposition, and the process by which the land and/or improvements may be acquired.
- 4.6** The Chief Administrative Officer may utilize a Request For Proposal process to solicit interest for purchase of Municipal land for the purposes of sale and development of such land.
- 4.7** The Chief Administrative Officer may choose to market Municipal properties through local real estate companies.
- 4.8** Upon receiving Land Purchase Application form(s) the Chief Administrative Officer shall review any proposals received and prepare a report for Council.
- 4.9** All decisions on the disposal of municipally owned lands shall be made by Council.
- 4.10** The Chief Administrative Officer, or designate, shall provide a letter to the applicants informing them of the decision of Council.
- 4.11** Time period for land purchase processes shall take place within a 90 day time period.

5. Direct Sales

- 5.1** All inquiries made with regards to the purchase of municipally owned property shall be directed to the Chief Administrative Officer.
- 5.2** The Chief Administrative Officer shall prepare a report for Council which will include the Land Purchase Application form.
- 5.3** The Chief Administrative Officer shall include in the report information on the subject land(s) that includes the following:
- a) A brief description of the subject land(s) (including the location, minimum sale price, zoning and any other relevant information)
 - b) Copy of the title and plan
 - c) Copy of relevant Zoning guidelines and Development Permit guidelines, if applicable
 - d) Copy of any covenants registered on the property.
 - e) Land Purchase Application form that is to be completed by the prospective purchaser.
- 5.4** Council will determine how they wish to proceed based on the terms of the offer. The applicant shall be notified once Council has considered the terms of the offer.

TOWN OF VULCAN

Policy Manual

5. Direct Sales Continued

- 5.5** An opportunity may be afforded the applicant to make a presentation at the delegation session of a regularly scheduled Council meeting regarding his/her interest in the municipal lands.
- 5.6** If Council elects to sell the lands or improvements, the Chief Administrative Officer, or designate, shall have an appraisal done on the subject property to assist in establishing the fair market value price. Appraisal costs will be the responsibility of the purchaser as per the established fee within the Fees Bylaw.
- 5.7** Should Council agree with the price, the Chief Administrative Officer may be directed to proceed with the sale process.
- 5.8** A notice will be placed in the local newspaper for two consecutive weeks advising of the intended sale of the property.
- 5.9** During the two week advertising period residents will be provided the opportunity to appeal the sale of land. Appeals must be in writing and identify the reason for the appeal. The appeal will be heard by the Chief Administrative Officer.
- 5.10** The successful purchaser must satisfy themselves as to any additional geotechnical or environmental investigative works that may be required. The Municipality will grant access to the site to conduct these investigations and any and all cost shall be the responsibility of the purchaser.
- 5.11** The Chief Administrative Officer, or designate shall complete the sale agreement process upon satisfaction of matters related to conditions.

- END OF POLICY-

TOWN OF VULCAN

Policy Manual

TOWN OF VULCAN LAND PURCHASE APPLICATION Schedule "A"

Use this form if you are interested in purchasing land from the Town of Vulcan. The information you provide is not an offer or a contract and does not constitute an interest in the land. The purpose of this form is to provide information to the Town of Vulcan regarding a desire to purchase properties prior to the negotiation of a formal agreement of purchase and sale. The completion and submission of the form in no way obligates the applicant to purchase the property in question and is not in any way binding upon the Town of Vulcan. It is for information purposes only.

The Town of Vulcan will review the form and contact the Purchaser to confirm whether or not the Town of Vulcan will negotiate a formal Agreement of Purchase and Sale. The Town of Vulcan reserves the right to negotiate with only those parties that the Town of Vulcan so determines in its sole discretion. The Town of Vulcan reserves the right to amend or abandon this listing without accepting any Land Purchase Application.

PURCHASER	
Purchaser or Purchasers Corporation (that is what is to appear on Title)*	
Contact Person	
Mailing Address	
Phone Number(s)	
Fax Number	
E-Mail	

*The Purchaser Corporation registered on Title to the property must be either a registered Alberta Corporation or a corporation extra-provincial registered in Alberta. An assignment to another corporation will only be permitted prior to the date of waiver or satisfaction of Conditions Precedent. AN ASSIGNMENT WILL NOT BE PERMITTED SUBSEQUENT TO WAIVER OR SATISFACTIN OF CONDITIONS PRECEDENT.

REAL ESTATE BROKERAGE (IF REPRESENTED)**	
Associate Name & Brokerage	
Associate Phone Number(s)	
Fax Number	
E-Mail	

**If represented by a Real Estate Associate, all negotiations must take place through the Associate.

PROPERTY REQUESTED	
Legal	
Municipal (Civic Address)	
Total Purchase Price	\$
Deposit	\$

***A proposal letter is provided after the selection of a suitable Purchaser:

***10% of the Total Purchase Price to be paid upon acceptance of the Town's proposal letter.

TOWN OF VULCAN

Policy Manual

#	Additional Terms & Conditions	Condition Date

Date

Signed

This information is collected under the authority of Section 33(c) of the Freedom of Information and Protection Act and for the purposes of property sale transaction with the Town of Vulcan

It is protected by the privacy provisions of the Freedom of Information and Protection Privacy Act



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 8, 2024
Title:	Year Round Camping Request
Agenda Item Number:	6b.

BACKGROUND

The office received a call request for monthly camping including through the winter.

They were ok with power or non power site. They currently have their trailer in a campground but they Campground switched managers and requires everyone to be out by February 24, 2024.

They would like to pay the monthly rate and said that they would like a permanent spot, I mentioned that our campground books out for the entire weekend during the Fathers day long weekend.

RECOMMENDATION:

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

Summer Daze Committee agreement 2023

Council discussed the below terms at the Regular Council Meeting on April 13, 2023. Council has agreed to allow use of the entire campground and camp kitchen for Friday June 16th to Sunday June 18th, 2023.

1. \$250.00 Damage Deposit will be paid by the Summer Daze Committee prior to the event. A walk around will be completed before and after the event, photos will be taken. The Damage Deposit will be reimbursed after a walk around with Summer Daze Committee, the Village CAO and Public Works.
2. Public Works will use the ride on mower to cut the ball diamond area. The tractor will be used to cut the field that surrounds the baseball diamonds on the week prior to the event. (Completed by June 13th)
3. The cost of having the toilets sucked out prior to the event will be paid by the Village. The Summer Daze Committee will be responsible to suck out the toilets after the event at their own cost.
4. Washrooms – The Village will ensure the washrooms are cleaned out and the scent additive is used prior to the event.
5. Toilet paper and garbage bags will be the responsibility of the Summer Daze Committee.
6. Weed Spraying will be completed by a Certified Sprayer and paid for by the Village.
7. Summer Daze Committee will pay \$600 and \$100 for electrical usage at the grounds for the event weekend. This includes the camp shelter electrical for bouncy castles on Saturday.
8. Gopher control at the baseball diamonds will be provided by the Village. Any further gopher control will be completed by the Summer Daze Committee.
9. No glass – We have a no glass policy
10. Fire Pit – Above ground firepits are allowed (if there are no fire bans in place). A \$50.00 flat fee will be taken from the damage deposit if a firepit is removed from the upper campground. (This fee is for time and equipment needed to move the firepit back to the upper campground).
11. The Gate used for the entrance during the event will be stored offsite after the event
12. Parking is allowed at the Riding Arena and Fire Trucks along the back alley, east of the Sani Dump.
13. On Saturday June 17th, 2023 the temporary closure of 1st and 2nd Avenue and 2nd Street West and 1st Street East for the Parade. 2nd Street West for the Show and Shine.
14. The village agrees to give the Summer Daze Committee copies of requested power bills for 2018/2019/2021/2022/2023 for review
15. Jan/Feb 2024 we will review the bills and the village cost proposal so that we can come to a solid agreement prior to Summer Daze 2024



Liz Santerre, CA
Village of Hussar


Kella Gibeau
Summer Daze Committee Rep

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: February 8, 2024
Title: Employee RRSP/TFSA vs. LAPP

Agenda Item Number: 6c.

BACKGROUND

I would like to request a conversation regarding the possibility of switching from the LAPP program to the Sunlife Group RRSP or TFSA. I have attached some information from Sunlife regarding the group RRSP's and TFSA's that they provide.

The Group RRSP and TFSA are available to employees or elected officials of a participating employer.

With the Group RRSP, your employer may make contributions on your behalf, although they have no obligation to do so. Employer contributions to a Group RRSP are a taxable benefit to the employee. The total of employer and employee contributions is tax-deductible to the employee up to the limit of the employee's available RRSP contribution room. Employer contributions to a TFSA are not allowed.

At this time LAPP works out to around \$3760 per year for the employer portion and \$3315 for the employee portion

	Contribution Rates for 2023	Contribution Rates for 2024
Member rate up to the YMPE*	7.45% on pensionable salary up to the 2023 YMPE	7.45% on pensionable salary up to the 2024 YMPE
Member rate over the YMPE	11.23% on portion of pensionable salary over the 2023 YMPE	10.65% on portion of pensionable salary over the 2024 YMPE
Employer rate up to the YMPE	8.45% on pensionable salary up to the 2023 YMPE	8.45% on pensionable salary up to the 2024 YMPE
Employer rate over the YMPE	12.23% on portion of pensionable salary over the 2023 YMPE	11.65% on portion of pensionable salary over the 2024 YMPE

The YMPE is set at \$66,600 for 2023. The 2024 YMPE is not yet known

RECOMMENDATION:

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

EMPLOYEE BENEFITS & PENSION

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

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

Purpose

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

Guidelines

HEALTH BENEFITS

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

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

PENSION

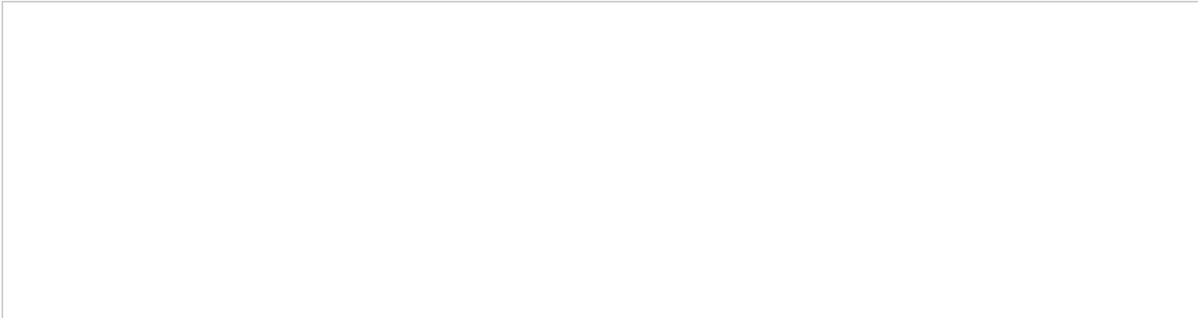
The Village will take part in the Local Authorities Pension Plan (LAPP) through Alberta Pension Services and make this plan available to all eligible employees.

1. Permanent Employees working 30 hours per week or more must enrol in LAPP after completing one year of continuous employment, unless previously enrolled in LAPP.
 - a. Employees previously enrolled in LAPP will be immediately enrolled in LAPP under the Village as long as previous contributions to the plan have not been withdrawn.
 - b. Employees may be eligible to participate in the buy back program, which includes probationary service as per LAPP regulation.
2. Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.

LAPP Pension E News October 23, 2023



[Click here to view this newsletter in your browser](#)



October 23, 2023

LAPP Contribution Rates for 2024

The LAPP Sponsor Board voted unanimously to **maintain** contribution rates for employers and members on pensionable earnings up to the YMPE* and **reduce** contribution rates on pensionable earnings above the YMPE, bringing contribution rates into alignment with how LAPP benefits accrue.

The contribution rates effective January 1, 2024, are as follows:

	Contribution Rates for 2023	Contribution Rates for 2024
Member rate up to the YMPE*	7.45% on pensionable salary up to the 2023 YMPE	7.45% on pensionable salary up to the 2024 YMPE
Member rate over the YMPE	11.23% on portion of pensionable salary over the 2023 YMPE	10.65% on portion of pensionable salary over the 2024 YMPE
Employer rate up to the YMPE	8.45% on pensionable salary up to the 2023 YMPE	8.45% on pensionable salary up to the 2024 YMPE
Employer rate over the YMPE	12.23% on portion of pensionable	11.65% on portion of pensionable

**Contribution Rates for
2023**

salary over the 2023
YMPE

**Contribution Rates for
2024**

salary over the 2024
YMPE

*YMPE (Year's Maximum Pensionable Earnings) is a figure set each year by the Canadian government that specifies the earnings amount that can be used in calculating contributions to the Canada Pension Plan (CPP) and can be used in calculating contributions to registered pension plans, such as LAPP, for each year.

The YMPE is set at \$66,600 for 2023. The 2024 YMPE is not yet known; LAPP Corporation will update employers when the figure is released.

Questions?

If you require assistance or have any questions, please contact your Employer Services Representative at 1-877-391-3675 (enter your 3-digit employer number when prompted) or email employerservices@apsc.ca.

You're receiving this communication as an employer of LAPP and as required by legislation and regulations. Please [click here](#) if your email was included by error or if these emails no longer relate to your position.

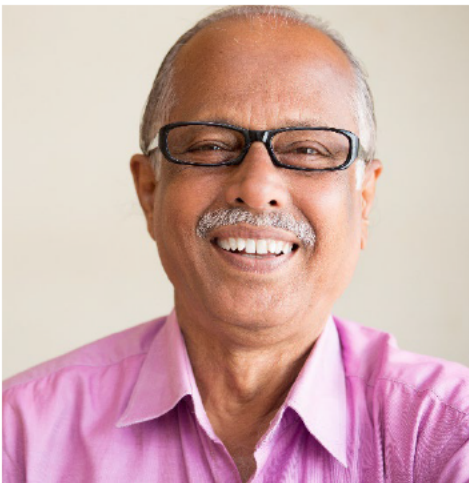


Email sent to: office@villageofhussar.ca

[Redacted]
[Redacted] | Canada |
news@lapp.ca

Group Registered Retirement
Savings Plan (RRSP) &
Tax-Free Savings Account (TFSA)

Program Booklet



 **Alberta
Municipalities**
Strength
In Members

November 2021

This booklet provides an overview of the group savings plans administered by the Alberta Municipal Services Corporation (AMSC) which include the Group RRSP and TFSA. The Group RRSP allows for the tax-deferral of retirement savings. Contributions to the plan are tax-deductible while any withdrawals from the plan are taxable as income in the year received. A Tax-Free Savings Account, on the other hand, allows for the accumulation of savings on a tax-free basis. Contributions to a TFSA are made with after-tax income while any withdrawals from the plan (including income earned while a member of the plan) are tax-free and can be recontributed the following taxation year.

Who can participate?

The Group RRSP and TFSA are available to employees or elected officials of a participating employer. An eligible employer may participate in either savings plan or both. Each participating employer has discretion to determine which employees are eligible to participate. Employee participation is voluntary.

Participating employers may also specify certain parameters in the design of their Group RRSP, such as employer contributions and withdrawal restrictions on employer contributions.

How are contributions made, and who makes them?

Contributions are made by payroll deduction. You may contribute a fixed dollar amount per pay, or a percentage of your salary.

With the Group RRSP, your employer may make contributions on your behalf, although they have no obligation to do so. Employer contributions to a Group RRSP are a taxable benefit to the employee. The total of employer and employee contributions is tax-deductible to the employee up to the limit of the employee's available RRSP contribution room. Employer contributions to a TFSA are not allowed.

How are your contributions and any contributions on your behalf invested?

You are responsible for selecting investment options from a list of funds provided through Sun Life Financial that have been reviewed and approved by AMSC. It is recommended that you consult with a qualified financial advisor prior to making any investment decisions.

If you do not select an investment option(s), your funds will be placed in a default fund. The default fund is the Target Date Fund closest to (without exceeding) the date on which you reach 65 years of age.

Which types of investment options are available?

Investment choices fall into 2 broad categories:

- Funds built by you are generally chosen by individuals who want to manage their own investments and have some investment knowledge
- Funds built for you are target date funds which mature at certain future dates, are professionally managed and generally chosen by individuals who want help managing their investments. Funds can be chosen to most closely align with the date that you expect to require your funds.

The available investment options under the Group RRSP & TFSA savings plans consist of the following funds:

Target Date Funds

Each target date fund has a specified maturity date and the asset mix of the fund generally becomes more conservative as the fund approaches the maturity date. You determine which fund to invest in by matching your investment time horizon with the maturity date of a fund. Like all other segregated funds available in the group savings plans, the value of the assets and the rate of return are not guaranteed.

Guaranteed Fund

This fund earns a set rate of interest and provides a guarantee to receive interest, plus the contributions made, at the end of a three-year term. The contributions are accumulated under a Group Annuity Policy issued by Sun Life Assurance Company of Canada, a member of the Sun Life Financial group of companies.

Money Market Fund

This fund invests primarily in short-term investments (under 1 year) which are typically issued by the government or high-quality corporations. It is considered a liquid investment and earns a low rate of return compared to other, riskier fund classes over long periods.

Bond (fixed income) Fund

This fund invests in bonds issued by governments and corporations. While they have the potential to earn higher returns than money market funds, they are also generally riskier when interest rates change. Bond fund values will decrease as interest rates rise, and vice versa.

Equity Funds

These funds invest mainly in stocks. When you buy a stock, you are buying an equity ownership share in a company. Equities tend to be more volatile than other types of investment funds but have historically provided the best returns over the long term. Equity funds will often specialize in different parts of the world, different geographic areas or different economic sectors, or use a particular investment strategy, all of which affect their risk level.

You may obtain additional information concerning the available investment options from Sun Life Financial's "my money @ work" guide, or by signing in to www.mysunlife.ca using your access ID and password. In the event you do not currently have online account access, a generic access ID and password may be used for informational purposes only (access ID: 0921302; password: 26018802).

How do I make investment changes?

You can change your investment direction for future contributions, as well as transfer accumulated assets between funds, at any time either online at www.mysunlife.ca or by calling the Sun Life Financial Customer Care Centre toll free at 1-866-733-8613.

Warning regarding short term trading

Frequent trading or “short term trading” is the practice whereby an investor makes multiple buying and selling transactions on a regular basis in an attempt to boost returns to their account. Short term trading affects all investors in the fund and can lead to a negative impact on performance. For this reason, a 2% fee will be charged if an interfund transfer is initiated into a fund, followed by an interfund transfer out of the same fund within 30 days. The fee will not be charged for transactions involving guaranteed funds or money market funds.

What happens to my investments when I terminate employment?

The following options are available to all terminating plan members:

1. Keep your assets at Sun Life Financial and move your account(s) to their Group Choices Plan.
2. Transfer your asset balance(s) to another external Registered Retirement Savings Plan (RRSP) and/or Tax-Free Savings Account (TFSA).
3. Take a cash payment of the value of your assets. Funds withdrawn from a RRSP are taxable in the year received while withdrawals from a TFSA are tax free.

A RRSP may be converted to a Registered Retirement Income Fund (RRIF) at any time. Please note that a RRSP must be converted to a RRIF, annuity or distributed as a taxable lump-sum cash payment prior to the end of the year you attain age 71.

What happens in the event of my death before termination?

The value of your account is payable to your designated beneficiary.

Where can I obtain additional information?

Any questions relating to the Group RRSP or TFSA may be directed to:
Alberta Municipalities Retirement Services
300, 8616 51 Ave, Edmonton, AB T6E 6E6

Phone: 310.MUNI **Email:** retirement@abmunis.ca

Savings Programs

Make sure your retirement savings plan is working for you.

Designed to work for our members, our savings programs are built to serve your needs.

We are dedicated to providing you with competitive and well-managed solutions to help reach retirement savings goals in a cost-effective manner. The ease and convenience of payroll deductions combined with low fund management fees, through Sun Life Financial, allow our members to develop their own plan design to fit the needs of their organization.

Benefits of our savings programs include:

Low fees:

By leveraging the power of our members, our savings programs are able to offer the following advantages:

- Low investment fund management fees
- No sales commissions
- No account administration fees

Ease of contributing:

The convenience of contributing through payroll deduction sets you up for savings success:

- Pay yourself first by selecting an amount that works for you and watch your savings grow
- Ability to transfer assets from existing RRSPs and TFSAs
- Benefit from immediate tax savings on your RRSPs, as contributions will be made on a pre-tax basis

Robust governance oversight:

Our APEX Governance Board is responsible for the governance oversight of savings programs, ensuring that:

- Regulatory requirements are met
- Programs are compliant with Capital Accumulation Plan (CAP) Guidelines
- Investment fund performance is regularly reviewed

Exceptional customer service:

Along with personalized support through our staff, you also receive access to resources available through Sun Life Financial including:

- Interactive on-line retirement planning tools
- Investment risk profiler questionnaire
- Personalized investment advice

Types of savings programs offered:

Group Registered Retirement Savings Plan

(RRSP)

A Group RRSP permits an employee to contribute to an RRSP directly through their employer via payroll deductions. Employer contributions are optional and are a taxable benefit to employees.

The total of employer and employee contributions is tax-deductible to the employee up to the limit of their available RRSP contribution room. Each year, your available RRSP room is shown on your Notice of Assessment provided by the Canada Revenue Agency.

Tax-Free Savings Accounts

(TFSA)

TFSAs provide individuals a tax-free method of savings. Contributions are by payroll deduction on after tax earnings. Savings grow tax free and there are no tax consequences upon withdrawal. Any unused room can be carried forward to future years.

There are no restrictions to withdrawing money from the TFSA, however there may be a small withdrawal fee. Any withdrawals may be recontributed the following taxation year and do not reduce contribution room.



Connect

310.MUNI ■ retirement@abmunis.ca ■ abmunis.ca

How do lower fees on the investment funds impact your savings?

By paying lower fees, more of your hard-earned contributions stay invested in your account.

Over time, lower fees can have a significant impact on the balance in your group retirement savings plan.

The table below shows the difference in the total amount you would save with different management fee rates, assuming \$4,000 is invested each year and your account earns a 5.75% gross rate of return annually.

Years of contribution	Total contributions to your plan account	Fund management fee*				
		3%	2.5%	2%	1.5%	1%
10 years	\$40,000	\$46,132	\$47,512	\$48,936	\$50,406	\$51,923
20 years	\$80,000	\$105,634	\$112,026	\$118,870	\$126,201	\$134,054
30 years	\$120,000	\$182,379	\$199,625	\$218,814	\$240,176	\$263,972

*Assumes fees are charged annually at year-end and contributions are made January 1.

\$45,158

Investment options and fees

Fund categories	Fund lineup	Fund management fee**
Built FOR me Target date funds	BlackRock LifePath® Index 2025 Segregated Fund	0.88%
	BlackRock LifePath® Index 2030 Segregated Fund	0.89%
	BlackRock LifePath® Index 2035 Segregated Fund	0.89%
	BlackRock LifePath® Index 2040 Segregated Fund	0.90%
	BlackRock LifePath® Index 2045 Segregated Fund	0.90%
	BlackRock LifePath® Index 2050 Segregated Fund	0.91%
	BlackRock LifePath® Index 2055 Segregated Fund	0.91%
	BlackRock LifePath® Index 2060 Segregated Fund	0.95%
	BlackRock LifePath® Index Retirement Segregated Fund	0.87%
Built BY me Guaranteed/Money market	Sun Life Assurance 3 Year Guaranteed Fund	N/A
	Sun Life Financial Money Market Segregated Fund	0.74%
Bond (fixed income)	BlackRock Universe Bond Index Segregated Fund	0.73%
Canadian equity	Beutel Goodman Canadian Equity Segregated Fund	0.96%
	CC&L Group Cdn Q Growth	1.01%
U.S. equity	BlackRock U.S. Equity Index Segregated Fund	0.73%
International equity	MFS International Equity Segregated Fund	1.21%

**Fund management fees as of January 1, 2021



Know your responsibilities.

As a member of our savings programs, you're responsible for making investment decisions and for using the tools and information that have been provided to help you make these decisions.

You should also decide if seeking investment advice from a qualified individual makes sense for you.



Connect


310.MUNI ■ retirement@abmunis.ca ■ abmunis.ca

RE: 753 Village of Hussar RRSP/TFSA

Pensions <Pensions@abmunis.ca>

Fri 2023-12-22 9:49 AM

To:Village Office <office@villageofhussar.ca>

 3 attachments (8 MB)

RRSP TFSA Start Savings Guide NEW.pdf; ABMunis - Program Booklet - Group RRSP and TFSA.pdf; ABMunis Fact Sheet_Retirement Services_Savings Programs.pdf;

Thank you for contacting us regarding information on our RRSP & TFSA savings programs.

Our Group RRSPs and Tax-Free Savings Account (TFSA) are our competitive savings programs that are easy to enroll in, customizable to meet your needs, and offer low fund management fees. This competitive and well-managed solution is designed to help employees reach retirement savings goals in a cost-effective manner.

These savings programs can be offered as a supplemental savings to existing programs or as a primary savings program for organizations that do not presently have a retirement savings program.

Facts about our Group RRSPs & TFSAs:

- Same low fund management fees that are available under the ACPP plan.
- Contributions can be made through payroll deductions.
- Immediate tax savings are achieved through payroll deductions.
- Employees can control and adjust contribution rates.
- Employers choose and control the matching contribution rate.
- Available to all Alberta Municipalities member employees.

The materials included covers the basics of the Plan design; however, we would be happy to present the details of the plan to you, or your Board, through a presentation if you would prefer. I have cc'd Ala Lada as he is the Regional Manager for your area.

If you have any questions about our retirement services offerings, or your Board has requested additional information, please do not hesitate to contact us.

Attachments:

RRSP TFSA Start Savings Guide.pdf
ABMunis - Program Booklet - Group RRSP and TFSA.pdf
ABMunis Fact Sheet_Retirement Services_Savings Programs.pdf

Thank you,
Tiffany

Subject: 753 - Village of Hussar - RRSP/TFSA

Good morning,

Yes, I have looped in our Retirement Services department to help assist you.

Retirement Services, can you assist the Village of Hussar with the inquiry below?

Thank you!

Nicole Baillie (she/her) | Benefits Services Consultant



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

From: Village Office <office@villageofhussar.ca>



Subject: Re: 753 - Village of Hussar - Pricing

Some people who received this message don't often get email from office@villageofhussar.ca. [Learn why this is important](#)

External: This Email is from an external sender. Be alert for Phishing. Do not click links if you do not know the sender.

Good Day Lisa,

Thank you for this information. I have presented it to our Council. We are just awaiting our next meeting for their final decision.

I was also wondering if you have any information or packages for employee savings packages. Like RRSP, LIRA, TFSA?

I thought I was reading it somewhere, I just am not sure where.

Thanks,



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

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 8, 2024
Title:	Spring Municipal Leaders Summit
Agenda Item Number:	6d.

BACKGROUND/DISCUSSION:

Spring Municipal Leaders Summit 2024 will be March 14-15, 2024. The cost is \$1200 plus travel and accommodations.

There is an opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2024 Alberta Municipalities (ABmunis) Spring Municipal Leaders Caucus (SMLC), scheduled to take place at The Westin Edmonton (10135 100 Street NW, Edmonton AB T5J0N7) from March 14-15, 2024. These meetings will be in person at the Westin Edmonton, as scheduling permits.

Should your council wish to meet with Minister McIver during the SMLC, please submit a request by email with potential topics for discussion to ma.engagement@gov.ab.ca no later than February 5, 2024.

We generally receive more requests than can be reasonably accommodated over the course of the SMLC. Requests which meet the following criteria will be given priority for meetings during the SMLC:

Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.

It is highly recommended to provide details on the discussion topics.

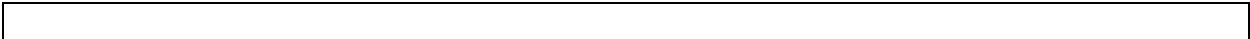
Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.

Meeting requests received after the deadline will not be considered for the SMLC.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the SMLC as to the status of their request.

RECOMMENDATION:

1. Motion for Councillor(s) to enroll in the Spring Municipal Leaders Caucus
2. Motion to accept as information at this time



Meeting request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2024

[REDACTED]

Dear Chief Administrative Officer:

I am writing to inform you of a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2024 Alberta Municipalities (ABmunis) Spring Municipal Leaders Caucus (SMLC), scheduled to take place at The Westin Edmonton (10135 100 Street NW, Edmonton AB T5J0N7) from March 14-15, 2024. These meetings will be in person at the Westin Edmonton, as scheduling permits.

Should your council wish to meet with Minister McIver during the SMLC, please submit a request by email with potential topics for discussion to [REDACTED] no later than February 5, 2024.

We generally receive more requests than can be reasonably accommodated over the course of the SMLC. Requests which meet the following criteria will be given priority for meetings during the SMLC:

- Municipalities that identify up to three discussion topics related to policies or issues directly relevant to the Minister of Municipal Affairs and the department.
 - It is highly recommended to provide details on the discussion topics.
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the SMLC.

Meeting times with the Minister are scheduled for approximately 15 minutes. This allows the Minister to engage with as many councils as possible. All municipalities that submit meeting requests will be notified at least two weeks prior to the SMLC as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for municipalities the Minister is unable to accommodate during the SMLC.

Engagement Team
Municipal Services Division
Municipal Affairs

The logo for Alberta Municipal Affairs, featuring the word "Alberta" in a stylized script font followed by a small blue square icon and the words "Municipal Affairs" in a sans-serif font.


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Classification: Protected A

2024 Municipal Leadership Summit Update

Mon 2024-01-22 1:26 PM

To:Village Office <office@villageofhussar.ca>

 1 attachments (150 KB)

2024 Municipal Leadership Summit - Payment Form.pdf;

Dear Kate,

I hope you had a wonderful weekend!

I am sending an email to provide some clarity and assistance with regards to the upcoming Summit that some individuals have asked about - mainly about the registration for the Summit and assistance with accommodation.

Registration:

The price to register is \$1200.00 + tax. You can find out more information about the two day Summit and register for it [here](#). The link outlines what you will expect to learn and do during your time in the Summit. I have also attached the payment form to assist with the registration process.

****Please note: If you are enrolled in the ECML program or interested in joining the program, please reach out to me for additional information PRIOR to registering.****

Information for booking:

Visit the Malcolm Hotel website at malcolmhotel.ca or click [HERE](#)

Select you check in and check our dates

Click book now

Add Code 'Group Attendee': **2403UNIA**

Click the 'Select & Go to the Next step' button

Select your room type

Select add room & checkout

Enter all information required

A confirmation email will be sent to the email address provided

The Malcolm Hotel has reserved a specific number of rooms until March 1st; after March 1st, while the code will work to provide a discount, there may not be any rooms available. I would highly encourage you to book soon to take advantage of the discount!

If you have any other questions or concerns, please do not hesitate to reach out!

We hope to see you there!

Best Regards,

Jhoanne Gonzales, BCom

[Redacted signature block]

[Redacted signature block]



Credit Card Authorization Form

For payment of the *2024 Municipal Leadership Summit* registration costs:

➤ **\$1,200.00 CAD + GST (\$60.00)**

Credit Card Holder's Name – As it appears on the card: 				
Credit Card Type:		<input type="checkbox"/> Mastercard	<input type="checkbox"/> Visa	<input type="checkbox"/> American Express
Credit Card Number: 			Expiry Date: Month Year 	
Card Holder's Signature: 				
Card Holder's Phone Number: (A representative from the UofA Executive Education unit will call for the 3-digit/letter authorization code, please do not detail it on this form.) ()				

I hereby authorize the total charges of **\$ 1,260.00 Canadian funds** to the above credit card for payment of costs associated with registration and participation in the *2024 Municipal Leadership Summit*.

Please email the completed form to: ecml@ualberta.ca

*Please note that registration fees as detailed do NOT include accommodations. Please contact the host hotel ([The Malcolm](#)) directly and use the code **2403UNIA** to secure the Summit discount.

Summit Delegate NAME: _____.

<i>For internal Alberta School of Business use</i>	
Received by: _____	Date: _____

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	February 8, 2024
Title:	Submit a resolution for debate at ABmunis 2024 Convention
Agenda Item Number:	6e.

BACKGROUND/DISCUSSION:

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2024 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members.

Alberta Municipalities' members are now invited to submit resolutions that will be debated at our 2024 Convention in Red Deer on September 25-27, 2024.

This year, the deadline for submitting a resolution is May 31, 2024. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

RECOMMENDATION:

1. Motion for Councillor(s) to enroll in the Spring Municipal Leaders Caucus
2. Motion to accept as information at this time

Submit a resolution for debate at ABmunis 2024 Convention – Due by May 31

Wed 2024-01-31 12:41 PM

To: Village Office <office@villageofhussar.ca>

Dear Mayors, Councillors, and CAOs

Is there a municipal issue that you think requires advocacy by Alberta Municipalities (ABmunis) to the provincial or federal governments? Sponsoring a resolution for debate at ABmunis' 2024 Convention is an excellent way to bring attention to an issue and empower ABmunis to take action if your resolution is supported by the majority of ABmunis' members

Alberta Municipalities' members are now invited to submit resolutions that will be debated at our 2024 Convention in Red Deer on September 25 27, 2024. If your municipal council is interested in sponsoring a resolution, please visit our [Resolutions page](#) to access all the details including our Resolution Tips sheet, Resolution Template, and Resolutions Policy.

Change for 2024

Beginning this year, the mover municipality and the seconder municipality must represent at least two of the following population categories:

- Less than 2,500 population
- 2,500 to 10,000 population
- Greater than 10,000 population

For example, if the moving municipality has a population of 7,000, then the seconder municipality must be less than 2,500 population or greater than 10,000 population. The purpose of this change is to increase the likelihood that each resolution is applicable to most municipalities.

Deadline for 2024 Resolutions

This year, the deadline for submitting a resolution is May 31, 2024. Don't delay because the councils for the moving and seconding municipality must approve the resolution by the May 31 deadline.

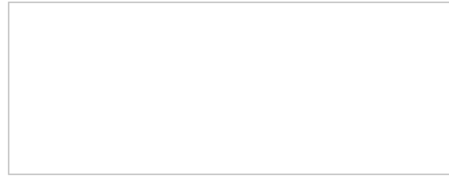
Have a more urgent issue?

If your municipality has a pressing issue that cannot wait until the resolution session at our September Convention, then your municipality can present a request for decision (R/D) for consideration at ABmunis' Spring Municipal Leaders Caucus on March 14 15, 2024. The deadline to [submit an RFD](#) is February 23, 2024.

If you have questions about resolutions or RFDs, please contact our Policy & Advocacy team at [advocacy@abmunis.ca] advocacy@abmunis.ca. Also, make sure that you are registered to attend our [Spring Municipal Leaders Caucus](#) to discuss the resolutions process, action on adopted resolutions from recent years, and connect with municipalities that may be interested in co-sponsoring a resolution with you.

Thank you,

Tyler Gandam | President



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We respectfully acknowledge that we live, work, and play on the traditional and ancestral territories of many Indigenous, First Nations, Métis, and Inuit peoples. We acknowledge that what we call Alberta is the traditional and ancestral territory of many peoples, presently subject to Treaties 4, 6, 7, 8 and 10 and Six Regions of the Métis Nation of Alberta.

Village of Hussar
List of Accounts for Approval
Batch: 2024-00001 to 2024-00017

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
█	█	█	█
9391	2024-01-04	AMSC Insurance Services Ltd.	1,170.81
9392	2024-01-04	ClearTech Industries Inc	1,034.71
9393	2024-01-04	REV - JG Water Services	0.00
9394	2024-01-04	Munisoft	3,536.40
9395	2024-01-04	Reality Bytes Incorporated	52.50
9396	2024-01-04	Sunset Memorial & Stone Ltd.	13,530.50
9397	2024-01-04	Wild Rose Assessment Service	498.75
9398	2024-01-11	Drumheller & District Solid	653.76
9399	2024-01-11	EPCOR Utilities Inc.	4,772.43
█	█	█	█
9401	2024-01-11	Palliser Regional	4,000.00
9402	2024-01-11	WADEMSA	1,312.00
█	█	█	█
9404	2024-01-18	Alberta Municipalities	1,143.38
9405	2024-01-18	Direct Energy	927.56
9406	2024-01-18	Drumheller & District Solid	9,014.40
9407	2024-01-18	Data Scavenger Inc.	157.50
9408	2024-01-18	Munisoft	114.45
9409	2024-01-18	Taxervise	1,307.25
9410	2024-01-18	Telus Communications Inc.	122.48
9411	2024-01-18	Plante, Michelle	300.00
9412	2024-01-29	ProTech Home Inspection Services	472.50
█	█	█	█
█	█	█	█

Village of Hussar
List of Accounts for Approval
Batch: 2024-00001 to 2024-00017

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
9415	2024-01-31	Canada Revenue Agency	1,845.04
9416	2024-01-31	Jepson Petroleum Ltd.	439.12
9417	2024-01-31	Munisoft	636.54
9418	2024-01-31	Plante, Michelle	175.00
9419	2024-01-31	Telus Mobility	112.25
9420	2024-01-31	Telus	37.75
9421	2024-01-31	Wheatland County	1,645.39
Total Computer Cheque:			<u>49,175.20</u>

OTHER

Payment #	Date	Vendor Name	Payment Amount
CHQ 9393	2024-01-10	JG Water Services	3,518.49
Total Other:			<u>3,518.49</u>

Total AP: 52,693.69

Certified Correct This February 6, 2024

Reeve

Administrator

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE January 31, 2024

STATEMENT BALANCE 130,667.57

ADD: OUTSTANDING DEPOSITS

Cheques Deposited Feb 1 for Jan 31	110.00	
Cheques Deposited Feb 1 for Jan 31	7,037.61	-
		<u>7,147.61</u>

LESS: OUTSTANDING CHEQUES

9412 Protech Home Inspection Services	472.50	
9415 Canada Revenue Agency	1,845.04	
9416 Jepsen Petroleum Ltd.	439.12	
9417 Munisoft	636.54	
9418 Michelle Plante	175.00	
9419 Telus Mobility	112.25	
9420 Telus	37.75	
9421 Wheatland County	1645.39	
		<u>- 9,466.69</u>

OUTSTANDING TRANSFERS

Someone paid 50 cent cash balance was .49 four -	0.01	
	-	
		<u>- 0.01</u>

RECONCILED BALANCE	128,348.48
GL BALANCE (3000012700)	<u>128,348.48</u>
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,218.54	Interest
Community Account (Rate .05)	GL BALANCE	<u>3,218.54</u>	\$ 0.14
	Variance	-	

Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT		Interest
Community Account (Rate .05)	GL BALANCE	<u>19,474.87</u>	\$ 0.80
	Variance	- 19,474.87	

Cemetery Common Share Account 10499317 (3000013000)	STATEMENT	29.14	Interest
Common Share	GL BALANCE	<u>29.14</u>	\$ -
	Variance	-	

Mayors Memorial Trust Term Account 723112380412 (3000013400)	STATEMENT	1,234.24	Interest
6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	GL BALANCE	<u>1,257.98</u>	\$ -

	Variance	<u>-</u>	<u>23.74</u>	
Cemetery Reserve 722821002853 (3000013500)	STATEMENT	-		Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>10,708.01</u>		\$ 13.62
	Variance	-	<u>10,708.01</u>	
FGTF Grant Term Account 723112220006 (3000013700)	STATEMENT	-		Interest
12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	GL BALANCE	<u>-</u>		\$ -
	Variance	-		
Common Share 10497733 (3000030000)	STATEMENT	2,857.26		Interest
Common Share	GL BALANCE	<u>2,857.26</u>		\$ -
	Variance	-		
Village Reserves 15037021 (3000032000)	STATEMENT	38,985.03		Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>39,015.03</u>		\$ 49.61
	Variance	-	<u>30.00</u>	Service fees
Walking Trail Trust Term Account 15137870 (3000032220)	STATEMENT			Interest
6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	GL BALANCE	<u>1,128.46</u>		\$ -
	Variance	-	<u>1,128.46</u>	
MSI Capital Term Account 15137904 (3000032400)	STATEMENT	-		Interest
12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	GL BALANCE	<u>-</u>		\$ -
	Variance	-		
Equipment Reserve Account 722821632733(3000033000)	STATEMENT	20,256.26		Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>20,256.26</u>		\$ 25.77
	Variance	-		
Special Events Account 722821632741 (3000034000)	STATEMENT	932.64		Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>932.64</u>		\$ 0.10
	Variance	-		
Emergency Management 722821646022 (3000035000)	STATEMENT	2,286.26		Interest
Savings Account (Rate .05)	GL BALANCE	<u>2,286.26</u>		\$ 0.11
	Variance	-		
Centennial 722821666012 (3000036000)	STATEMENT	2,502.15		Interest
Savings Account (Rate .05)	GL BALANCE	<u>2,502.15</u>		\$ 0.11
	Variance	-		
Village Reserves Term Account 723112219933 (3000031000)	STATEMENT	-		Interest
12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	GL BALANCE	<u>-</u>		\$ -
	Variance	-		

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
REVENUES						
TAXES						
1000011000 - Municipal Property Taxes			172,041.93	175,770.18	(3,728.25)	2.1-
1000011200 - Alberta School Foundation Taxes			40,808.60	40,808.73	(0.13)	
1000011300 - Wheatland Lodge Taxes			1,540.57	1,541.00	(0.43)	
1000011400 - DI Property Tax Requisition			30.81	30.81		
Total TAXES:			214,421.91	218,150.72	(3,728.81)	1.7-
REVENUE FROM OWN SOURCE						
1000051000 - Property Tax Penalty		3,862.98	5,909.87	10,000.00	(4,090.13)	40.9-
1000054000 - ATCO Gas Franchise Fee		1,398.19	20,254.55	21,000.00	(745.45)	3.6-
1000055000 - Return On Investments		509.13	9,830.54	1,000.00	8,830.54	883.1
Total REVENUE FROM OWN SOURCE:		5,770.30	35,994.96	32,000.00	3,994.96	12.5
ADMINISTRATION REVENUE						
1120041000 - General Services & Supplies		40.00	1,127.00	800.00	327.00	40.9
1120041100 - Insurance/Lions/Sen/Lib/Ag.Soc.			9.00		9.00	
1120056000 - Rentals/ Lease Revenue			3,673.50	3,200.00	473.50	14.8
1120084000 - Provincial Operating Grant			48,406.00	48,406.00		
Total ADMINISTRATION REVENUE:		40.00	53,215.50	52,406.00	809.50	1.5
RCMP & BYLAW SERVICES						
1260051000 - Animal Licenses		90.00	790.00	600.00	190.00	31.7
1260051500 - Provincial Fines Distribution				160.00	(160.00)	100.0-
Total RCMP & BYLAW SERVICES:		90.00	790.00	760.00	30.00	4.0
PUBLIC WORKS						
1310041000 - PW Services/Supplies				1,000.00	(1,000.00)	100.0-
Total PUBLIC WORKS:				1,000.00	(1,000.00)	100.0-
ROADS & STREET LIGHTS						
1320054000 - Fortis Franchise		2,678.66	33,634.33	31,000.00	2,634.33	8.5
Total ROADS & STREET LIGHTS:		2,678.66	33,634.33	31,000.00	2,634.33	8.5
WATER SUPPLY/DISTRIBUTION						
1410040000 - Water Billing		5,032.00	81,650.30	79,516.00	2,134.30	2.7
1410041000 - Water Services/Supplies				100.00	(100.00)	100.0-
1410051000 - Water Penalty		161.76	1,586.01	1,050.00	536.01	51.1
Total WATER SUPPLY/DISTRIBUTION:		5,193.76	83,236.31	80,666.00	2,570.31	3.2
SANITARY SEWAGE SERVICE						
1420040000 - Sewer Billing		1,184.00	27,229.62	29,664.00	(2,434.38)	8.2-
1420051000 - Sewer Penalty		71.05	878.25	1,000.00	(121.75)	12.2-
Total SANITARY SEWAGE SERVICE:		1,255.05	28,107.87	30,664.00	(2,556.13)	8.3-
SOLID WASTE						

Report Date
2024-02-01 8:58 AM

Village of Hussar
Budgetary Control
For the Period 2023-01-01 - 2023-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
1430040000 - Garbage Collection Billing		1,898.00	31,239.54	31,512.00	(272.46)	0.9-
1430051000 - Garbage Collection Penalty		66.95	706.18	500.00	206.18	41.2
Total SOLID WASTE:		1,964.95	31,945.72	32,012.00	(66.28)	0.2-
CEMETERY						
1560041000 - Cemetery Revenue			4,438.10	2,000.00	2,438.10	121.9
1560055000 - Cemetery Interest		121.88	1,594.83	5.00	1,589.83	####.#
1560059000 - Cemetery Donations			558.00	1,000.00	(442.00)	44.2-
Total CEMETERY:		121.88	6,590.93	3,005.00	3,585.93	119.3
PLANNING & DEVELOPMENT						
1610041000 - Development Permits			665.00	650.00	15.00	2.3
1610084000 - Provincial Grant			20,327.48		20,327.48	
Total PLANNING & DEVELOPMENT:			20,992.48	650.00	20,342.48	3129.6
PARKS & RECREATION						
1720041000 - Campground Revenue		250.00	4,193.10	4,000.00	193.10	4.8
1720056500 - Fish & Game Club Lease			500.00	500.00		
1720081000 - Grants from Others		(300.01)	(21,467.00)	1,800.00	(23,267.00)	1292.6-
Total PARKS & RECREATION:		(50.01)	(16,773.90)	6,300.00	(23,073.90)	366.3-
Total REVENUES:		17,064.59	492,156.11	488,613.72	3,542.39	0.7
ASSETS						
Revenue Totals:		17,064.59	492,156.11	488,613.72	3,542.39	0.7
EXPENDITURES						
2000076000 - Alberta School Foundation Requisition		8,971.49	39,937.13	40,808.73	871.60	2.1
2000076200 - DI Property Assessment				30.81	30.81	100.0
2000076500 - Wheatland Lodge Requisition			1,541.00	1,541.00		
2000076600 - Royal Canadian Mounted Police Requisitio			6,410.00	6,410.00		
COUNCIL & OTHER LEGISLATIVE						
2110013000 - Council EI Premiums		182.97	629.59	950.00	320.41	33.7
2110014000 - Council Training				1,300.00	1,300.00	100.0
2110015000 - Council Honorarium/Per Diem		3,950.00	14,075.00	14,500.00	425.00	2.9
2110021000 - Council Mileage & Expenses		1,010.46	2,807.02	3,500.00	692.98	19.8
2110051500 - Donations/Gifts			940.85	1,000.00	59.15	5.9
Total COUNCIL & OTHER LEGISLATIVE:		5,143.43	18,452.46	21,250.00	2,797.54	13.2
GENERAL ADMINISTRATION						
2120011000 - Admin Salaries & Wages		3,941.48	44,399.79	43,500.00	(899.79)	2.1-
2120011500 - Contracted Casual Labour			4,687.50	4,800.00	112.50	2.3

Report Date
2024-02-01 8:58 AM

Village of Hussar
Budgetary Control
For the Period 2023-01-01 - 2023-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2120012000 - AMSC Benefits Employer Contribution		424.65	4,671.15	4,672.00	0.85	
2120012500 - LAPP Employer Contribution				750.00	750.00	100.0
2120013000 - Admin CPP/EI Contributions		307.31	3,449.02	3,700.00	250.98	6.8
2120014000 - Administration Training		218.00	723.44	2,500.00	1,776.56	71.1
2120021000 - Admin Mileage & Expenses		322.32	1,423.29	2,500.00	1,076.71	43.1
2120021500 - Postage/Courier/Freight		44.36	1,497.15	1,500.00	2.85	0.2
2120022000 - Advertising				1,000.00	1,000.00	100.0
2120022500 - Memberships		125.85	1,869.08	1,800.00	(69.08)	3.8-
2120023000 - Accounting/Audit expense			14,500.00	14,500.00		
2120023500 - Legal Fees			170.00	1,000.00	830.00	83.0
2120024000 - Assessment Services		475.00	5,675.01	5,700.00	24.99	0.4
2120024500 - IT Services/Website		527.80	5,159.88	5,000.00	(159.88)	3.2-
2120027000 - Insurance Premiums			7,555.82	7,732.00	176.18	2.3
2120051000 - Office Supplies & Services		1,254.54	6,027.06	6,000.00	(27.06)	0.5-
2120054000 - Admin Utilities		435.66	3,766.28	3,750.00	(16.28)	0.4-
2120080000 - Admin - Amortization Expenses				560.00	560.00	100.0
Total GENERAL ADMINISTRATION:		8,076.97	105,574.47	110,964.00	5,389.53	4.9
FIRE ASSOCIATION						
2230076000 - Fire Association Requisition			8,150.00	8,150.00		
2230076500 - Fire Capital Contribution			1,000.00	1,000.00		
Total FIRE ASSOCIATION:			9,150.00	9,150.00		
EMERGENCY MANAGEMENT						
2240051000 - Emergency Supplies & Services				100.00	100.00	100.0
Total EMERGENCY MANAGEMENT:				100.00	100.00	100.0
AMBULANCE SERVICES						
2250076000 - WADEMSA Requisition			1,312.00	1,312.00		
Total AMBULANCE SERVICES:			1,312.00	1,312.00		
RCMP & BYLAW SERVICES						
2260035000 - Protective Services				550.00	550.00	100.0
Total RCMP & BYLAW SERVICES:				550.00	550.00	100.0
COMMON SERVICES						
2310011000 - Public Works Wages		3,027.60	37,193.16	40,000.00	2,806.84	7.0
2310012000 - Public Works Benefits		391.36	5,084.68	5,088.00	3.32	0.1
2310013000 - Public Works CPP/EI		257.26	3,331.75	3,725.00	393.25	10.6
2310014000 - Public Works Training				500.00	500.00	100.0
2310025000 - Equipment Maintenance		403.54	3,569.26	4,500.00	930.74	20.7
2310025500 - Contracted Maintenance			160.00	1,500.00	1,340.00	89.3
2310025600 - Building Maintenance		1,800.00	1,800.00	2,500.00	700.00	28.0
2310026000 - Equipment Rentals				500.00	500.00	100.0

Report Date
2024-02-01 8:58 AM

Village of Hussar
Budgetary Control
For the Period 2023-01-01 - 2023-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2310027000 - Insurance Premiums			1,732.40	1,733.00	0.60	
2310035000 - Weed Inspector			240.00	250.00	10.00	4.0
2310051000 - PW General Supplies		610.00	2,530.69	3,000.00	469.31	15.6
2310051500 - Public Works Tools/Equipment			1,251.97	2,700.00	1,448.03	53.6
2310052500 - Cardlock Fuel		248.84	3,690.26	4,500.00	809.74	18.0
2310054000 - Public Works Utilites		732.11	5,529.15	5,750.00	220.85	3.8
2310077000 - Transfer to Equipment Reserve				10,000.00	10,000.00	100.0
2310080000 - Common - Amortization Expense				7,930.00	7,930.00	100.0
Total COMMON SERVICES:		7,470.71	66,113.32	94,176.00	28,062.68	29.8
ROADS/STREETS						
2320024000 - Roads Maintenance				1,500.00	1,500.00	100.0
2320025000 - Roads Contracted Maintenance			14,715.18	9,000.00	(5,715.18)	63.5-
2320054000 - Utilities - Street Lights		3,805.58	23,752.63	21,000.00	(2,752.63)	13.1-
2320080000 - Roads - Amortization Expense				70,130.00	70,130.00	100.0
Total ROADS/STREETS:		3,805.58	38,467.81	101,630.00	63,162.19	62.2
WATER SUPPLY & DISTRIBUTION						
2410021500 - Water Postage & Freight			529.72	500.00	(29.72)	5.9-
2410023000 - Water Operations Contract		6,037.20	29,356.60	27,600.00	(1,756.60)	6.4-
2410023500 - Water Testing				250.00	250.00	100.0
2410025000 - Water Contracted Maintenance		825.00	14,691.56	24,000.00	9,308.44	38.8
2410026000 - Lease Payments			3,166.72	3,166.00	(0.72)	
2410027000 - Insurance Premiums			1,698.99	1,699.00	0.01	
2410051000 - Water Services/Supplies			151.25	152.00	0.75	0.5
2410053000 - Treatment Chemicals			4,032.65	4,800.00	767.35	16.0
2410054000 - Water Utilities		3,028.77	21,169.15	17,000.00	(4,169.15)	24.5-
2410080000 - Water - Amortization Expense				38,630.00	38,630.00	100.0
Total WATER SUPPLY & DISTRIBUTION:		9,890.97	74,796.64	117,797.00	43,000.36	36.5
WASTEWATER						
2420023000 - Sewer Operations Contract		1,509.30	7,339.16	7,000.00	(339.16)	4.9-
2420025000 - Contracted Maintenance			1,899.80	3,675.00	1,775.20	48.3
2420027000 - Insurance Premiums			1,000.94	1,001.00	0.06	
2420051000 - Sewer Services/Supplies				120.00	120.00	100.0
2420054000 - Sewer Utilities		708.80	4,142.12	3,500.00	(642.12)	18.4-
2420080000 - Sewer - Amortization Expense				22,338.00	22,338.00	100.0
2420083000 - Debenture Interest			495.24	496.00	0.76	0.2
Total WASTEWATER:		2,218.10	14,877.26	38,130.00	23,252.74	61.0
GARBAGE COLLECTION/DISPOSAL						
2430011000 - Garbage Collection Wages		365.00	3,345.85	3,600.00	254.15	7.1
2430025000 - Transfer Site Maintenance		1,290.23	8,532.78	7,000.00	(1,532.78)	21.9-

Report Date
2024-02-01 8:58 AM

Village of Hussar
Budgetary Control
For the Period 2023-01-01 - 2023-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2430035000 - Transfer Site Labour		1,413.56	7,456.30	7,875.00	418.70	5.3
2430054000 - Transfer Site Utilities		80.71	382.57	525.00	142.43	27.1
2430076000 - Drum Solid Waste Requisition			7,646.29	7,646.29		
2430077000 - Drum Solid Waste Loan Payment 10y			653.76	653.76		
2430078000 - SAEWA Requisition				99.75	99.75	100.0
Total GARBAGE COLLECTION/DISPOSAL:		3,149.50	28,017.55	27,399.80	(617.75)	2.3-
FAMILY/COMMUNITY SERVICES						
2510076000 - FCSS Requisition			1,360.42	1,500.00	139.58	9.3
Total FAMILY/COMMUNITY SERVICES:			1,360.42	1,500.00	139.58	9.3
CEMETERY						
2560011000 - Cemetery Wages			294.20	225.00	(69.20)	30.8-
2560025000 - Cemetery Maintenance			1,129.00	687.00	(442.00)	64.3-
2560051000 - Cemetery Goods & Services			5,957.89	6,693.00	735.11	11.0
2560054000 - Cemetery Utilities		140.49	827.83	1,200.00	372.17	31.0
2560080000 - Cemetery Amortization Expense				200.00	200.00	100.0
Total CEMETERY:		140.49	8,208.92	9,005.00	796.08	8.8
PLANNING & DEVELOPMENT						
2610022000 - Planning & Development Advertising				1,000.00	1,000.00	100.0
2610023000 - Planning & Development Consulting			383.70		(383.70)	
2610076000 - Palliser Requisition			3,000.00	3,000.00		
Total PLANNING & DEVELOPMENT:			3,383.70	4,000.00	616.30	15.4
PARKS/RECREATION						
2720011000 - Campground Wages			3,218.89	3,000.00	(218.89)	7.3-
2720025000 - Campground Maintenance			4,685.01	5,000.00	314.99	6.3
2720027000 - Campground Insurance			363.78	364.00	0.22	0.1
2720051000 - Campground Services & Supplies			50.43	1,000.00	949.57	95.0
2720054000 - Campground Utilities		812.12	4,448.01	4,500.00	51.99	1.2
2720080000 - Parks & Rec - Amortization Expense				43,768.00	43,768.00	100.0
Total PARKS/RECREATION:		812.12	12,766.12	57,632.00	44,865.88	77.9
OLD SCHOOL GROUNDS						
2730011000 - School ground wages			2,395.91	1,000.00	(1,395.91)	139.6-
2730025000 - School ground maintenance			1,425.31	1,500.00	74.69	5.0
Total OLD SCHOOL GROUNDS:			3,821.22	2,500.00	(1,321.22)	52.9-
COMMUNITY SERVICES/CULTURE						
2740076000 - Marigold Requisition			1,244.60	1,245.00	0.40	
2740076500 - Hussar Library Contribution		500.00	500.00	500.00		
2740080000 - Culture Amortization Expense				1,480.00	1,480.00	100.0
6410023000 - Water Capital Engineering		43,704.60	482,452.03		(482,452.03)	
6420023000 - Sewer Capital Engineering		43,704.60	482,451.97		(482,451.97)	

Report Date
2024-02-01 8:58 AM

Village of Hussar
Budgetary Control
For the Period 2023-01-01 - 2023-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
999999999 - Suspense Account		225.00	982.17		(982.17)	
Total COMMUNITY SERVICES/CULTURE:		88,134.20	967,630.77	3,225.00	(964,405.77)	####.#-
Total EXPENDITURES:		137,813.56	1,401,820.79	649,111.34	(752,709.45)	116.0-
Expense Totals:		137,813.56	1,401,820.79	649,111.34	(752,709.45)	116.0-
Net Surplus (Deficit):		(120,748.97)	(909,664.68)	(160,497.62)	(749,167.06)	466.8-

Accounts Printed: 129

MuniSoft

2024 Interim Operating Budget

General

Account #	Description	2022 Budget	2023 Budget	2024 Budget
1000011000	Municipal Property Taxes	(189,814.22)	(175,770.18)	(181,432.81)
1000011200	Alberta School Foundation Taxes	(40,415.59)	(40,808.73)	(41,290.00)
1000011300	Wheatland Lodge Taxes	(1,396.00)	(1,541.00)	(1,695.00)
1000011400	DI Property Taxes	(30.00)	(30.81)	(32.00)
1000051000	Property Tax Penalty	(10,000.00)	(10,000.00)	(7,000.00)
1000054000	ATCO Gas Franchise Fee	(20,000.00)	(21,000.00)	(20,500.00)
1000055000	Return on Investments	(1,000.00)	(1,000.00)	(1,000.00)
2000076000	Alberta School Foundation Fund	40,415.59	40,808.73	41,290.00
2000076200	DI Property Tax Requisition	30.00	30.81	30.81
	Wheatland Lodge Taxes			-
2000076500	Wheatland Lodge Requisition	1,396.00	1,541.00	1,695.00
2000077000	Operating Contingency	-	-	-
		(220,814.22)	(207,770.18)	(209,934.00)

Council

Account #	Description	2022 Budget	2023 Budget	
2110013000	Council CPP Deductions	950.00	950.00	900.00
2110014000	Council Training	1,800.00	1,300.00	1,300.00
2110015000	Council Honorarium/Per Diem	14,500.00	14,500.00	14,500.00
2110021000	Council Mileage & Expense	3,000.00	3,500.00	3,200.00
2110051500	Donations/Gifts	1,200.00	1,000.00	1,000.00
		21,450.00	21,250.00	20,900.00

Elections and Census

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

Administration

Account #	Description	2022 Budget	2023 Budget	
1120041000	General Services And Supplies	(500.00)	(800.00)	(800.00)
1120056000	Rentals/ Lease Revenue	(3,200.00)	(3,200.00)	(3,750.00)
1120084000	Provincial Operating Grant	(24,203.00)	(48,406.00)	(48,406.00)
1720081000	Grants from Others - Bursary SLGM	(1,200.00)	-	
2120011000	Admin Salaries & Wages	48,200.00	43,500.00	46,000.00
2120011500	Contracted Casual Hours	3,100.00	4,800.00	4,000.00
2120012000	AMSC Benefits Employer Contribution	2,200.00	4,672.00	5,273.00
2120012500	LAPP Employer Contribution	4,075.00	750.00	3,900.00
2120013000	Admin CPP/EI Contributions	3,625.00	3,700.00	3,700.00
2120014000	Administration Training	3,000.00	2,500.00	2,000.00
2120021000	Admin Mileage & Expenses	2,300.00	2,500.00	2,100.00
2120021500	Postage/Courier/Freight	1,500.00	1,500.00	1,500.00
2120022000	Advertising	1,000.00	1,000.00	1,000.00
2120022500	Memberships	1,800.00	1,800.00	1,900.00

2120023000 Banking Charges & Audit expense	12,500.00	14,500.00	16,200.00
2120023500 Legal Fees	1,500.00	1,000.00	1,000.00
2120024000 Assessment Services	5,600.00	5,700.00	5,750.00
2120024500 IT Services/Website	5,890.00	5,000.00	7,600.00
2120027000 Insurance Premiums	6,725.00	7,732.00	7,700.00
2120051000 Office Supplies & Services	6,000.00	6,000.00	4,500.00
2120052000 COVID-19 Expenses	-	-	
2120054000 Admin Utilities	4,250.00	3,750.00	4,000.00
2120080000 Admin - Amortization Expenses	560.00	560.00	560.00
	84,722.00	58,558.00	65,727.00

Fire

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

2028 Centennial Event

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

Emergency Management

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

Ambulance/Emergency Services

Account #	Description	2022 Budget	2023 Budget	
2250076000	WADMSA Requisition	1,520.00	1,312.00	1,312.00
		1,520.00	1,312.00	1,312.00

RCMP & Bylaw Enforcement

Account #	Description	2022 Budget	2023 Budget	
1260051000	Animal Licenses	(400.00)	(600.00)	(900.00)
1260051500	Provincial Fines Distribution	(160.00)	(160.00)	(160.00)
2000076600	RCMP	6,760.00	6,410.00	9,615.00
2260035000	Protective Services	550.00	550.00	550.00
		6,750.00	6,200.00	9,105.00

Public Works

Account #	Description	2022 Budget	2023 Budget	
1310041000	PW Services/Supplies	(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	37,625.00	40,000.00	39,000.00
2310012000	Public Works Benefits	5,070.00	5,088.00	5,265.00
2310013000	Public Works CPP/EI	3,550.00	3,725.00	3,900.00
2310014000	Public Works Training	-	500.00	500.00
2310025000	Equipment Maintenance	3,000.00	4,500.00	4,250.00
2310025500	Contracted Maintenance	1,500.00	1,500.00	2,000.00

2310025600 Building Maintenance	8,000.00	2,500.00	3,500.00
2310026000 Equipment Rentals	250.00	500.00	250.00
2310027000 Insurance Premiums	1,550.00	1,733.00	1,850.00
2310035000 Weed Inspector	360.00	250.00	300.00
2310051000 PW General Supplies	4,450.00	3,000.00	2,500.00
2310051500 Public Works Tools/Equipment	2,250.00	2,700.00	1,500.00
2310052500 Cardlock Fuel	4,000.00	4,500.00	4,200.00
2310054000 Public Works Utilities	5,600.00	5,750.00	5,750.00
2310077000 Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00
2310080000 Common - Amortization Expense	7,930.00	7,930.00	7,930.00
	86,335.00	91,376.00	89,945.00

Roads

Account #	Description	2022 Budget	2023 Budget	
1320054000	Fortis Franchise	(27,252.00)	(31,000.00)	(32,000.00)
2320025000	Roads Contracted Maintenance	5,500.00	9,000.00	6,500.00
2320024000	Roads Maintenance	1,500.00	1,500.00	1,500.00
2320054000	Utilities - Street Lights	20,500.00	21,000.00	24,000.00
2320080000	Roads - Amortization Expense	70,130.00	70,130.00	70,130.00
		70,378.00	70,630.00	70,130.00

Water

Account #	Description	2022 Budget	2023 Budget	
1410040000	Water Billing	(69,768.00)	(79,516.00)	(85,680.00)
1410041000	Water Services/Supplies	(100.00)	(100.00)	(100.00)
1410041500	Bulk Water Sales	(2,000.00)	-	-
1410051000	Water Penalty	(1,000.00)	(1,050.00)	(1,400.00)
2410021500	Water Postage & Freight	500.00	500.00	550.00
2410023000	Water Operations Contract	27,600.00	27,600.00	29,500.00
2410023500	Water Testing	250.00	250.00	250.00
2410025000	Water Contracted Maintenance	20,000.00	24,000.00	20,000.00
2410026000	Lease Payments	3,075.00	3,166.00	3,250.00
2410027000	Insurance Premiums	1,580.00	1,699.00	1,780.00
2410051000	Water Services/Supplies	150.00	152.00	155.00
2410053000	Treatment Chemicals	4,800.00	4,800.00	4,800.00
2410054000	Water Utilities	13,500.00	17,000.00	17,000.00
2410077000	Transfer to Reserves	1,413.00	1,499.00	9,895.00
2410080000	Water - Amortization Expense	38,630.00	38,630.00	38,630.00
		38,630.00	38,630.00	38,630.00

Wastewater

Account #	Description	2022 Budget	2023 Budget	
1420040000	Sewer Billing	(48,960.00)	(29,664.00)	(20,160.00)
1420051000	Sewer Penalty	(1,000.00)	(1,000.00)	(800.00)
2420023000	Sewer Operations Contract	7,000.00	7,000.00	7,500.00
2420025000	Contracted Maintenance	3,500.00	3,675.00	3,700.00
2420027000	Insurance Premiums	930.00	1,001.00	1,100.00
2420051000	Sewer Services/Supplies	120.00	120.00	120.00
2420054000	Sewer Utilities	2,600.00	3,500.00	4,500.00
2420077000	Transfer to Reserves	34,845.00	14,872.00	4,040.00
2420080000	Sewer - Amortization Expense	22,338.00	22,338.00	22,338.00

2420083000	Debenture Interest	965.00	496.00	-
		<u>22,338.00</u>	<u>22,338.00</u>	<u>22,338.00</u>

Solid Waste

Account #	Description	2022 Budget	2023 Budget	
1430040000	Garbage Collection Billing	(31,512.00)	(31,512.00)	(32,136.00)
1430051000	Garbage Collection Penalty	(500.00)	(500.00)	(600.00)
2430011000	Garbage Collection Wages	3,510.00	3,600.00	3,600.00
2430025000	Transfer Site Maintenance	7,000.00	7,000.00	8,700.00
2430035000	Transfer Site Labour	7,500.00	7,875.00	7,900.00
2430054000	Transfer Site Utilities	500.00	525.00	550.00
2430076000	Drum Solid Waste Requisition	7,880.00	7,646.29	9,015.00
2430077000	Transfer to Reserves	4,873.00	4,611.96	2,212.00
2430078000	SAEWA Requisition	95.00	99.75	105.00
2430077000	Loan Interest	654.00	654.00	654.00
		<u>-</u>	<u>-</u>	<u>-</u>

WFCSS

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

Cemetery

Account #	Description	2022 Budget	2023 Budget	
1560041000	Cemetery Revenue	(1,300.00)	(2,000.00)	(2,000.00)
1560055000	Cemetery Interest	(5.00)	(5.00)	(5.00)
1560059000	Cemetery Donations	(1,000.00)	(1,000.00)	(1,000.00)
1560077000	Transfer from Reserves/Perpetual Account	(6,000.00)	(6,000.00)	(27,143.00)
2560011000	Cemetery Wages	218.34	225.00	300.00
2560021500	Cemetery Postage/Freight	-	-	-
2560025000	Cemetery Maintenance	686.66	687.00	687.00
2560051000	Cemetery Goods & Services	6,000.00	6,693.00	27,761.00
2560054000	Cemetery Utilities	1,200.00	1,200.00	1,200.00
2560080000	Cemetery Amortization Expense	200.00	200.00	200.00
		<u>-</u>	<u>-</u>	<u>-</u>

Planning & Development

Account #	Description	2022 Budget	2023 Budget	
1610041000	Development Permits	(500.00)	(650.00)	(600.00)
1610084000	Provincial Grant	(23,000.00)	-	-
2610022000	Planning & Development Advertising	1,000.00	1,000.00	1,000.00
2610023000	Planning & Development Consulting	23,000.00	-	500.00
2610076000	Palliser Requisition	2,050.00	3,000.00	4,000.00
		<u>2,550.00</u>	<u>3,350.00</u>	<u>4,900.00</u>

Campground

Account #	Description	2022 Budget	2023 Budget	2024 Budget
1720041000	Campground Revenue	(12,000.00)	(4,000.00)	(4,700.00)
1720056500	Fish & Game Club Payments	(500.00)	(500.00)	(500.00)
1720059000	Campground Donations	-	-	-
1720081000	Grants from Others	-	-	-

2720011000 Campground Wages	3,855.00	3,000.00	3,000.00
2720025000 Campground Maintenance	5,000.00	5,000.00	5,000.00
2720027000 Campground Insurance	245.00	364.00	375.00
2720051000 Campground Services & Supplies	1,200.00	1,000.00	1,000.00
2720054000 Campground Utilities	4,325.00	4,500.00	4,700.00
2720077000 Transfer to Campground Reserve	-	-	-
2720080000 Parks & Rec - Amortization Expense	43,768.00	43,768.00	43,768.00
	<u>45,893.00</u>	<u>53,132.00</u>	<u>52,643.00</u>

School Grounds

Account #	Description	2022 Budget	2023 Budget	
2730011000	School ground wages	700.00	1,000.00	500.00
2730025000	School ground maintenance	1,500.00	1,500.00	1,400.00
		<u>2,200.00</u>	<u>2,500.00</u>	<u>1,900.00</u>

Library

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

Operating Budget

	<u>176,699.78</u>	<u>176,230.82</u>	<u>185,036.00</u>
Less: Amortization Expenses	(185,036.00)	(185,036.00)	(185,036.00)
Add: Debenture Principal Payments	8,336.22	8,805.18	-
Add: Transfer to Capital Reserves			
TOTAL OPERATING BUDGET	<u>-</u>	<u>-</u>	<u>-</u>

Approved this ___ day of _____, 2024

Les Schultz, Mayor

Liz Santerre, CAO

JGwaterservices Montly Summary For Jan 2024

2024-01-11	Insulated bottom of East well, added more heat to prevent freezing
2024-01-18	Located Curb Stop on 2nd Ave (Patterson)
2024-01-24	Lift Station Alarm High Level (cleaned floats & reset pump)



Engagement on improving police governance

Discussion guide on legislated governance changes in communities served by the Royal Canadian Mounted Police (RCMP) in Alberta

Introduction

The Government of Alberta (GoA) invites stakeholders to inform the development of supporting regulations enabled by the *Police Amendment Act, 2022* (PAA) related to police governance in Alberta.

The PAA mandates the establishment of civilian governance bodies for all communities policed by the RCMP, including regional and municipal policing committees (for communities with a municipal police service agreement) and a provincial police advisory board (PPAB) (for those under the provincial police service agreement). As a next step to the 2022 legislative amendments, the GoA is now developing supporting regulations to clarify the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees. Your input is crucial to help the government gain a comprehensive understanding of the different needs and perspectives of Alberta's diverse communities to develop these regulations.

Input submission

This discussion guide aims to facilitate discussions within your organization by offering pertinent context and assisting in the preparation of written submission. You are invited to provide input through the online questionnaire, which aligns with the questions outlined in this discussion guide.

[To access the online questionnaire, please use this link.](#)

This discussion guide is tailored for communities that fall under the Provincial Police Service Agreement (PPSA) that will be represented by the Provincial Police Advisory Board. The online questionnaire will prompt you to identify your affiliation and automatically direct you to parts of the engagement that are relevant to your community.

Scope

This engagement seeks stakeholder input on establishment of civilian governance bodies, including regional and municipal policing committees and the PPAB in communities policed by the RCMP. This includes the powers, duties, functions, and composition of these new governance bodies, as well as the regional configurations for the regional policing committees.

Overview of *Police Amendment Act, 2022*

Following several years of engagement with stakeholders and the public, the Legislative Assembly passed the PAA in December 2022 to modernize policing in Alberta. The legislation was intended to increase police transparency and enhance public trust to help build safer communities. In addition to other reforms, the legislation created formal civilian governance bodies for all communities policed by the RCMP in Alberta, with the intent for communities to have a role in setting policing priorities and performance goals. Before the amendments, communities did not have this role.

PAA key changes:

- establishes an independent agency, the Police Review Commission, to manage complaints against police and conduct disciplinary proceedings
- mandates the creation of civilian governing bodies for communities policed by the RCMP
- expands the mandate of Alberta Serious Incident Response Team (ASIRT) to investigate cases of serious injury or death and serious and sensitive allegations involving peace officers (for example, Alberta Sheriffs and community peace officers)
- requires police commissions to develop community safety plans and report annually on their progress

- requires police commissions to create diversity and inclusion plans to reflect the communities they serve and better understand their needs
- enables the Minister of Public Safety and Emergency Services to set provincial policing priorities to help foster consistency in policing across Alberta
- requires police commissions to create their own policing priorities that consider the provincial priorities and report annually on their progress
- adds 8 guiding principles for Alberta police services to provide a foundation of core beliefs and values
- makes administrative changes to the Law Enforcement Review Board

While some PAA provisions have been proclaimed and are in force, others have not been proclaimed and are not in force yet, including the provisions related to civilian governance bodies.

More information on the PAA can be found on [the Government of Alberta website](#).

Civilian governance bodies

The legislation mandates civilian governance bodies for all communities policed by the RCMP in Alberta, giving them a role in setting policing priorities and performance goals they've never had under the existing governance structure.

Once proclaimed into force, the PAA requires the following governance changes:

- the creation of formal civilian governance bodies in communities policed by the RCMP under Municipal Police Service Agreements (MPSA) that will give these communities a greater role in setting policing priorities and performance goals.
 - Communities with a population of under 15,000 will be represented by regional governance bodies – but will have the option to form their own municipal governance body.
 - Communities with a population over 15,000 that are policed by the RCMP will be required to establish municipal governance bodies.
- the creation of a PPAB that will enable communities served by the RCMP under the Provincial Police Service Agreement (PPSA) to be represented on a provincial board that will make recommendations on province-wide policing priorities.

These governance bodies are generally comprised of community members who are not police officers, and provide guidance and input into policing priorities and performance goals.

These governance bodies are tailored to meet the distinct needs of diverse communities. Regional policing committees for smaller communities will ensure that they can have a say without creating an unreasonable administrative burden on them, while municipal policing committees will help meet the needs of larger communities policed by the RCMP. Communities under the PPSA will be represented by a single provincial board that will make recommendations on province-wide policing priorities.

There are similar governance bodies that are currently in place in Alberta, but the PAA-mandated representation for communities served by the RCMP does not currently exist until the relevant provisions in the PAA are proclaimed. For example, municipal police services are governed by police commissions (i.e. the Edmonton Police Commission is the governance body for the Edmonton Police Service), and a few RCMP-served municipalities in Alberta currently have optional police advisory committees.

Provincial Police Advisory Board

Once implemented, communities served by the RCMP under the PPSA will be represented on a provincial board that will make recommendations on province-wide policing priorities. The provincial board will have one seat designated for a First Nations representative and one seat designated for a representative of Métis communities, as mandated through the legislative amendments.

Powers, duties and functions

The powers, duties and functions of the PPAB are not outlined in the PAA, and will need to be addressed in the new regulations. For example, this could include a more formal role in developing community safety plans.

In comparison, the *Police Act* outlines responsibilities for police commissions. These responsibilities include the allocation of funds that are provided by council, establishing policies providing for efficient and effective policing, issuing instructions as needed to the chief of police, and ensuring the police service has sufficient staffing to carry out their functions.

The PPAB will be subject to the *Alberta Public Agencies Governance Act* (APAGA). APAGA will require the board, once established, to create a Mandate and Roles document that will set out their mandate, roles and responsibilities, and processes.

Community Safety Plans

There is currently no requirement for the PPAB to develop or report on a Community Safety Plan.

In comparison, Section 31 (1) of the *Police Act* requires police commissions to develop a Community Safety Plan in conjunction with the police service that includes a plan for collaboration with community agencies, and to report annually on the implementation of and any updates to the plan.

Community safety plans encourage police to work more closely with civilian partners and put added focus on alternatives to enforcement that target root causes of crime, like addiction treatment, housing and employment supports. The planning process will result in greater coordination between police and civilian partners, helping them identify and close gaps in services for people who need help. Greater collaboration with partners could help prevent crime, while also allowing police to devote more resources toward serious and violent offences.

Policing priorities

While the *Police Act* identifies several parties with a role in setting policing priorities, the responsibilities of the PPAB in setting policing priorities are not outlined in the PAA and may be addressed in the new regulations.

For example, the Minister may set priorities for policing in the province, while municipal police commissions must establish the priorities of their municipal police service, while taking the provincial priorities under consideration.

Discussion questions

- What powers, duties and functions should the PPAB have?
- PPAB should be involved in the creation of a Community Safety Plan.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?
- The PPAB should be involved in setting policing priorities.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?

Composition of the PPAB

The PAA states that the PPAB will have not more than 15 members, appointed by the Minister in accordance with the regulations, with at minimum one member from a First Nation and one member from a Métis settlement or community.

The composition could include factors such as any other mandated representation and member qualifications.

Discussion questions

- Aside from the requirement for one First Nations and one Métis representative, are there any other specific groups that should have mandated PPAB representation?
- Are there any other considerations the Government could take into account when establishing the PPAB?

Mechanisms for local input

Given the diverse communities that will be represented by the PPAB, it is important to examine mechanisms for community engagement and ways to ensure the board's alignment with the needs of the communities it represents. While formalizing these processes in regulations may not be necessary, input is being gathered to ensure that the regulations can effectively support and align with potential mechanisms.

Discussion questions

- The PPAB should be required to seek feedback from the communities it serves.
 - Choose one option: Disagree, Neutral, Agree
 - Why or why not?
- What requirements could help ensure a consistent feedback loop from the public to inform board activity and police governance?
- What mechanisms for local input could be considered?

Additional input

While the questions included in this discussion guide will help inform regulatory development related to police governance in Alberta, stakeholders may also share any other feedback related to these changes that may not have been addressed in the discussion questions.

Next steps

Following stakeholder engagement, the government will develop new regulations in support of the PAA related to police governance in Alberta.

Questions/contact

If you have any questions

Engagement on improving police governance in Alberta

Mon 2024-01-15 4:08 PM

📎 2 attachments (904 KB)

Discussion guide - PPAB - PAA 2022.pdf; RCMP K Division district map.pdf;

Hello,

The Government of Alberta would like to invite community representatives and stakeholders to share their input into changes to police governance following recent legislative amendments to the *Police Act*. This is a continuation of the government's efforts to modernize policing in the province which began in 2018.

The *Police Amendment Act, 2022* (PAA), which was passed on December 15, 2022, is an important milestone in Alberta's efforts to modernize policing in the province. The PAA was designed to improve police accountability and enhance public confidence by reforming policing practices and strengthening ties to the community. It also responds to a long-standing desire in communities policed by the Royal Canadian Mounted Police (RCMP) to have a more formal role in setting local policing priorities and performance goals through the creation of civilian governance bodies. The government is now in the process of developing regulations to establish these civilian governance bodies, which will include regional and municipal policing committees and a Provincial Police Advisory Board (PABB).

Communities served by the RCMP under the Provincial Police Service Agreement will be represented on the PPAB.

Written submissions

As a community that will be represented by the PPAB, we are inviting you to provide input into the formation of this governance body, including its powers, duties, functions, and composition.

We ask that you submit written responses via [the online questionnaire available through this link](#).

To guide your input, the attached discussion guide outlines the engagement questions and aims to facilitate organizational discussions, offering relevant context for your written submissions. **The deadline for submitting completed questionnaire is March 15, 2024.**

Information sessions

Additionally, the government will hold virtual information sessions with department representatives where there will be an opportunity to ask questions.

Sessions are arranged based on the RCMP district structure. We kindly request stakeholders and communities to register for the session corresponding to the district their community falls under, as indicated on [the district map here](#).

Upon registration, you will receive a link to access the online session.

- South district – Information session on the Provincial Police Advisory Board
 - February 2, 2:00-3:30PM
 - [Register here](#)
- Central district – Information session on the Provincial Police Advisory Board
 - February 5, 2:00-3:30PM

- [Register here](#)
- East district – Information session on the Provincial Police Advisory Board
 - February 6, 10:00-11:30AM
 - [Register here](#)
- West district – Information session on the Provincial Police Advisory Board
 - February 6, 2:00-3:30PM
 - [Register here](#)

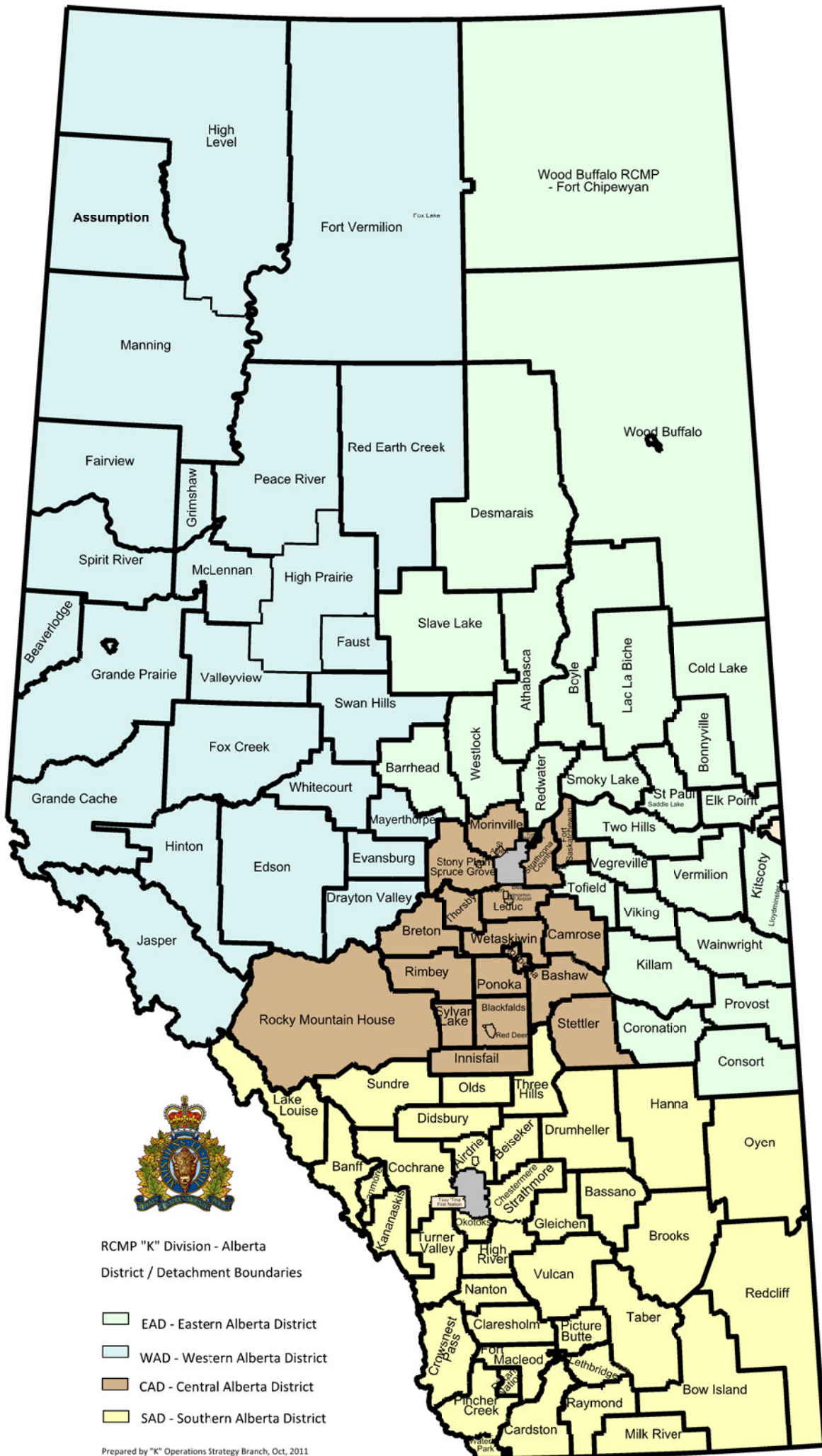
If you have questions, please contact [REDACTED]

We look forward to your participation in this engagement.

Sincerely,

Public Safety and Emergency Services (PSES) Engagement Team





RCMP "K" Division - Alberta
 District / Detachment Boundaries

- EAD - Eastern Alberta District
- WAD - Western Alberta District
- CAD - Central Alberta District
- SAD - Southern Alberta District

Notes to Council



January 27, 2024 Board Meeting Highlights

Welcome

Marigold Board welcomed recently appointed representatives:

- Libby McMenamon, M.D. of Bighorn
- Lorette La Plante, Town of High River
- Norah Bonsteel, Town of Canmore
- Doreen Saunderson, Alternate, Town of Canmore
- Barb Castell, Alternate, Foothills County

Marigold Board Orientation 2024

A Marigold Board Orientation Session will be held on **Tuesday, February 20, 2024 at 3:00 PM** virtually on TEAMS.

For more information or to schedule an individual session, contact CEO Lynne Price.



Financial Statements

Unaudited financial statements to December 31, 2023 were accepted as presented.

Budget 2024: Operating and Capital & Projects Budgets

The Operating and Capital & Projects Budgets were approved.

Schedule C Levy Rates for 2025-2026

The Board approved the Schedule C levy rates for 2025—2026.

Policy Approval & Decision

Policies reviewed & approved:

- Collection Management Policy and Schedules A, B, C, and D
- IT Capacity Fund Policy and Schedule A
- Security & Awareness Training Policy
- Transfer Payments Policy and Schedules A and B
- Withdrawal or Termination of Library Services Policy

Library Service Points policies:

- Workplace Violence Policy



Upcoming Board Meetings:

Saturday, April 20, 2024 9:30 AM

Marigold Library System & Western Irrigation District Community Room, Strathmore

Saturday, August 24, 2024 9:30 AM

Marigold Library System & Western Irrigation District Community Room, Strathmore

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

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

Notes to Council—January 27, 2024

Tap to Donate Technology

Marigold's Director of Service Delivery, Kristine den boon presented on [Tip Tap Pay](#) as a possible fundraising option for member libraries. Further information will be sent to member libraries for their consideration.

Library Staff & Board Trustee Satisfaction Survey

COO Laura Taylor presented an overview of the results of the 2023 Library Staff & Board Trustee Satisfaction Survey.

Marigold management staff will review all areas of the survey to address the comments, areas for improvement, and suggestions for change.



Indigenous Services Update—Rose Reid

The Board heard a presentation from Indigenous Outreach Specialist Rose Reid about programming and library services to residents of the Stoney Nakoda First Nation.

Rose shared details about the opening of the Mîni Thnî Book Deposit, the 2023 Summer Reading Program, a family activity day with Stoney Health Services, the Nakoda Youth Council Powwow, and her promotion of Marigold e-resources and L2U at a number of schools.

Rose continues to develop relationships with organizations on the reserve, and is considered a team member at Stoney Health, Chiniki College, and the Stoney Family Resource Network.

CEO & COO Updates

COO L. Taylor told the Board about a recent meeting with the Banff Public Library and I.D.9 to discuss collaborating on service expansion in the area. Laura also informed the Board about meetings and presentations in Acme, Strathmore, Three Hills, and Trochu. Lastly, the Board heard updates about staffing, hosting SAIT practicum students, and the Marigold Conference.

CEO L. Price shared Marigold's 2023 staff highlights and accomplishment. Updates were provided about the presentation made to the Rocky View County Public Presentation Committee on January 17th, and plans for further council visits. The Board also heard about work by the Regional Systems Advocacy Committee, support for Airdrie Library as they prepare for the transition to their new facility, and the new *Marigold Media Guide for Libraries* document.



Save the Date!

The annual conference will be held Wednesday, May 15th at the Best Western Premier Calgary Plaza Hotel & Conference Centre. Visit marigoldconference.ca for more details.



SUNCORP VALUATIONS

We are pleased to have been selected as a partner for Alberta Municipalities and its members to provide Appraisal and Risk Management / Loss Control services for insurance purposes.

We look forward to the opportunity of getting to know the membership and assisting you in your appraisal and risk management needs.

Who is Suncorp Valuations?

Suncorp Valuations began in 1960 based out of Edmonton and has grown into an international appraisal and risk management firm providing services for all industries throughout Canada and around the world.

Suncorp has the largest and most experienced public sector valuation practice in Canada and has completed insurance appraisal mandates for hundreds of municipalities, school divisions, universities, and colleges. Suncorp is also pleased to provide Risk Management and Loss Control Services. These services provide our clients with an all-inclusive package to assist them in their Insurance and Risk Management needs. The Loss Control Services offered by Suncorp range from standard surveys in property, crime & liability to custom designed products designed to meet each client's specific needs. Suncorp has the expertise and capacity to offer a wide range of services, such as fleet surveys, custom premises liability & crime surveys, and playground audits in addition to a wide range of workshops.

What is Suncorp Providing to Alberta Municipalities Members?

The basic services we are providing to Alberta Municipalities and its members is replacement cost valuations of the buildings only for insurance purposes and Risk Control reviews at specific locations. We also want to let you know of the additional services available to your municipality that you might want to consider. Should your municipality also require a valuation of contents, mobile equipment, and yard improvements while we are on site, we would be pleased to provide you a cost for these additional services. Additionally, any other specific loss control needs you might have can also be arranged.

What Does This Mean for You, as a Member?

This bulletin is provided to describe the process involved by our company during our upcoming visits within your municipality and some of the assistance we will require from yourselves. The process is as follows:

1. An introductory email will be sent by Suncorp to introduce the individuals that will be visiting your municipality, the dates we are hoping to visit, the information we will require along with process involved. We'll also provide you a listing of the sites slated for inspection and information and access required to complete our work. Information such as the following will greatly assist us during our visits and minimize the time required to complete our work:
 - a. Any electronic drawings of the sites slated for inspection including any years built, additions, etc. that can be provided and/or sent to us in advance of our visit would be very beneficial.
 - b. Capacity of all water reservoirs, lift stations, etc. including the capacity and operating details of all water treatment and waste water treatment plants. (A separate data gathering sheet will be provided specific to the information need of these types of facilities).
2. Next, we would have a "kick-off" meeting (virtual) to introduce ourselves to your team, review the process, cover off any questions and gather any of the above information available from yourselves.
3. After this, we would then look to visit the applicable sites to complete our work.

Our goal throughout this entire process is to minimize the disruptions to you and your staff as well as complete safe inspections and we look forward to working with everyone during this time.

**ANY FURTHER QUESTIONS OR INFORMATION YOU MIGHT REQUIRE,
DON'T HESITATE TO REACH OUT FOLLOWING INDIVIDUALS:**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

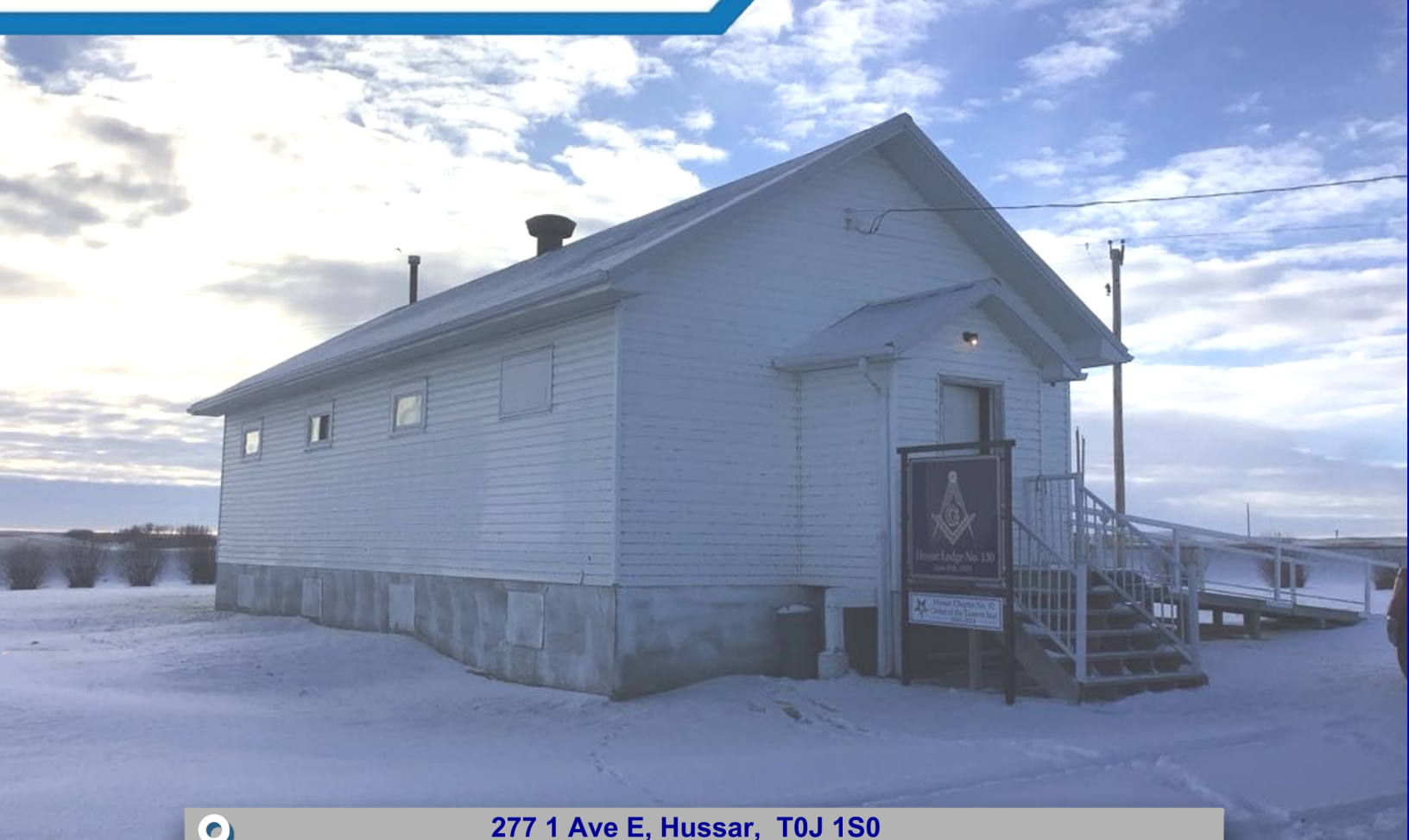


403-650-0782



HOME INSPECTION SERVICES

Service built on Integrity, Professionalism, and Honesty



277 1 Ave E, Hussar, T0J 1S0

INSPECTION REPORT

Prepared for: Village of Hussar c/o Liz Santerre



Date of Inspection: 25/1/2024

Time of Inspection: 10 am

Weather: Cool / Clouds -4 degrees celsius

Inspector: Dan Brown

Email: dan@protechyyc.ca

Agent:



PROTechhomeinspections.ca

Report Summary

The **Report Summary** below consists of observations that can range from safety hazards, deficiencies that can cause damage, issues that may require considerable expense, and concerns I would like to draw extra attention to for immediate repairs. This summary is not a detailed listing of every observation made in the report, and reflects importance based on the opinion of the inspector. Please review the entire report as this summary alone does not focus on each and every issue found during this inspection. Repairs not considered typical homeowner maintenance should be completed by a qualified contractor.

Exterior		
Page 15 Item: 10	Foundation Conditions	<ul style="list-style-type: none"> • Several areas of cracking noted at foundation. Recommend review by a basement contractor for repair quotes.
Kitchen/Dining Area		
Page 28 Item: 4	Kitchen Electrical Condition	<ul style="list-style-type: none"> • Reverse polarity noted. When electrical deficiencies are noted in this report, a licensed electrician should be consulted for repairs/replacement as needed to ensure safety.
Page 28 Item: 7	Sink/Faucet Condition	<ul style="list-style-type: none"> • Faucet is leaking. Repair/replace as required. Water damage will occur to counter top if left leaking.
Other Interior Areas		
Page 38 Item: 5	Electrical Conditions	<ul style="list-style-type: none"> • Exposed electrical wiring observed in areas. This is a safety concern as it is subject to "Physical Damage". Exposed electrical wires should be encased in protective cable cover to ensure safety from mechanical damage. Client should consult with a licensed electrician prior to closing for repairs/replacement as needed to ensure safety.
Furnace Room/Basement/Crawl Space		
Page 50 Item: 5	Electrical Issues	<ul style="list-style-type: none"> • Electrical wiring has been poorly run in areas of the basement. Indications observed that electrical work may not have been a professionally installed. Recommend further review by a qualified electrician for permitting confirmation and any repairs required.
Page 52 Item: 11	Insulation Condition	<ul style="list-style-type: none"> • Exposed styrofoam / foam spray observed. This material should be covered with drywall or other fire rated material for safety.
Plumbing		
Page 57 Item: 3	Waste Line Condition	<ul style="list-style-type: none"> • Floor drain not visible in basement. It may be covered with personal belongings. Recommend confirmation with seller to confirm floor drain location.
Electrical		
Page 62 Item: 4	Smoke and carbon monoxide detector comments	<ul style="list-style-type: none"> • Smoke detector(s) not working / expired. Suggest installing new smoke detectors, as necessary, for safety.
Page 64 Item: 5	Electrical Comments	<ul style="list-style-type: none"> • Recommend full review of electrical system by qualified electrical contractor for quotes on upgrades/repair to ensure safe and adequate service. • Knob and tube wiring was observed in this home. This type

		of wiring was standard at the time of construction. Recommend further review by qualified electrician for safety.
Heating		
Page 71 Item: 8	Heating Comments	<ul style="list-style-type: none"> • ATCO gas provides a free safety inspection of gas burning appliances. This is strongly recommended for this furnace due to it's condition / age. • Furnace not operating at start of inspection. Temporary repairs were made to furnace to ensure heat working during cold months. Further review recommended for permanent repairs.
Water Heater		
Page 76 Item: 3	Water Heater Comments	<ul style="list-style-type: none"> • Due to age of water tank we suggest ongoing monitoring of the unit. • Exposed electrical wiring observed at water tank. This is a safety concern as it is subject to "Physical Damage". Exposed electrical wires should be encased in protective cable cover to ensure safety from mechanical damage. Client should consult with a licensed electrician prior to closing for repairs/replacement as needed to ensure safety.
Attic		
Page 82 Item: 4	Insulation Condition	<ul style="list-style-type: none"> • Suggest adding additional insulation in the attic of the home to reduce heat loss. • Add insulation to back of attic hatch to reduce heat loss

General Information

1. Inspector

PRO-Tech Home inspection Services Inc. is insured, bonded, regulated and licensed by the Alberta Government, and adheres to InterNACHI Code of Ethics and Standards of Practice.

The inspector Dan Brown is a Certified Master Inspector in good standing with the CMI Review Board, and is a Certified Thermographer in the province of Alberta - Alberta Home Inspector License #347304

2. Persons in Attendance

Building representative

3. Occupancy

The property appears unoccupied. The inspector is unable to determine the period of time this house has been vacant. Major systems were reviewed during the home inspection. Plumbing related fixtures, appliances and piping systems were reviewed for appropriate function and leaks, as applicable, at visible areas. However, due to non-use of plumbing and other major systems for a period of time it is important that these systems be reviewed during your final walk-through and closely monitored for a few months after occupancy for evidence of leaks and other problems. We also suggest monitoring visible areas of sub-floor under showers and tubs for water evidence after moving in.

4. Property Information

Hall

5. Levels

1 Story (and basement)

6. Description of ratings

The purpose of this home inspection is to identify material deficiencies and concerns within the property. Deficiencies deemed cosmetic in nature will not be reported, unless as a courtesy to the client.

This home inspection is a non-invasive, visual examination of readily accessible areas in the home as defined in the InterNACHI Standards of Practice, designed to outline defects in the homes systems and components deemed material by the inspector as per these SOP's. This home inspection is not a "Pass" or "Fail inspection, and is not a technically exhaustive inspection of the homes structure, systems, or components. The inspector is not required to determine or confirm compliance with jurisdictional codes or building regulations.

This inspection may not reveal each and every issue or deficiency that exists in the home or ever could exist, but only defects visibly present on the day and time of the inspection.

A home inspection can significantly help reduce the risks involved in purchasing a home, however an inspection cannot eliminate every risk, nor can the inspector anticipate or predict future events or changes in system performance due to weather, use, or occupancy, etc.

Rating explanations:

- INS - Items have been inspected
- RR - Item requires repair / further review
- SC - Safety concern that requires attention
- NI - Not inspected
- NP - Not present

Exterior

1. Driveway Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Gravel

Observations: Driveway is in serviceable condition.



Driveway is in serviceable condition.

2. Porch Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Wood

Observations:

- Porch is in serviceable condition.
- Peeling paint, weathered wood observed. Suggest scraping and painting as necessary.
- Porch is weathered. Suggest cleaning, and treating with an oil based, water-repellent finish to protect and extend the life of the wood.
- Stair treads do not appear to be level. Steps slope forward which can cause slipping hazard. This is a safety concern. Recommend addressing for safety.



Porch is in serviceable condition.



Recommend further review of porch area framing.



Recommend review of Mud Room framing to confirm structural integrity.



Post deterioration noted at porch / Mudroom framing.



Mudroom door scrapes on floor. Recommend adjustments as required.

3. Stair Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Stairs in serviceable condition and handrail present.

4. Exterior Door Conditions

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Metal Clad

Observations:

- Doors appear in fair condition. Recommend monitoring and replacing weatherstripping and door sweep as required to reduce heat loss in the home. Maintain a good seal at all entry/exit doorways to prevent heat loss, drafts, and possible water damage to the sub floor.

Unable to comment on condition of framing / sheathing beneath threshold. Please note this is a visual inspection only, and as such can not comment or assume condition of any concealed areas.

Adjusting lock sets / striker plates at exit doors will allow the door to pull tighter to the weatherstripping reducing heat loss and drafts during the winter months.

- Damage / gaps noted at weatherstripping on exterior doors. Recommend replacing weatherstripping as required to prevent heat loss and pest intrusion.



Mudroom exterior door sticks and requires force to close. Adjustments required.

Damage / gaps noted at weatherstripping on exterior doors. Recommend replacing weatherstripping as required to prevent heat loss and pest intrusion.

5. Exterior Wall Cladding Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Vinyl Siding/Parging

Observations:

- Higher levels of wall cladding around the home are visually inspected from the ground level. Suggest sealing/caulking all holes and gaps as part of routine maintenance. Ensure vegetation is cleared away from areas close to the exterior of the house to prevent deterioration to structure.
- Areas of damage noted to wall cladding.
- Gaps noted in vinyl siding. Recommend adjusting to prevent possible water entry.
- Loose siding noted. Suggest securing to prevent water entry and wind damage.



Gaps noted in vinyl siding. Recommend adjusting to prevent possible water entry.



Recommend installing flashing to prevent water entry.



Areas of damage noted to wall cladding.



Loose siding noted. Suggest securing to prevent water entry and wind damage.

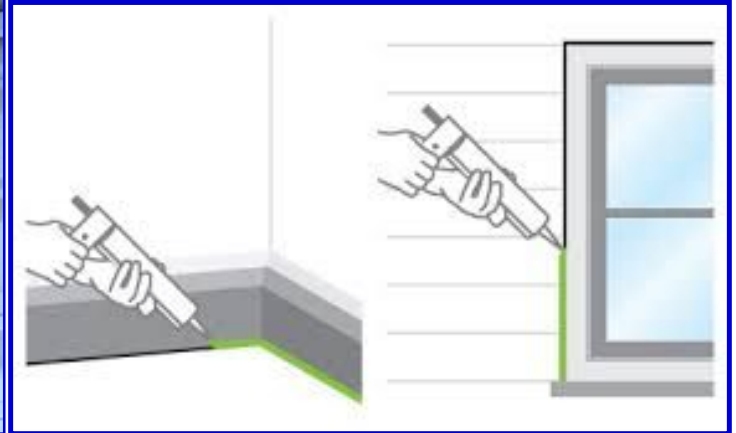
6. Trim/Facia/Soffit Conditions

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Wood, Metal & Vinyl

Observations:

- Trim relates to exterior areas of decorative surrounds, eaves, soffits and fascia. Suggest sealing/caulking as part of routine maintenance to prevent deterioration.
- Peeling paint / split caulking observed. Recommend scraping, painting and caulking as required to prevent moisture entry.



Areas of siding loose. Secure as required

7. Window/Frame Conditions

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Vinyl Frame
 Observations:

- Accessible windows in the home were inspected. Any issues with windows will be documented in the appropriate section of the report. Suggest sealing/caulking as part of routine maintenance to prevent deterioration.
- Windows observed at or below grade level. Wells should be cleaned regularly for proper drainage. Window well covers can be installed to keep out water, snow and debris. Recommend monitoring and grading away from window wells to prevent moisture in well.
- Adding window wells can reduce the risk of potential water entry.
- Drip cap flashing not present at all windows which can promote moisture intrusion around upper portion of window frame. Recommend further review.



Adding window wells can reduce the risk of potential water entry.



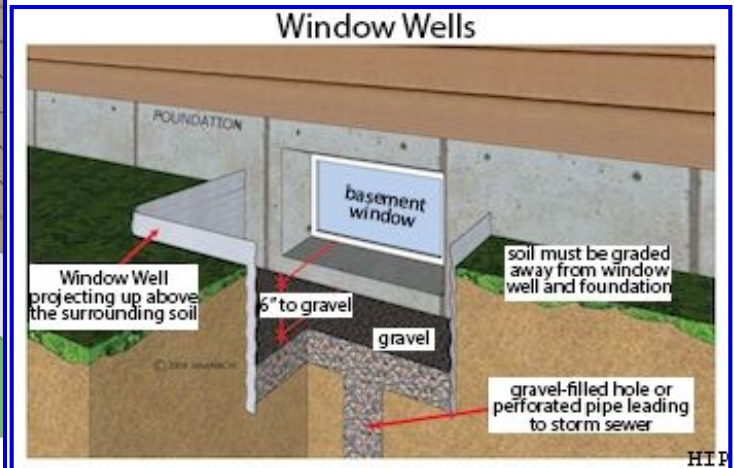
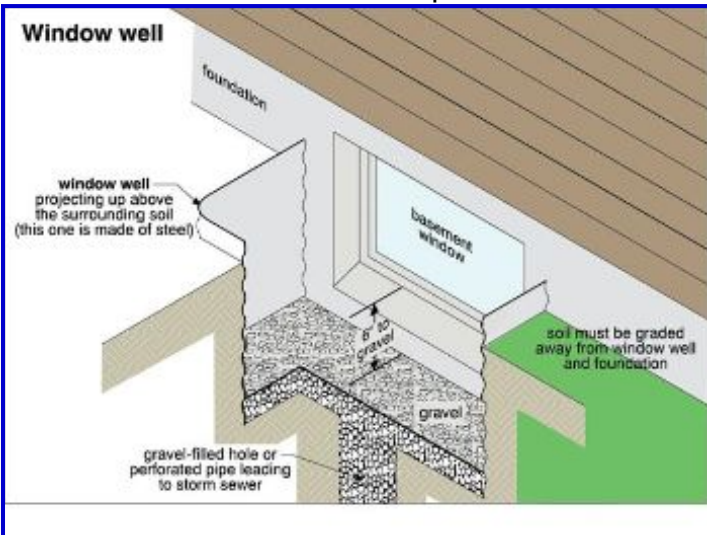
Peeling paint noted. Maintain all exterior wood



Windows poorly installed. Gaps noted. Recommend repairs



Recommend review of window patches for proper seal.



8. Eavestrough Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- We can not overstate the importance of effective water management around the structure including efficient grading away from the foundation walls, effective eaves trough and downspout management to direct water away from the home, and proper termination of sump pump if installed.

Regular review and repairs as needed for all of these systems is strongly recommended in order to prevent water damage to structure. Failure to address deficiencies in any of these areas can and likely will result in settlement and future moisture intrusion into the basement.

- Eavestrough's require annual cleaning as a part of a normal maintenance routine to ensure proper drainage.

Correct drainage and grading around the structure is very important to protect the home. Negligence of these systems including correct drainage away from home may result in future moisture issues in the home and potential settlement issues. Comments made on drainage system conditions are from observable conditions on the day of inspection only.

Recommend sealing seams at eavestrough where required to prevent leaking, and ensuring efficient water flow and drainage away from structure.

Keep extension pipes down during wet periods, as leaving extension pipes up will result in water pooling at foundation wall, and possible moisture seepage into basement.

- Recommend adding support to end of downspout extensions to prevent blockages in pipe. Ice and debris can plug ends of downspouts causing damage to soft metals during the cold months, and can lead to water pooling at foundation during wet months.
- Downspout discharges water at foundation. Recommend installation of 6 foot downspout extension to ensure proper drainage away from foundation to prevent seepage.
- Missing downspouts observed. Suggest downspouts be installed to ensure proper drainage away from the foundation.



Missing downspouts observed. Suggest downspouts be installed to ensure proper drainage away from the foundation.



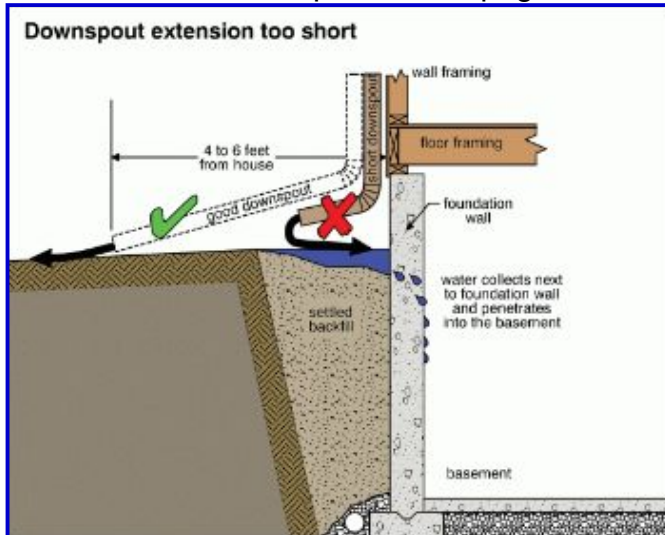
Ensure water is directed away from structure



Downspout discharges water at foundation. Recommend installation of 6 foot downspout extension to ensure proper drainage away from foundation to prevent seepage.



Missing downspouts observed. Suggest downspouts be installed to ensure proper drainage away from the foundation.



9. Lot Grade and Drainage Conditions

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

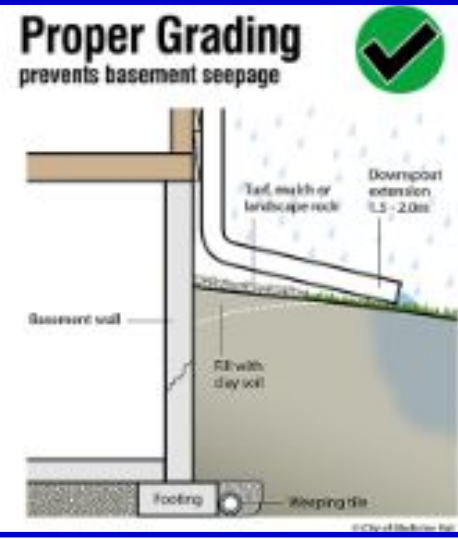
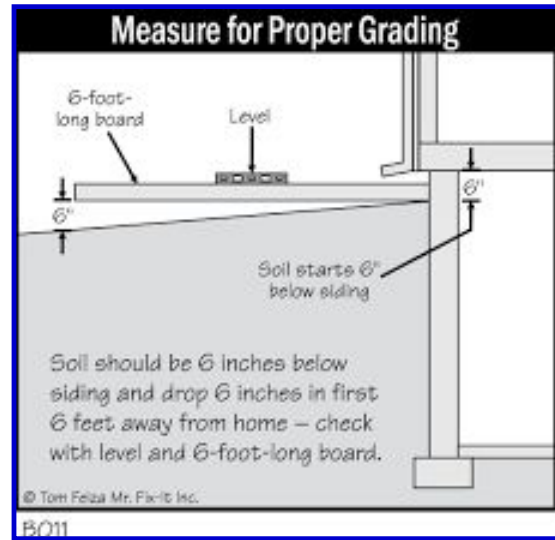
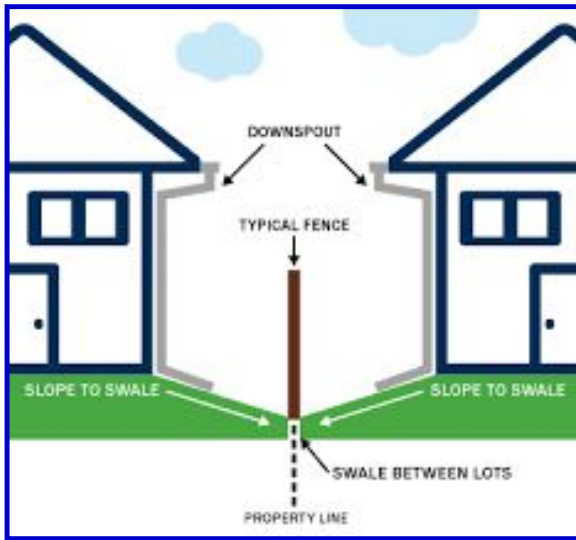
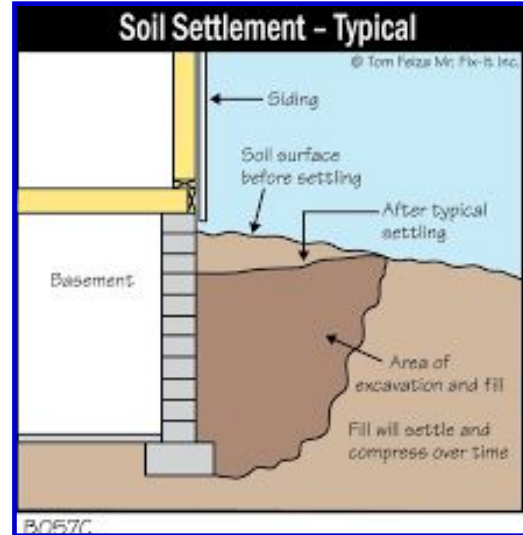
- The performance efficiency of the lot grading and drainage is limited to the conditions existing at the time of the inspection. We cannot guarantee this performance as weather conditions constantly change. Heavy rain or other weather conditions may present issues that were not visible at the time of inspection. Leaking downspouts and eavestroughs are difficult to detect during dry weather, but can promote increased moisture to the soil in the area around the foundation. Inspection of grading and drainage systems in relation to moisture infiltration through foundation walls or under slabs is limited to the visible conditions at the time of inspection, and potential evidence of past problems. We recommend consulting with the sellers regarding any previous moisture intrusion concerns within the structure. It is also recommended you review the performance of these drainage systems during or directly after a heavy rain event to ensure water is not pooling in areas close to foundation.

Older structures were often built on flat lots and do not have the same drainage characteristics as newer structures, making them more susceptible to seepage. Recommend periodic review and back filling / regrading where required to ensure water flows away from structure.

For correct drainage around the home all grades would slope away from the home a minimum of 6 feet, as this assists in preventing water from pooling at the foundation wall.

Adding dirt or clay back fill to any low-lying areas located around the foundation is recommended to ensure proper drainage away from the foundation at all times. Aggregate materials such as gravel will not shed water in low-lying areas and should not be used.

- Proper grading is essential in preventing water pooling at foundation. Continued pooling at foundation can cause settling of footings, foundation, and structure.
- Swales between homes can ensure water does not pool at foundations.
- Negative grading / settlement observed in areas on day of inspection. Strongly suggest back filling low areas to prevent water pooling at the foundation walls which can cause water intrusion and settlement at foundation of home
- Regrading where needed is recommended to assure all water drains away from the homes foundation at all times.



10. Foundation Conditions

Ins	Rr	Sc	Ni	Np
✓	✓			

Type: Concrete/Parged

Observations:

- Foundation walls are inspected from accessible points of interior and exterior. Limited access to foundation walls due to storage of personal items, finished wall materials, insulation, and vapour barrier is common. Any cracks noted at foundation walls are reported based on visual observations at the time of inspection. Determining the exact cause of foundation cracks is beyond the scope of a home inspection. Determining a crack's origin, recent activity, and severity of cracking requires an invasive investigation, quantitative measurements, and consultation with the seller to determine cracking history. Cracking that continues below the surface is not visible to the inspector, and further review by a qualified foundation contractor is recommended to determine the possibility of moisture/water infiltration into the basement in the future, and any preventative repairs required.

We do not recommend flower beds at foundation walls as they can promote foundation damage and water seepage into the basement. When flower beds are present at foundation walls, ensure they are not over watered and always ensure flower bed grading slopes away from foundation to prevent water intrusion into basement.

- Cracking observed at foundation wall. Vertical hairline cracks are often caused by shrinkage as concrete cures, however larger cracks can result from structural movement as a foundation / footing settles. The inspector is unable to determine the length or severity of the crack extension beneath grade as it is not visible or accessible without an invasive investigation. There was no visible evidence of previous moisture or active signs of water penetration in the basement area at the time of inspection unless otherwise noted. Sealing exterior cracks, gaps, or holes in the foundation with an appropriate crack sealer and re-parging as a preventative measure against water and pest intrusion is recommended. If cracks appear to worsen over time, a foundation contractor should be consulted.
- Cement parging flaking/deterioration observed. Parging is an aesthetic coating applied to foundations to protect the foundation wall from premature aging. Suggest review for repair as necessary.
- Beam pop noted at exterior area of foundation wall. This occurs from beam expansion related to humidity,, weather conditions, and other factors. Recommend further review and repair by qualified contractor to determine required repairs.
- **Several areas of cracking noted at foundation. Recommend review by a basement contractor for repair quotes.**



Cracking observed at foundation wall. Vertical hairline cracks are often caused by shrinkage as concrete cures, however larger cracks can result from structural movement as a foundation / footing settles. The inspector is unable to determine the length or severity of the crack extension beneath grade as it is not visible or accessible without an invasive investigation. There was no visible evidence of previous moisture or active signs of water penetration in the basement area at the time of inspection unless otherwise noted. Sealing exterior cracks, gaps, or holes in the foundation with an appropriate crack sealer and re-parging as a preventative measure against water and pest intrusion is recommended. If cracks appear to worsen over time, a foundation contractor should be consulted.

Several cracks noted at foundation wall. Recommend further review for repairs by concrete contractor.



Cement parging flaking/deterioration observed. Parging is an aesthetic coating applied to foundations to protect the foundation wall from premature aging. Suggest review for repair as necessary.

Possible beam pop noted at exterior area of foundation wall. This occurs from beam expansion related to humidity,, weather conditions, and other factors. Recommend further review and repair by qualified contractor to determine required repairs.



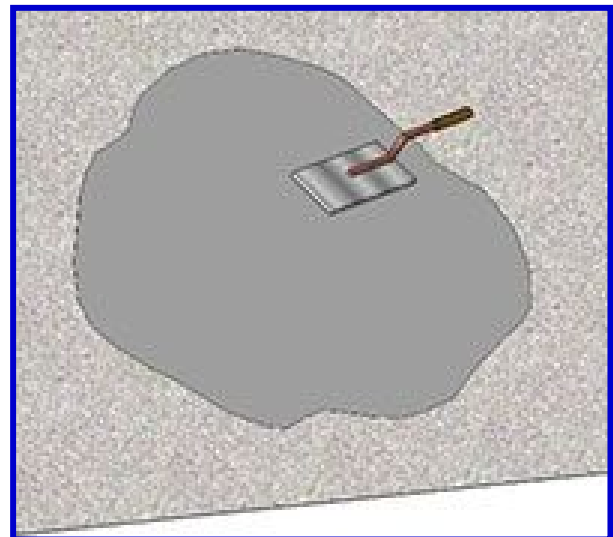
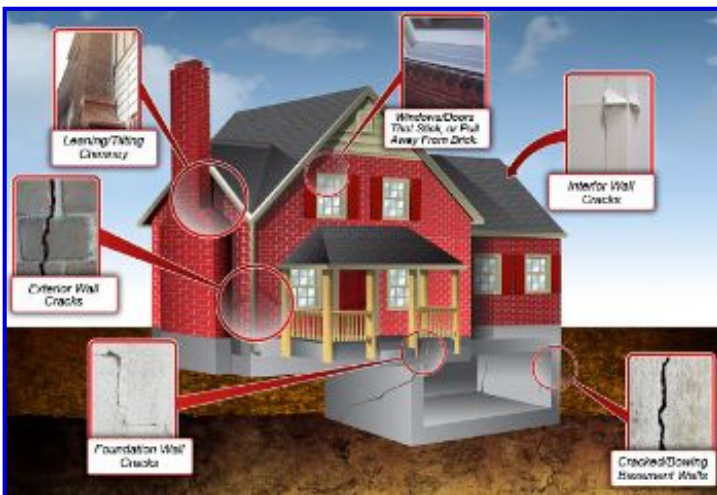
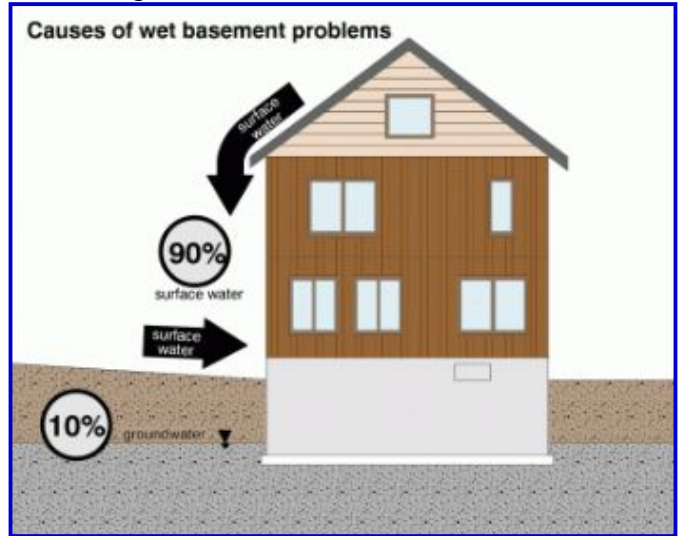
Several abandoned windows boxed in noted.

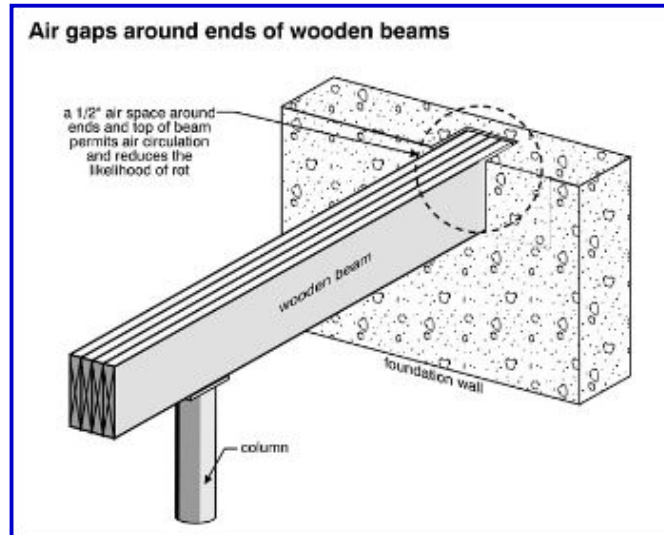


Bowing noted at foundation walls in areas.



Recommend sealing cracks to prevent water entry.





11. Gas meter

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Gas meter is located in the furnace room - this is the main gas shut off to the home. Recommend relocating to exterior for ease of access.



Gas shut off valve at rear of building.



Gas meter is located in the furnace room - this is the main gas shut off to the home

12. General Exterior Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- This inspection does not and is not intended to confirm code compliance of the buildings systems. The inspector is not required to have an exhaustive knowledge of, and will not quote code in any part of this report. The inspector does not determine compliance of permits or boundaries for the building. It is strongly recommended that buyer ensures all correct permits are in place, and that a compliant Real Property Report (RPR) has been reviewed by the buyer(s).

An effective water management program is imperative for all buildings. This includes maintenance of all wooden components, caulking of all openings and ongoing vigilance of water handling systems including the roof and flashing. Buyer is advised that while there may not be evidence of water intrusion into the structure at time of inspection, NO STATEMENT can be made on future performance due to changing weather and structure conditions.

Irrigation systems are not inspected or tested. These systems are beyond the scope of this inspection due to their complexity and seasonal application. We recommend confirming proper winter maintenance scheduling including system blow out was completed prior to freezing temperatures, and further review by a qualified irrigation contractor, if concerned.

Suggest trimming back vegetation around the structure when required. Trees within the property lines can cause issues due to roots damaging foundation or underground pipes. As this is a visible inspection only, we can not predict current or future underground conditions / issues. If concerned, it is recommended that a sewer scope inspection is performed by a qualified sewer contractor to confirm condition of underground pipes.

Monitor all wood to soil contact for deterioration and address as and when required.

Personal items stored around the exterior of the home can often limit inspection. We suggest thorough visual inspection of exterior on final walk through prior to close.

- Buildings built prior to the late 1970's may have underground sewer lines constructed from cast iron, cement / asbestos based material, or cardboard type materials. These are susceptible to decay due to age and damage from intrusive roots. It is strongly recommended that the buyer contract a qualified sewer contractor to perform a sewer scope inspection prior to close, as any failure of sewer lines within your property line can lead to unexpected and expensive repairs for which you may be liable.
- Unable to fully inspect exterior areas (including lot) due to snow cover.



Left view



Rear view



Right view

Roof

1. Methods Used to Inspect Roof

How Inspected: Observed visually from the ground, ladders edge and access areas from the interior of home. Comments made on the roof are of the visible areas only - all other areas are excluded from the report (damage such as hail is not always visible from ground level). A roof will only be mounted at the inspector's discretion. If the inspector believes it is unsafe to mount roof, alternative methods will be used. Roof was visually inspected from accessible points of the interior and/or exterior. If a roof is too high, is too steep, is wet, or is composed of materials which can be damaged if walked upon, the roof is not mounted. Therefore, client is advised that this is a limited review of the roof system, and a licensed roofer should be contacted if a more detailed report of the roof's condition is required. • Limited inspection. Portions of the roof were snow covered at the time of inspection making mounting dangerous, and as a result the roof / shingle inspection is limited. Comments made relate to visible areas only.

2. Roof Condition

Ins	Rr	Sc	Ni	Np
✓			✓	

Materials: Metal Roofing

Observations:

- Roof appeared in serviceable condition where visible at the time of the inspection. No signs of current failure observed. Recommend ongoing monitoring and maintenance. No prediction of future performance can be offered. The inspection of the roof and its covering material is limited to the visible conditions on the day of the inspection only. The roof covering material, visible portions of the roof structure from within the attic (if applicable), and interior ceilings, were inspected looking for evidence of current or past leaks. Future conditions and inclement weather may reveal leaks that were not present at the time of inspection. Any deficiencies noted in this report with the roof covering or indications of past or present leaks should be evaluated and repaired as required by a licensed roofing contractor.



Right rear view



Right mid view



Right front view



Left view

3. Roof Flashing Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Metal (Unable to comment on areas of flashing covered by shingles.)

4. Condition/Comments

Ins	Rr	Sc	Ni	Np
✓				

Materials: Metal Furnace Chimney • Unable to fully inspect chimney flashing due to the roof not being mounted. Very limited view from the ground only.
 Materials: Metal

Observations:

- Chimney appears in serviceable condition where visible - Ongoing monitoring and maintenance required.

5. Roof Comments

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Comments made on the roof are made on the day of the inspection only, as conditions can change revealing hidden deficiencies not present at the time of inspection..

When access to roof is deemed unsafe or dangerous to mount, comments made about the roof are of the visible areas from ground level / ladders edge / interior of home - all other areas are excluded from the report. In the event a roof is deemed too dangerous to mount, but an inspection of the entire roof is required by the client, we recommend contacting a roofing contractor to access prior to close.

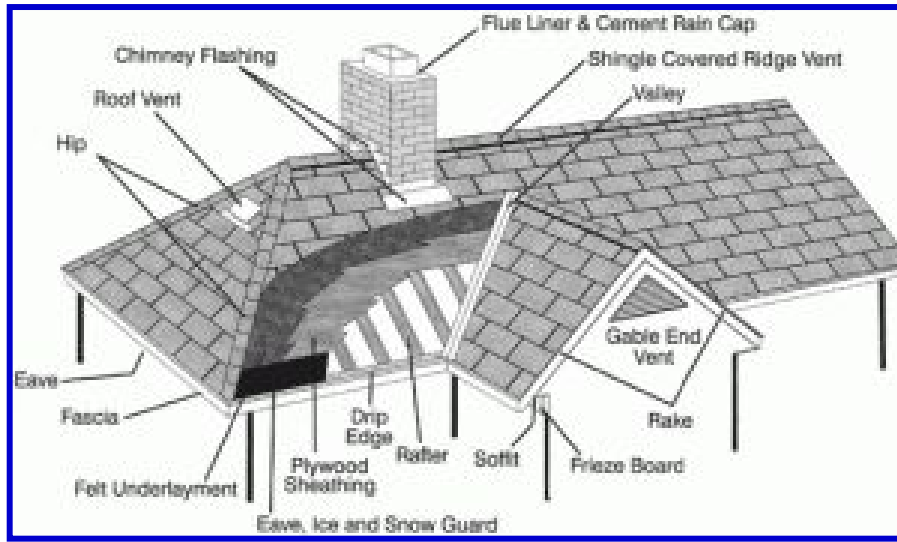
The inspection of the roof system is limited to the conditions on the day of the inspection only. The roof material, visible portions of the roof structure from within the attic (if applicable), and interior ceilings, were inspected looking for indications of current or evidence of past leaks.

We do not give any estimations of the roof's remaining longevity, as many factors can contribute to life span of roofing materials. Due to these many variables which affect the lifespan of roof covering materials, remaining service life of any roof coverings are not estimated. This is in accordance with all industry inspection Standards of Practice. The following factors can affect the lifespan of roofing components:

- Roofing material quality: Higher quality materials, will of course, last longer.
- Number of layers: Shingles installed over existing shingles will have a shorter lifespan.
- Structure orientation: South facing roof surfaces will have shorter lifespans.
- Pitch of the roof: Shingles will age faster on a lower pitched roof in comparison with higher pitches.
- Climate: Wind, rain, snow, and ice will all impact the lifespan of the roof.
- Colour: Darker coloured shingles will often have a shorter lifespan than lighter coloured shingles.
- Attic Ventilation: Poorly vented attic spaces will decrease shingle life due to excessive surface heat beneath shingles.
- Vegetation Conditions: Overhanging trees, branches, contacting the roof, organic growth, or leaf cover drastically shorten lifespan.

Asphalt shingles must be installed to manufacturers' recommendations for warranty coverage to be upheld. These installation requirements vary widely from manufacturer to manufacturer, and across the multitude of shingle styles manufactured.

Future conditions and inclement weather may reveal leaks that were not visually present at the time of inspection. Any deficiencies noted in this report pertaining to the roof covering, or indications of past or present leaks should be evaluated and repaired as needed by a licensed roofing contractor. The inspection of the roof will be conducted as safely as possible, and to the best of our ability, however confirming proper fasteners, installation of or quality of underlayment, and adequacy of flashing is very limited as these materials are often not visible. Therefore, the inspection of the roof system is limited to visual and accessible components of the roof system only.



Kitchen/Dining Area

1. Kitchen Floor Observations

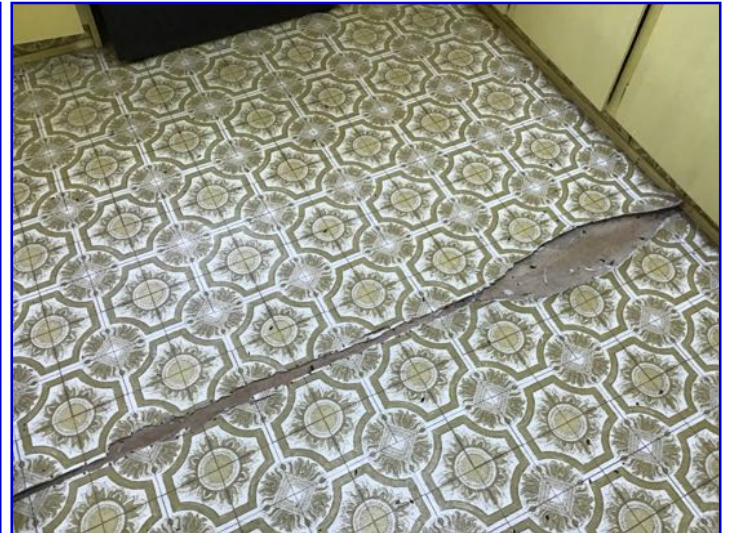
Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Kitchen floors in fair to poor condition - Visual damage noted to floor surface



Kitchen



Kitchen floors in fair to poor condition - Visual damage noted to floor surface

2. Kitchen Walls/ceilings observations

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

Kitchen / Dining Area walls/ ceiling dry at the time of the inspection unless otherwise noted. Recently painted walls / ceilings can conceal previous staining, etc.

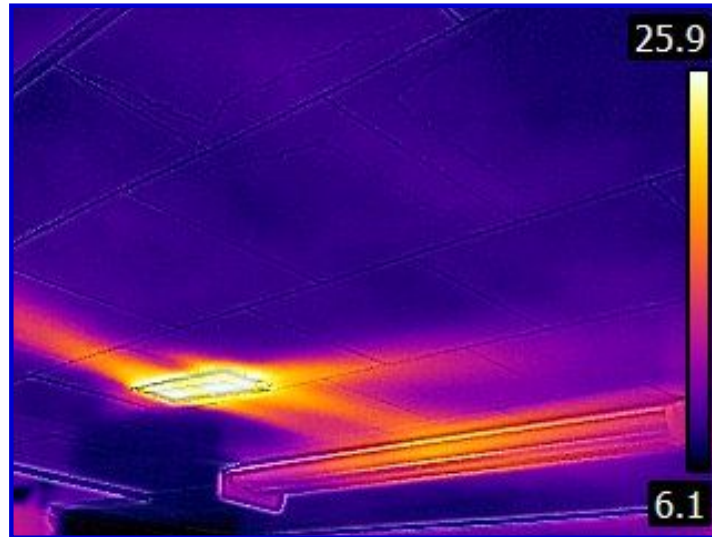
Staining noted at Kitchen / Dining Room ceiling. Dry during thermal scan. In some cases stains can be removed using a 2 parts water- 1 part bleach solution and misting area several times. Inspector is unable determine extent of damage, exact location, or cause of previous leaking due to concealed areas, as this inspection is non-invasive in nature. Recommend further invasive review by qualified contractor if concerned.



Staining noted at Kitchen ceiling. Dry during thermal scan. In some cases stains can be removed using a 2 parts water- 1 part bleach solution and misting area several times. Inspector is unable determine extent of damage, exact location, or cause of previous leaking due to concealed areas, as this inspection is non-invasive in nature. Recommend further invasive review by qualified contractor if concerned.



Kitchen Area - Thermal Image



Kitchen ceiling dry at the time of the inspection on Thermal scan.

3. Kitchen Window observations

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Windows opened to test operation unless fixed. Windows working as required unless otherwise noted. Keep condensation off all sills and trim (especially wood) to reduce the risk of water damage.

This is a visual, non-invasive inspection only, and as such we cannot comment or ascertain conditions hidden behind finished areas.

Please note blinds, window coverings, and screens are not part of home inspection. Any comments regarding these items are made as a courtesy to the client.

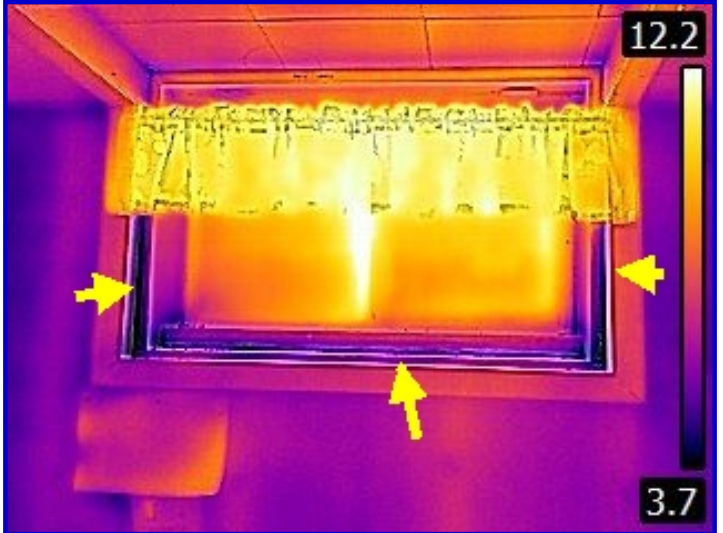
- Previous moisture evidence noted on windows in home. Peeling paint / split caulking observed. Recommend repairing, monitoring humidity levels in the home and adjusting humidistat as required to prevent excess frost build up on window panes.



Windows opened to test operation unless fixed. Windows working as required unless otherwise noted. Keep condensation off all sills and trim (especially wood) to reduce the risk of water damage. This is a visual, non-invasive inspection only, and as such we cannot comment or ascertain conditions hidden behind finished areas.

Previous moisture evidence noted on windows in home. Peeling paint / split caulking observed. Recommend repairing, monitoring humidity levels in the home and adjusting humidistat as required to prevent excess frost build up on window panes.

Please note blinds, window coverings, and screens are not part of home inspection. Any comments regarding these items are made as a courtesy to the client.



Recommend sealing gaps to prevent insect infiltration.

Recommend sealing gaps at windows to prevent heat loss.

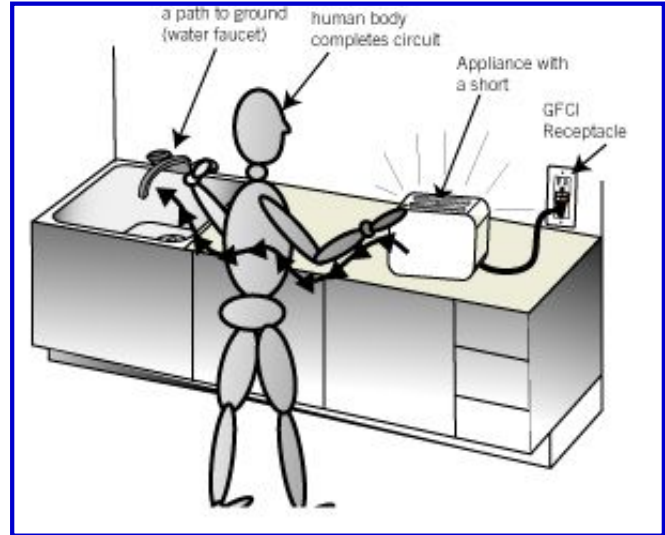
4. Kitchen Electrical Condition

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Observations:

- No GFCI protection present. All receptacles within 5 feet of a water source should be protected with GFCI receptacles. As of 2016, all new builds are required that receptacles in kitchen area have GFCI protection. Suggest installing GFCI protected receptacles for safety.

- **Reverse polarity noted. When electrical deficiencies are noted in this report, a licensed electrician should be consulted for repairs/replacement as needed to ensure safety.**



Reverse polarity noted. When electrical deficiencies are noted in this report, a licensed electrician should be consulted for repairs/replacement as needed to ensure safety.

5. Kitchen Cabinet Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Cabinets secure and doors and drawers were tested for damage or problems. Hardware such as hinges or handles are loose in some areas. Recommend tightening for correct operation. It is often difficult to fully inspect the interior of cabinet under sink due to personal storage - Areas not visible at time of inspection should be reviewed during final walk through.
- Cosmetic damage noted at some cabinets.

6. Kitchen Counter Top Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Counter tops appear in serviceable condition. Sealing granite counter tops will reduce staining / water damage. Suggest caulking any gaps at counter / back splash / wall joints as necessary to prevent water damage.
- Chipping on edges of counter top observed.
- Cosmetic wear noted in areas of the counter tops.

7. Sink/Faucet Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Water was run to test. Keep sink well caulked to reduce water damage to counter tops. Aerator blockage can result from mineralization build up. Recommend periodic cleaning with a descaling product for proper operation.
- **Faucet is leaking. Repair/replace as required. Water damage will occur to counter top if left leaking.**



Faucet is leaking. Repair/replace as required. Water damage will occur to counter top if left leaking.

8. Traps/Drains/Supply Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- No leaks at traps or drains observed. Water was run for some time to fully test for problems. In some cases plumbing venting is not visible as located inside the wall. Concealed areas excluded as part of the inspection.



No leaks at traps or drains observed. Water was run for some time to fully test for problems. In some cases plumbing venting is not visible as located inside the wall. Concealed areas excluded as part of the inspection.



Air Admittance Valve vent observed at waste line. These devices are installed in islands when venting is difficult. Installation of AAV should be installed above flood rim of sink.



No water supply shut offs noted. Recommend review of waste line installation.



No leaking noted at Kitchen sink cabinet on Thermal image

9. Stove/Oven Conditions

Ins	Rr	Sc	Ni	Np
✓				



Stove elements slow to heat but working at time of testing.



Broil element very slow to heat..

10. Hood Fan Condition

Ins	Rr	Sc	Ni	Np
				✓

Observations:

- No range hood fan present at stove. Recommend installing exterior vented exhaust hood fan to improve moisture and odour control.



No range hood fan present at stove. Recommend installing exterior vented exhaust hood fan to improve moisture and odour control.

11. Refrigerator

Ins	Rr	Sc	Ni	Np
✓				

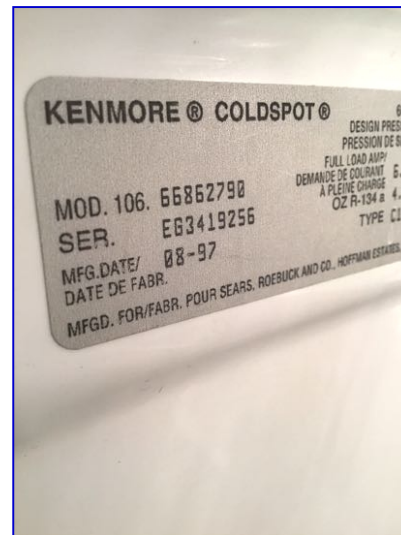
Observations:

- Refrigerators - Our inspection of this appliance is purely to confirm internal walls are cold. Please note we do not use any special equipment to test appliances. We DO NOT inspect water hook up / shut off valves, water dispensers, or ice makers connected to the refrigerators if not readily accessible.

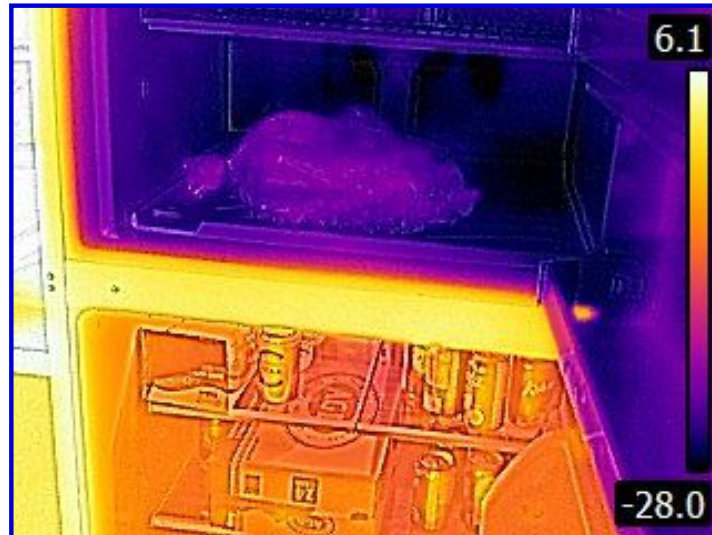
No guarantees are given by the home inspector on any appliances within the home as they can fail at any time without warning.



Refrigerators - Our inspection of this appliance is to confirm internal walls are cold



Refrigerator manufacture plate



Refrigerators thermal scanned to confirm walls are cold at time of inspection.

12. Kitchen Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- The Kitchen and Dining areas were visually inspected for potential deficiencies. Any notable concerns observed will be documented in the appropriate section.

The inspector operates appliances for basic functionality as a courtesy to the client but cannot evaluate appliance performance, efficiency of specific settings, or cycles. Appliance function is noted at time of inspection but can fail at anytime, and as a result any future performance of any appliance can not be guaranteed. Appliances older than ten years often exhibit decreased efficiency. Comments made by the inspector are done so as a courtesy only.

As per InterNACHI Standards of Practice, freestanding appliances are not inspected or tested, and any information provided regarding appliances is shared as a courtesy to client only and as such, should be considered outside the scope of the home inspection. We strongly recommend confirming satisfactory operation of each appliance during final walk through prior to close.

We do not restore fuel or power to appliances that are shut-down / disconnected; therefore, our review is limited in scope to a visual review if the appliances are not in operating condition at the time of inspection.



Evidence of rodents noted. Monitor for pest activity.

Other Interior Areas

The Interior section covers areas of the house that are not considered part of the Bathrooms, Bedrooms, Kitchen or areas covered elsewhere in the report. Interior areas usually consist of hallways, foyer, and other open areas. Within these areas the inspector is performing a visual inspection and will report visible damage, wear and tear, and moisture problems if seen. Personal items in the structure may prevent the inspector from viewing all areas on the interior.

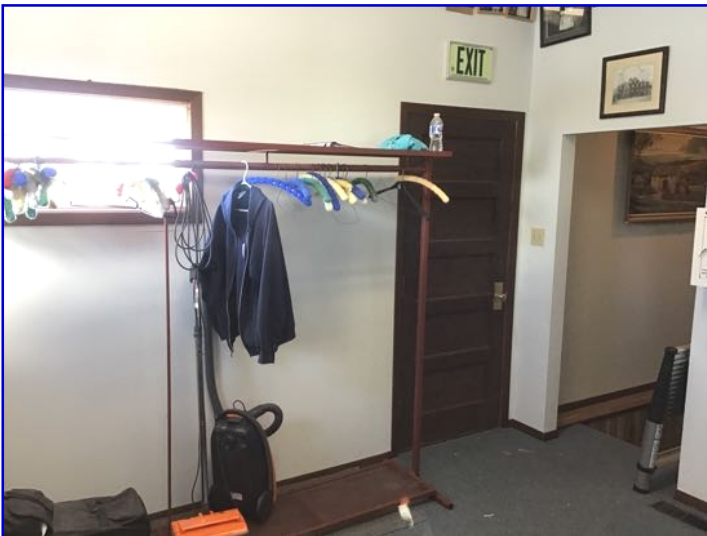
The inspector does not usually test for mold or other hazardous materials. A qualified expert should be consulted if you would like further testing.

1. Floor Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Floors in serviceable condition unless otherwise noted.
- Squeaky floors noted - If and when floor coverings are removed suggest adding screws to affected areas.
- Floor(s) in home not level. This can be an indication of previous construction methods or possible settling of the home. Suggest further evaluation by structural contractor if concerned.



Front Entryway



Upper hall area



Upper hall area

2. Wall Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Walls/ceilings in serviceable condition and dry at the time of the inspection unless otherwise noted (cosmetic issues are not part of the inspection)
- Staining noted at ceiling. Dry during thermal scan. In some cases stains can be removed using a 2 parts water- 1 part bleach solution and misting area several times. Inspector is unable determine extent of damage, exact location, or cause of previous leaking due to concealed areas, as this inspection is non-invasive in nature. Recommend further invasive review by qualified contractor if concerned.



Staining noted at ceiling. Dry during thermal scan. In some cases stains can be removed using a 2 parts water- 1 part bleach solution and misting area several times. Inspector is unable determine extent of damage, exact location, or cause of previous leaking due to concealed areas, as this inspection is non-invasive in nature. Recommend further invasive review by qualified contractor if concerned.



Staining noted at ceiling. Dry during thermal scan. In some cases stains can be removed using a 2 parts water- 1 part bleach solution and misting area several times. Inspector is unable determine extent of damage, exact location, or cause of previous leaking due to concealed areas, as this inspection is non-invasive in nature. Recommend further invasive review by qualified contractor if concerned.



Several areas of plaster cracking noted



Settlement cracking noted in several walls.



Blown out ceiling plaster noted. Recommend repairs



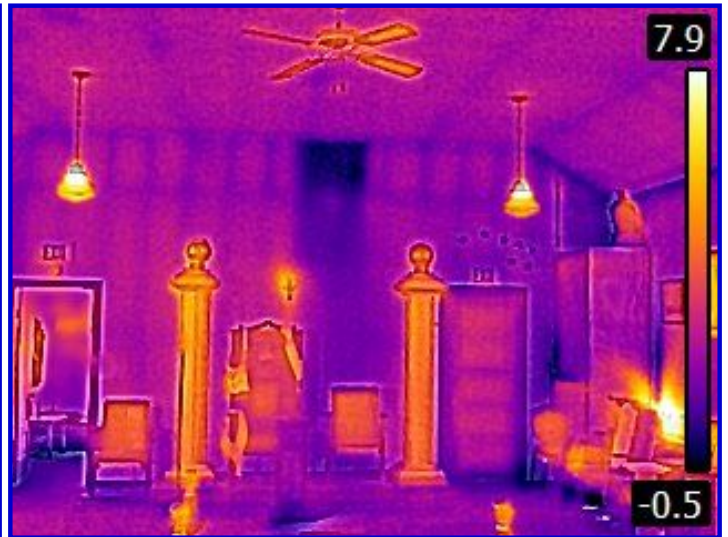
Front Entry -Thermal Image



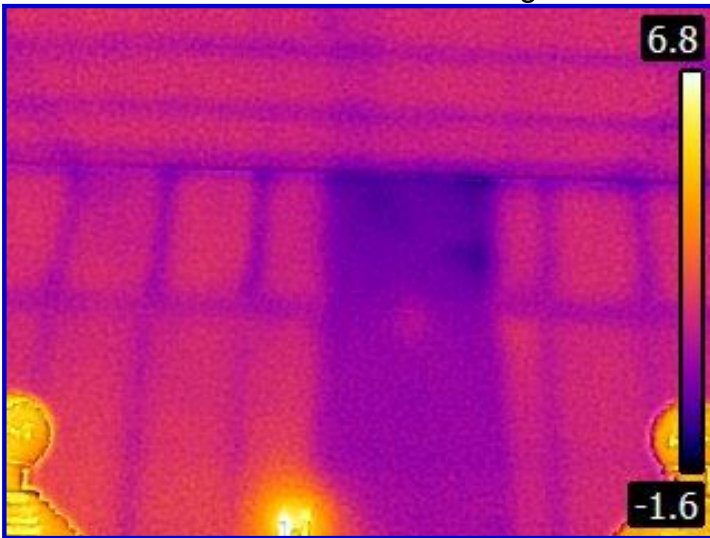
Hall Room -Thermal Image



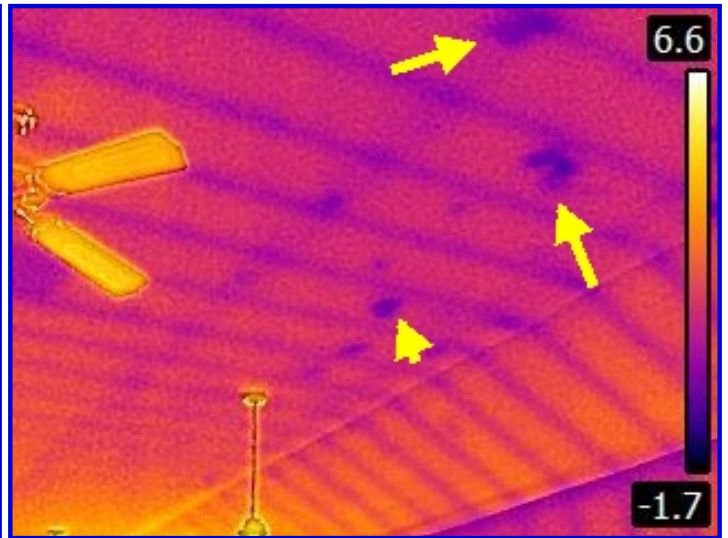
Hall Room -Thermal Image



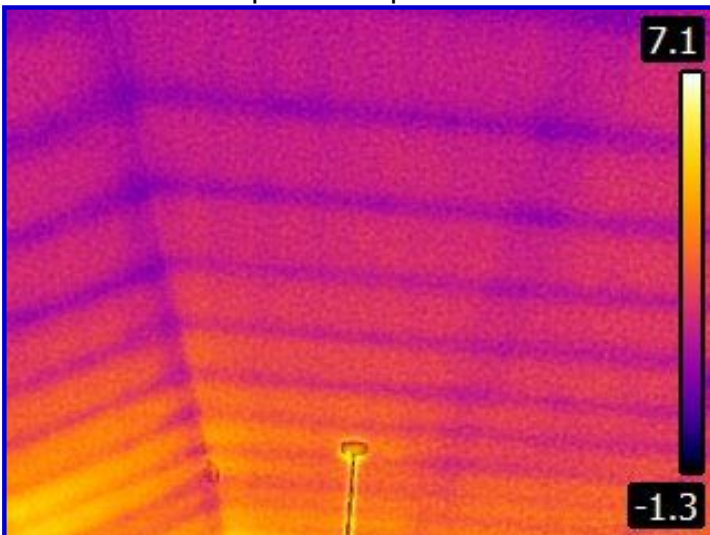
Hall - Rear view



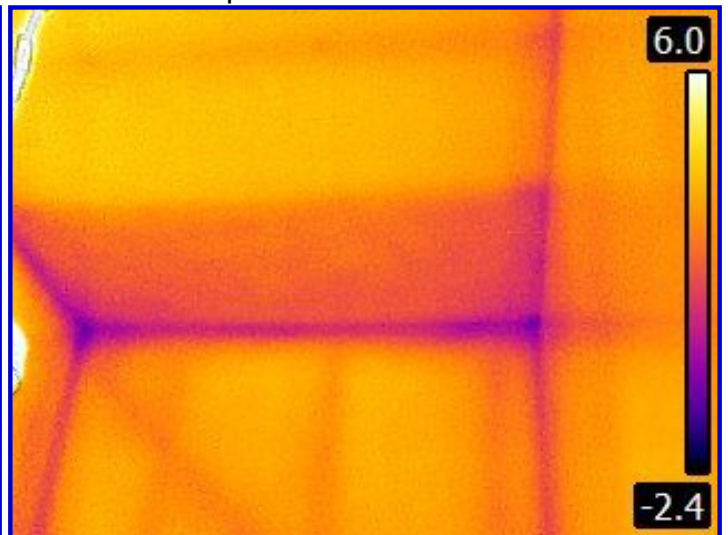
Cold area noted at rear wall. Missing insulation should be replaced to prevent heat loss.



Hall Room ceiling thermal scanned. Areas of displaced insulation noted.



Hall Room ceiling thermal scanned.



Storage Room -Thermal Image

3. Door Conditions

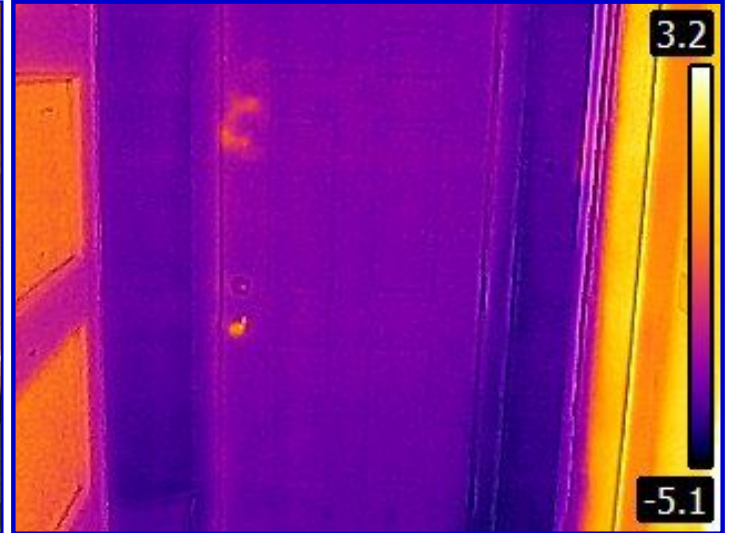
Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Doors were tested and found in serviceable condition, unless otherwise noted. When doors stick or do not latch, we recommend adjustments to prevent damage to door or frame.



Door hand sets require attention.



Front Entryway - Thermal Image

4. Window Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Accessible windows are opened and closed to ensure correct operation. Windows working as intended on day of inspection, unless otherwise noted.

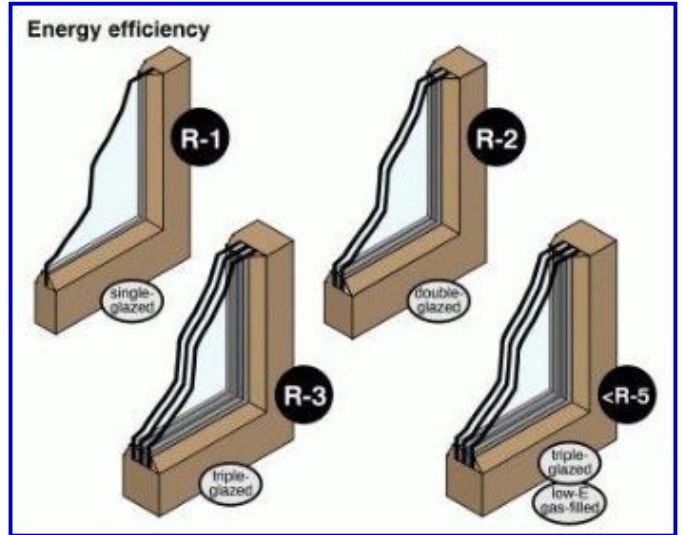
Please note, windows installed on upper levels less than 3 feet from the floor should be child proofed to prevent children from falling through window openings. Protection devices recommend include guards and / or window opener stops to limit window opening distance.

Keep condensation off all sills and trim (especially wood) to reduce the risk of water damage. Please note this is a visual non-invasive inspection only and as such we cannot comment beyond finished areas.

Blinds, window coverings, and screens are not part of home inspection however the inspector may comment on these items as a courtesy to the client.



Water staining observed at sills. Recommend monitoring and maintaining to prevent possible water damage



5. Electrical Conditions

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Observations:

- Representative number of accessible receptacles and switches tested for wiring faults - No issues observed on day of inspection unless otherwise noted. Receptacles and switches not accessible or covered by obstructions are not tested, and operation should be confirmed on final walkthrough. It is common to have a switch in homes that does not appear to have a function. These switches often operate a wall receptacle in the room.
- Missing cover plates noted at receptacles / switches. Recommend installing plates for safety.
- Loose receptacles observed. Recommend securing for safety.
- **Exposed electrical wiring observed in areas. This is a safety concern as it is subject to "Physical Damage". Exposed electrical wires should be encased in protective cable cover to ensure safety from mechanical damage. Client should consult with a licensed electrician prior to closing for repairs/replacement as needed to ensure safety.**



Loose fixtures noted. Secure for safety.



Exposed electrical wiring observed in areas. This is a safety concern as it is subject to "Physical Damage". Exposed electrical wires should be encased in protective cable cover to ensure safety from mechanical damage. Client should consult with a licensed electrician prior to closing for repairs/replacement as needed to ensure safety.



Repair exposed wiring for safety.



Ceiling fans in hall noisy when operating.

6. Comments

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- This comment is in regard to the entire home: Any issues obscured by storage, furniture, rugs or any other items covering hidden deficiencies are excluded from the inspector's responsibility, as this a visual non invasive inspection only.

Please note - Infrared Thermal Imaging has its limitations. Certain surfaces will limit what is visible to the thermographer. Please be reminded that this is non-invasive visual inspection.

Compliance / permitting of Basement Suites do not fall within the scope of this home Inspection. Recommend further consultation with seller if further information regarding compliance and approved permitting is required for any renovations completed after home was built.

Minor cosmetic issues are not within the scope of this inspection as the inspection is intended on focusing on basic structure and major systems only.

Other interior areas are inspected for areas of concern. No major concerns found unless documented.

- Homes built between 1900's and the 1980's may contain asbestos. Asbestos was used in many building materials and can be hard to detect. The inspector will try to make recommendations where possible, and will suggest lab testing to confirm prior to removal. Up until the late 1970's asbestos was mixed in house hold wall paint for its fire resistant qualities. Homes with popcorn ceilings 1979 and older have a high probability of containing asbestos. If any remodelling or repairs that may take place in the future may reveal asbestos or other environmental hazards that were not visible at the time of inspection. If asbestos is a concern, you are advised to have a full environmental inspection by an environmental contractor prior to the closing date. Asbestos becomes dangerous when particles become airborne and are inhaled. Please be aware, remediation of materials containing asbestos can be very expensive. Asbestos content can only be confirmed by laboratory testing.

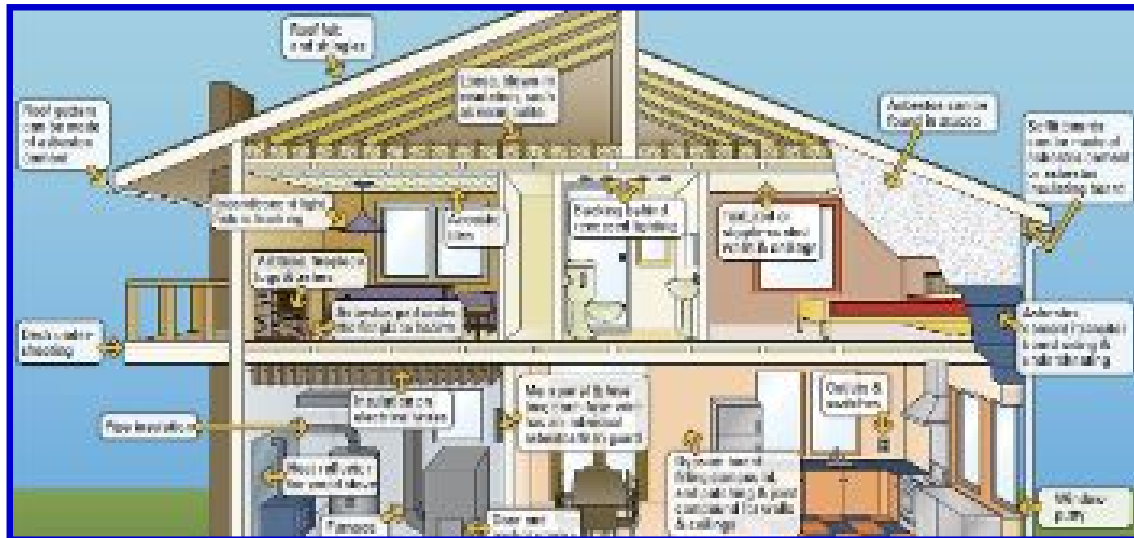
If we see obvious signs of a material that we believe may contain asbestos, we will recommend further evaluation as a courtesy, but these individual references should not be construed as an all-inclusive list.

Homes built prior to 1978 may contain building components or items (textured ceiling material, adhesives, tile, tapes, insulation, etc) that contain percentages of asbestos. If we observe obvious signs of a material that we believe may contain asbestos, we will recommend further evaluation as a courtesy, but these individual references should not be construed as an all-inclusive list. Furthermore, any remodelling or repairs that may take place in the future may reveal asbestos or other environmental hazards that were not visible at the time of inspection. If asbestos is a concern, you are advised to have a full abatement inspection by an environmental contractor prior to the closing date.

Lead Based Paint:

The possibility exists that homes built prior to 1978 may contain paint that

was lead based. In accordance with the Standards of practice lead based paint is not reported on or tested for during a home inspection. If lead based paint is a concern, you are advised to consult an environmental company specializing in environmental hazards prior to close.

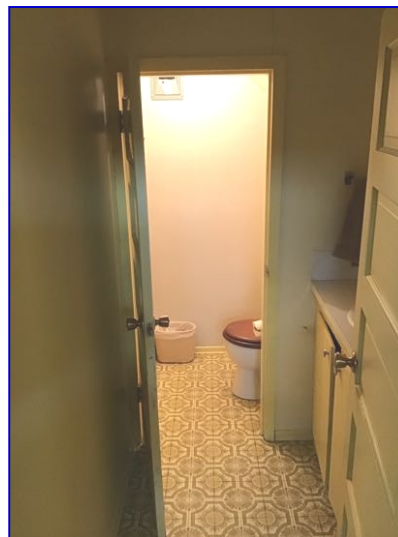


Bathrooms

1. Bath Floor Conditions

Ins	Rr	Sc	Ni	Np
✓				

Observations:
 • Bathroom floors are in serviceable condition.



Main Washroom

2. Walls/Ceiling Condition

Ins	Rr	Sc	Ni	Np
✓	✓			



Cracking noted at Bathroom walls.



Areas of cracking / peeling noted at Bathroom walls.



Main Washroom - Thermal Image



Main Washroom ceiling dry on Thermal scan

3. Door Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Doors are tested and were found in serviceable condition unless otherwise noted.
- Bathroom door does not latch / lock.



Bathroom handsets loose and require tightening.

4. Bathroom Exhaust Fan Condition

Ins	Rr	Sc	Ni	Np
				✓

Observations:

- No fan observed in Bathroom. We recommend an exhaust fan be installed in all bathrooms for proper ventilation and moisture control. This is especially important where bathtubs or showers are present.

5. Faucet / Sink Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Faucets were run for a period of time. No leaks observed unless otherwise noted. Aerators appear slightly scaled. Suggest periodic cleaning of aerator for proper flow. Recommend regular caulking to prevent water entry behind the waterproof surface.



Faucets were run for a period of time. No leaks observed unless otherwise noted. Aerators Recommend regular caulking to prevent water entry behind the waterproof surface.

6. Traps/Drains/Supply Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- No leaks observed at traps, drains or supply lines on day of inspection, unless otherwise noted.

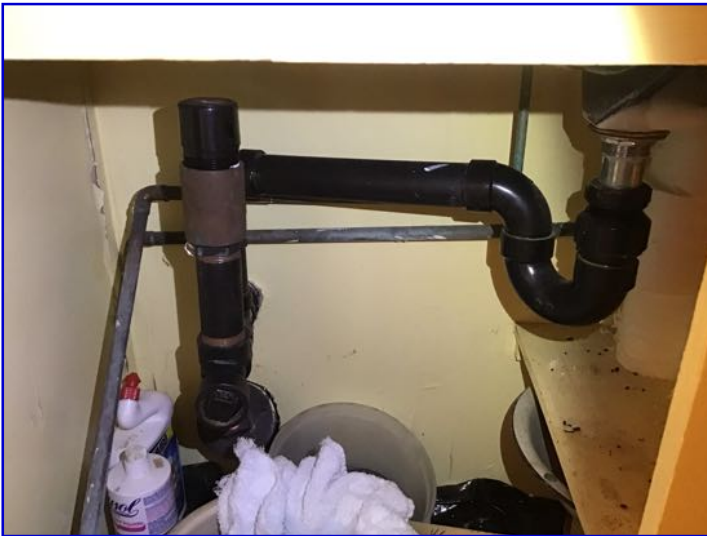
Plumbing venting is often not visible as typically located inside the walls and as such, is excluded from this inspection.



Air Admittance Valve vent observed at waste line. Installation of AAV should be installed above flood rim of sink.



Corrosion observed at copper supply lines.



No leaks observed at Main Washroom sink during the inspection.



Evidence of rodent activity noted in bathroom cabinet. Recommend further review by extermination contractor.



No leaking observed at Main Washroom sink cabinet on Thermal Scan

7. Toilet Condition

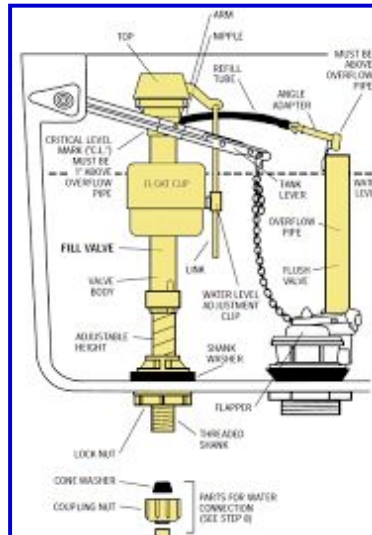
Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Bathroom floor coverings often prevent the inspector from observing hidden damage to sub floors in areas around toilets. As this inspection is non-invasive in nature, only deficiencies which can be visually inspected can be reported. It is not uncommon to reveal sub-floor staining and water damage when renovating or removing bathroom floor coverings and toilets. If a more invasive review is required, we recommend contacting a qualified contractor.
- Fill valve / flapper in toilet tank causing toilet to run continuously. Requires adjustment or repair for proper flushing and to prevent water loss.



Fill valve / flapper in toilet tank causing toilet to run continuously. Requires adjustment or repair for proper flushing and to prevent water loss.



8. Counters/ Cabinets Condition

Ins	Rr	Sc	Ni	Np
✓				

Observations:

- Counter tops / Cabinets in serviceable condition. Suggest caulking as required to protect the counter tops/walls from water damage.
- Unable to fully inspect cabinets / drawers due to personal items. Recommend review of cabinets and drawer condition during final walk through.

9. Bathroom Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Bathrooms were individually inspected and tested for potential problems. Any notable concerns will be addressed in the appropriate sections.

Please be reminded that due to the non-invasive nature of this home inspection process, moisture / organic growth cannot be identified or confirmed behind or beneath tile and other materials installed in wet or damp areas. If renovations are planned in bathrooms, there is a reasonable likelihood staining and or organic growth will be found behind walls / floors in tiled areas.

Furnace Room/Basement/Crawl Space

1. Basement Finish

Ins	Rr	Sc	Ni	Np
✓				

Type: Finished basement

2. Basement Stairs Condition

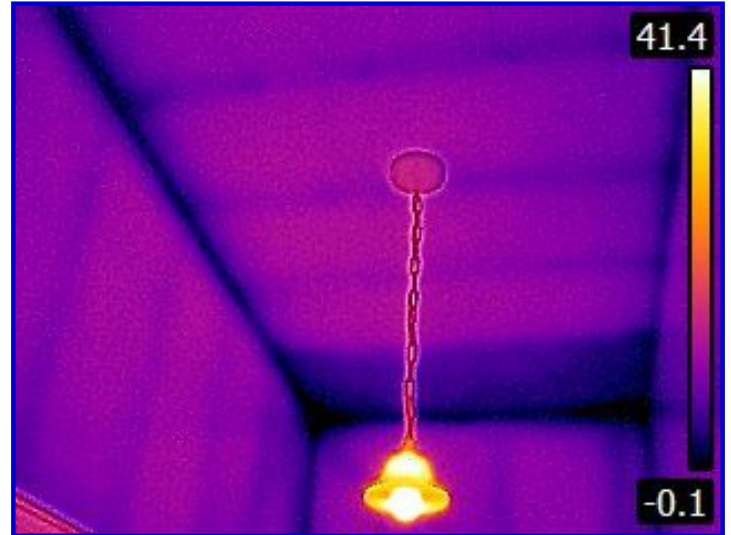
Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- The stairs to basement were secure and a hand rail was present.
- Riser height at basement stairs do not appear uniform or equal in height which can cause tripping. Recommend further review if concerned.



Riser height at basement stairs do not appear uniform or equal in height which can cause tripping. Recommend further review if concerned.



Stairwell Thermal Image

3. Basement Floor Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Concrete (Furnace room) • Carpet

Observations:

- All concrete floor slabs experience some degree of cracking due to shrinkage in the drying process. In most instances floor coverings prevent recognition of cracks or settlement in all but the most severe cases. Where carpeting and other floor coverings are installed, the materials and condition of the flooring underneath cannot be determined.
- Cracking noted in areas of slab. Recommend consultation with qualified contractor should condition worsen or water intrusion occur.



Basement area - rear view



Basement area - front view



Cracking noted in areas of slab. Recommend consultation with qualified contractor should condition worsen or water intrusion occur.

4. Basement Walls / Ceiling Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Basement walls / ceilings appear dry at the time of the inspection where accessible, unless otherwise noted.
- Efflorescence observed at walls / slab. This is a white mineral deposit left behind from water infiltration.
- Evidence of past water penetration observed. Monitor areas for active leaking.



Bowing / loose wall panelling noted in areas.



Areas of staining noted.



Cracking noted in several areas of interior foundation walls. Repair to prevent water entry.



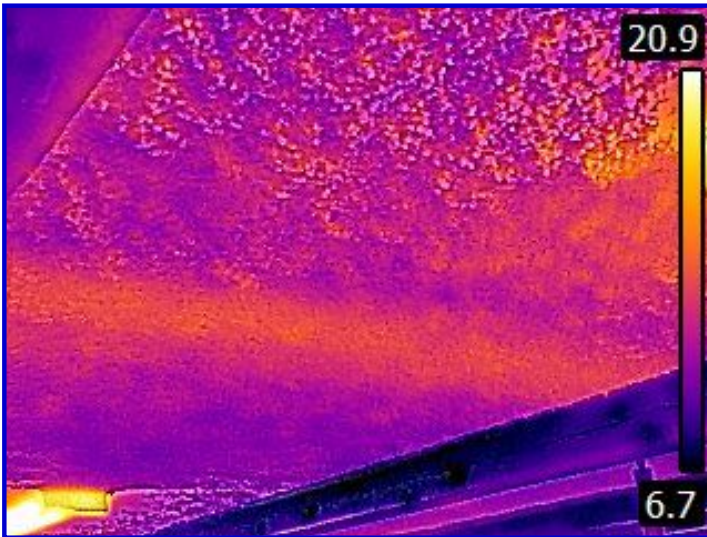
Deterioration noted at areas of the concrete foundation walls. This is often seen with the older homes. Concrete foundations have an approximate life of a hundred years. Due to the condition of the foundation, we recommend full review by a qualified basement contractor prior to close.



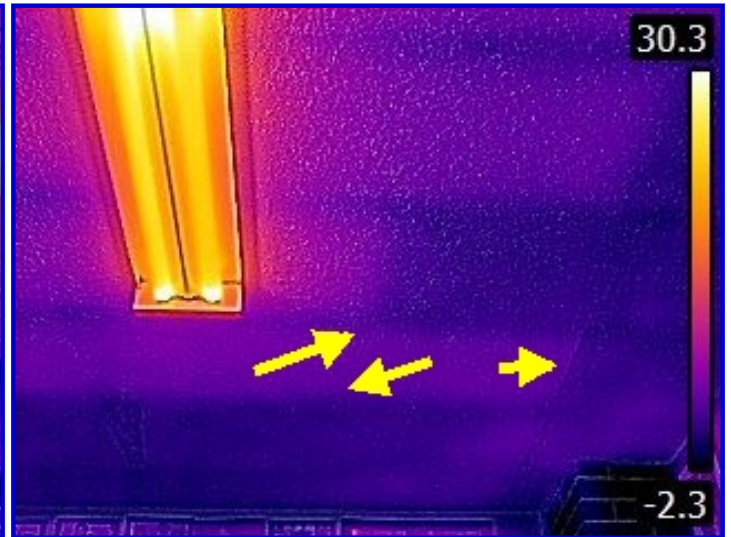
Efflorescence observed at walls / slab. This is a white mineral deposit left behind from water infiltration.



Basement right - Thermal Image



Basement ceiling dry on inspection when thermal scanned



Cold areas noted at basement ceiling

5. Electrical Issues

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Observations:

- A representative number of accessible receptacles and switches in the basement area tested for wiring faults - No issues observed on day of inspection unless otherwise noted. Receptacles and switches not accessible / covered by obstructions were not tested and operation should be confirmed on final walkthrough.
- Reverse polarity observed. Recommend addressing by a qualified electrician
- Loose hanging light fixtures observed. Suggest addressing for safety
- **Electrical wiring has been poorly run in areas of the basement. Indications observed that electrical work may not have been a professionally installed. Recommend further review by a qualified electrician for permitting confirmation and any repairs required.**



Reverse polarity observed at receptacles in basement. Recommend addressing by a qualified electrician



Exposed electrical wiring observed. Client should consult with a licensed electrician prior to closing for repairs/replacement as needed to ensure safety.



Recommend adding junction box covers for safety where required

6. Joist Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Manufactured / Wood Joists

Observations:

- Floor joists are a vital component of the floor structure. Joists support and distribute the weight of a building, absorb impacts on the floor, and create structural integrity so that the floor remains stable and secure. Suggest consulting structural engineering professional prior to any modifications to the joist system. If portions of the framing are not visible to the inspector due to basement finishes, the possibility of deficiencies within areas that were not visible or accessible can increase.
- The majority of the joists could not be fully inspected due to basement ceiling finish.

7. Beams Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Wood Beams

Observations:

- Beams should never be altered as they are a very important component of the overall structure of a building. No alterations should ever be made to beams without seeking the advice of a structural engineer.

8. Support Post Comments

Ins	Rr	Sc	Ni	Np
✓				

Materials: Metal screwjacks (Tele-posts)

Observations:

- Never remove support posts without first seeking structural advice. Support posts are an integral part of the homes support system, and should be anchored at both the base and top plate with proper fasteners.

9. Subfloor Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Wood Plank

Observations:

- No visible leaks / damage observed at sub floor materials during the inspection unless otherwise noted. Comments made are of the visible areas only.
- Limited review of sub floor in areas due to finished basement ceilings.

10. Window Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Style: Sliding Frame • Vinyl Frame

Observations:

- Accessible basement windows were tested (opened unless fixed). Worked as required unless otherwise noted. Suggest caulking around windows as necessary to reduce heat loss and prevent possible water entry in basement area. Please note blinds, window coverings, and screens are not part of home inspection.



Windows have been blocked with rigid styrofoam. This is a fire hazard and should be replaced.

11. Insulation Condition

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Materials: Rolled/Batt Insulation

Observations:

- Visible in unfinished area only - No comments can be made on insulation or vapour barrier in concealed or inaccessible areas.
- Insulation is inaccessible in most areas due to basement finish.
- Recommend review of rim joist insulation and vapor barrier for adequate protection against drafts.
- **Exposed styrofoam / foam spray observed. This material should be covered with drywall or other fire rated material for safety.**



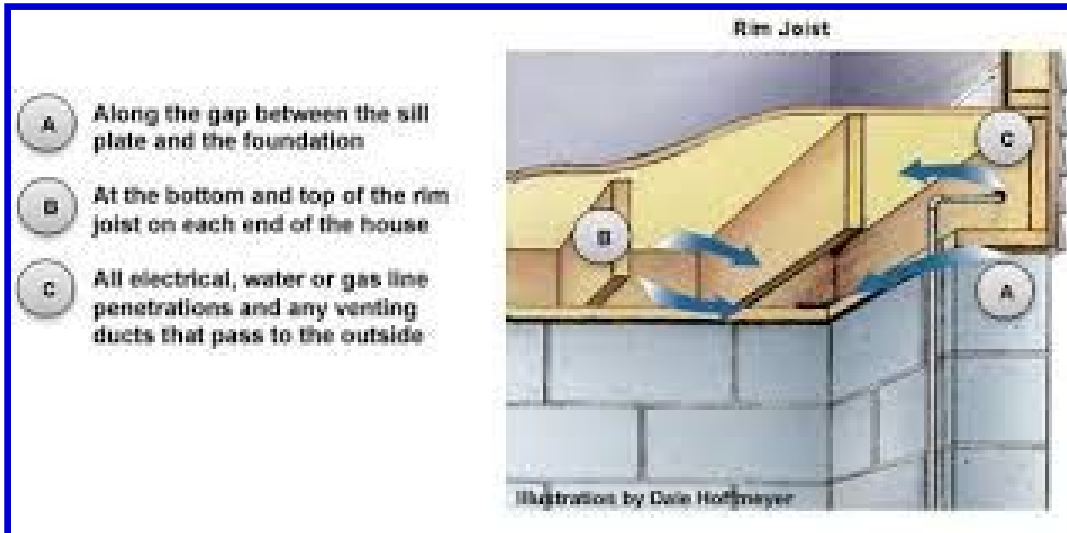
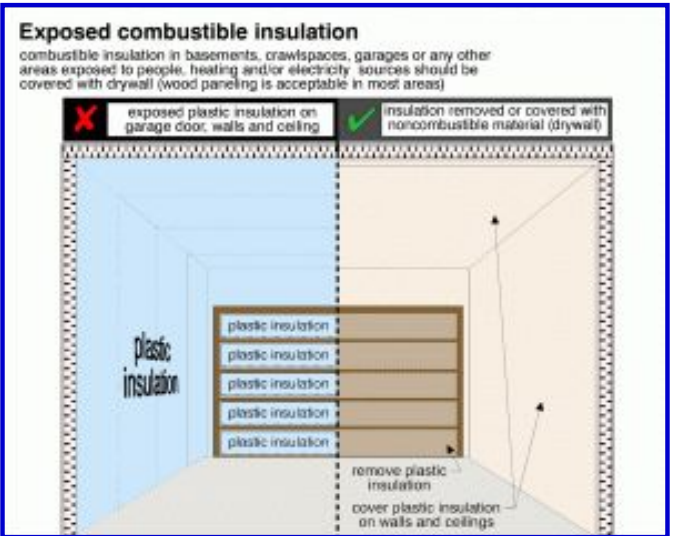
Exposed styrofoam / foam spray observed. This material should be covered with drywall or other fire rated material for safety.



Recommend review of rim joist insulation and vapor barrier for adequate protection against drafts.



No vapour barrier noted at insulation. This can allow moisture to accumulate behind insulation batts.



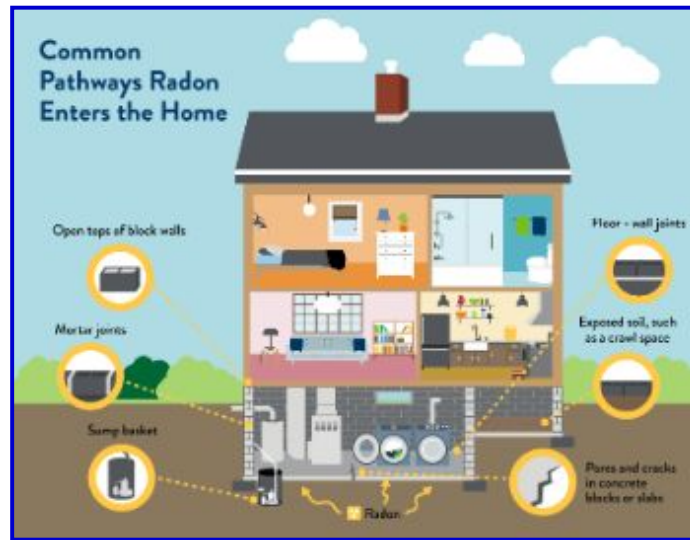
12. Radon

Ins	Rr	Sc	Ni	Np
				✓

Materials: Radon is an odourless, invisible, radioactive gas released naturally from beneath the ground. Alberta is known to have much higher Radon readings than other provinces. Radon can enter homes through small cracks, gaps, holes in basements and accumulation in the air. Over time, inhalation of high levels of radon can cause health concerns. It should be noted that Health Canada has defined 200 Bq/m³ as the action level for any indoor environment, and test readings of 200 Bq/m³ and above should be mitigated to ensure radon levels are reduced to safe limits. Radon occurs in every home and levels can vary from home to home. Recommend further consultation with a Radon specialist to test and confirm Radon levels in home.

Observations:

- No Radon rough in / venting system observed.



No Radon rough in / venting system observed.

13. Basement Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- The basement area appeared dry on day of the inspection unless otherwise noted. Future conditions cannot be predicted as factors can change with weather conditions. Recommend obtaining any information available from seller regarding previous water/moisture penetration.

Please note: The inspector does not confirm permit approval for any alterations / renovations performed in the home after the original build.

Compliance of Secondary Suites does not fall within the scope of Home Inspection. Recommend contacting appropriate jurisdictional bylaw and permitting agencies for compliance approval and / or licensing requirements.

The presence of mould in concealed areas of the home does not fall within the scope of this home Inspection as it is not visible. If buyer has concerns about mould due to allergies, or suspects the presence of mould, consultation with a qualified abatement / air quality contractor to conduct a more invasive investigation is recommended.

Inspection of the basement/crawlspace is limited to a visual review of conditions at time of inspection only. Weather conditions, water tables, storage of personal property, changing foundation conditions, grading conditions, downspout placement, wall finishes, etc. all contribute to inconclusive predictions of foundation performance.

While there may not be visible evidence of water intrusion at time of inspection, the inspector CANNOT guarantee this or any other basement components against water entry.

- Limited inspection of basement due to stored personal items

Plumbing

1. Main Shutoff Location

Ins	Rr	Sc	Ni	Np
✓				

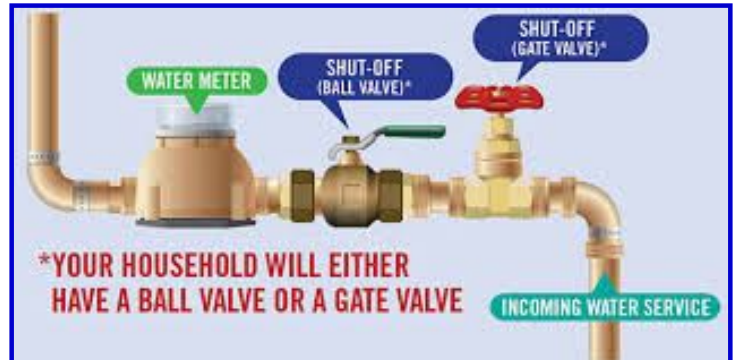
Materials: Copper

Observations:

- No leaks observed at main valve at the time of the inspection. Ongoing monitoring of all plumbing components suggested. Since main shut off valves are operated infrequently, it is not unusual for them to become inoperable or seized over time. They can leak or break when operated after a period of inactivity. We suggest caution when operating shut offs that have not been operated for a long period. All shutoff valves should be operated regularly to ensure correct operation in case of a plumbing emergency.



Main water shut off shown



No leaks observed at main valve on Thermal Image at the time of the inspection.

2. Supply Line Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Copper

Observations:

- Visible supply lines appeared in serviceable condition and no leaks were found unless otherwise stated. Recommend monitoring fittings periodically for corrosion and/or leaks. If there are concerns regarding certain pex brands or manufacturers, we recommend further evaluation by qualified plumber.

3. Waste Line Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

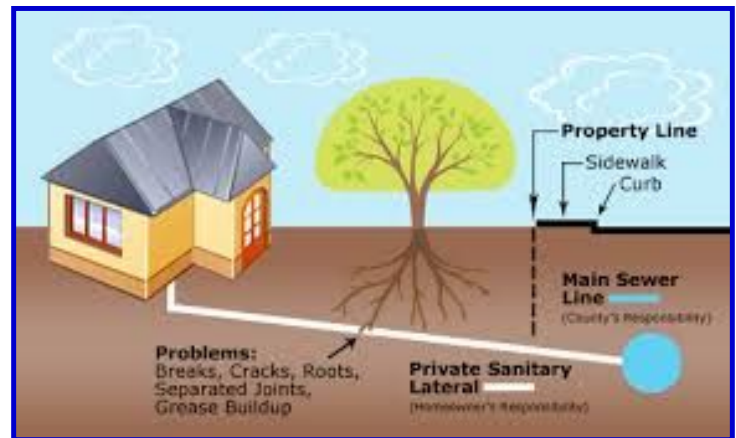
Materials: Plastic/PVC/ABS

Observations:

- Waste lines appeared in serviceable condition when inspected. No leaks observed at the time of the inspection, unless otherwise noted in this report - Scoping drain lines is not part of the home inspection. Limited inspection of entire waste line system due to basement finish / insulation cover.
- Homes older than the mid to late 1970's are likely to have under ground cast iron, clay, and asbestos composition sewer lines. These are often susceptible to rust and deterioration from the inside and root intrusion from mature trees. It is strongly recommended that the buyer contract a qualified plumber to scope the sewer lines prior to close, as any failure within your property line could lead to expensive repairs for which you may be liable. Guarantees or predictions of sewer line condition cannot be provided by the home inspector as they are not accessible.
- Soil stack clean out observed which allows access to the drain line running under the home in the event of back-up or clogs. This item is noted for reference only, and for future maintenance considerations.
- **Floor drain not visible in basement. It may be covered with personal belongings. Recommend confirmation with seller to confirm floor drain location.**



Soil stack clean out observed which allows access to the drain line running under the home in the event of back-up or clogs. This item is noted for reference only, and for future maintenance considerations.



Homes older than the mid to late 1970's are likely to have under ground cast iron, clay, and asbestos composition sewer lines. These are often susceptible to rust and deterioration from the inside and root intrusion from mature trees. It is strongly recommended that the buyer contract a qualified plumber to scope the sewer lines prior to close, as any failure within your property line could lead to expensive repairs for which you may be liable. Guarantees or predictions of sewer line condition cannot be provided by the home inspector as they are not accessible.

4. Sump Pump/Pit Conditions

Ins	Rr	Sc	Ni	Np
				✓

Observations:

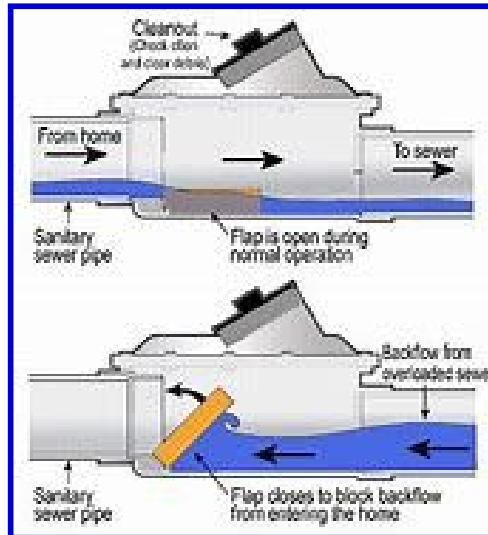
- No sump pump visible in the home.

5. Plumbing Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Comments:

- Visible plumbing components inspected. Any deficiencies observed will be noted in applicable section. Recommend regular monitoring of supply and waste plumbing for leaking as part of ongoing maintenance.
- Backwater prevention valve not visible - It may be covered with flooring materials, personal storage, or not installed as it may not have been a requirement when the home was built. Recommend further review with seller, if confirmation of installation is required.



Backwater prevention valve not visible - It may be covered with flooring materials, personal storage, or not installed as it may not have been a requirement when the home was built. Recommend further review with seller, if confirmation of installation is required.

Electrical

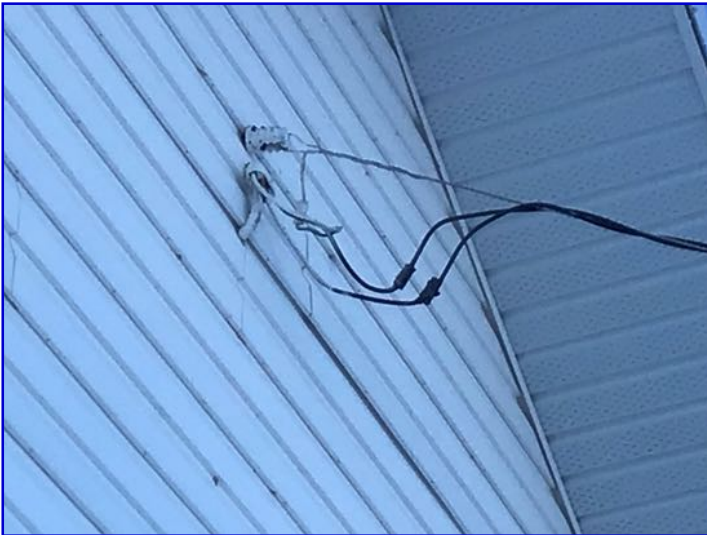
1. Main Service Drop Condition

Ins	Rr	Sc	Ni	Np
✓				

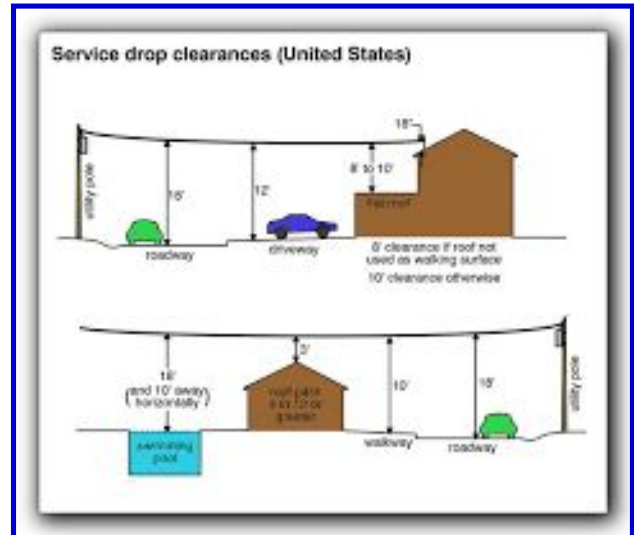
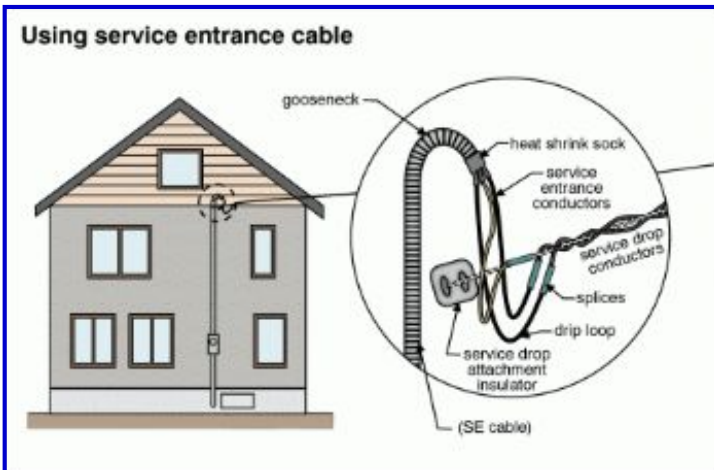
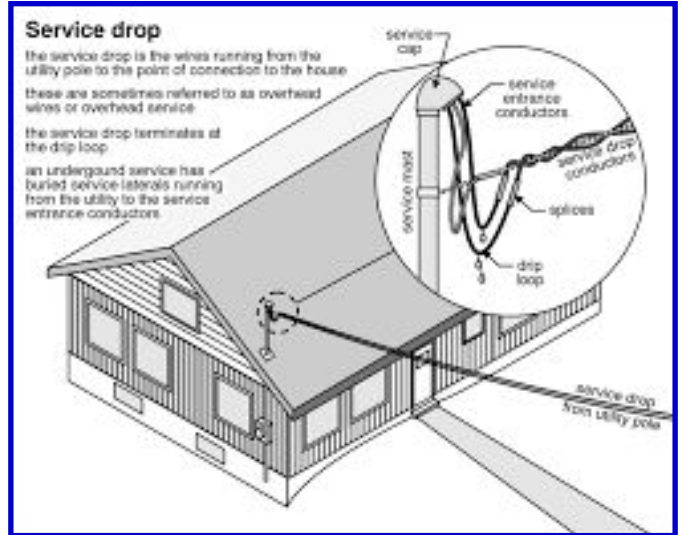
Type: Main Service Drop is overhead

Observations:

- Incoming service appears in serviceable condition where visible.
- Overhead Service Entrance appears in serviceable condition where visible
- Drip loop
- Normal acceptable clearance is 10-15 feet at the closest point.



Incoming service appears in serviceable condition where visible.



2. Electrical panel Condition

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Type / Materials: Fuses
 Observations:

- Recommend requesting information from sellers regarding any permits obtained for renovations / repairs performed in the home after original build.

Certain Service Panel brands have been discontinued / deemed problematic and recalled over the years. Homes with higher risk panels such as a Challenger, ITE / Bulldog Pushmatic, Zinsco, Sylvania, or Federal Pacific Service Panel should be evaluated by a licensed electrician, as these types of panels / breakers have been known to overheat without tripping the circuit breakers, and in some cases have been known to cause house fires.

- Service Panel located in the Front Entryway



Outdated panel noted. Recommend further review for replacement by qualified electrician.



Main electrical disconnect / shut off



Amalgamated fuse blocks noted. Replace with more current breakers for safety.



Thermal Image of panel - No issues during inspection

3. Sub Panelcomments

Ins	Rr	Sc	Ni	Np
✓				

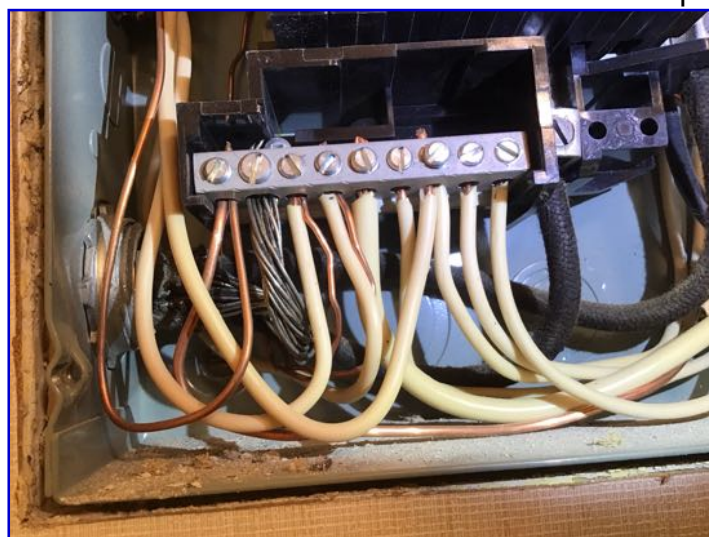
Observations:
 • Located in the bathroom.



Sub Panel located in the bathroom.



No major causes for concern noted at the sub panel.



Copper branch wiring noted

4. Smoke and carbon monoxide detector comments

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Location: Smoke detectors observed in home - We recommend smoke / carbon monoxide detector installation on all levels of home for occupant safety.

Observations:

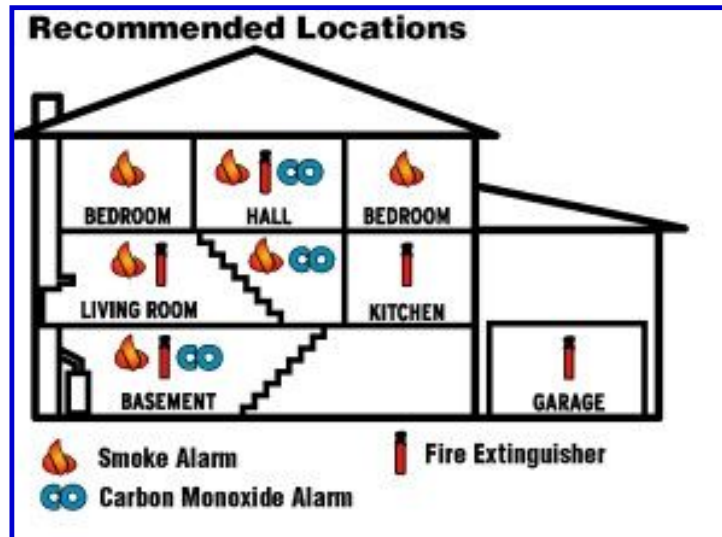
- Detectors are tested using the device test button. We strongly recommend working smoke and carbon monoxide detectors on all levels of the home, and periodic testing is suggested to ensure proper working order. Detectors often have a life span of 10 years even if they sound on testing they can fail at anytime. While there may be serviceable smoke and carbon monoxide detectors in the house at time of inspection, buyer is urged to review existence of such upon close as on occasion they are removed by seller. In 2016 regulators state: all bedrooms in new home builds must have their own smoke detector - Not essential for older homes but would greatly enhance safety.

Suggest carbon monoxide detectors are added to all levels. (CO detectors only have a 7 year life span, if age unknown suggest replacing).

- If age of smoke detectors are unknown, we suggest replacing for occupant safety. These safety devices typically have a 10 year life span.
- To ensure reliable safe operation, replace smoke detectors as recommended on manufactures expiry date plate
- **Smoke detector(s) not working / expired. Suggest installing new smoke detectors, as necessary, for safety.**



Defibrillator noted.



5. Electrical Comments

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Observations:

- As generalists our electrical inspections are limited to visual components, however if a more in depth investigation of the electrical system is required, we recommend contacting a qualified electrician for full review. The inspector does not confirm permit approvals for any renovation completed on the property.

For education purposes - A ground-fault circuit interrupter (GFCI) can help prevent electrocution. GFCIs are generally installed where electrical circuits within appliances may accidentally come into contact with water. They are most often found in kitchens, bath and laundry rooms, outside or in the garage

We may recommend GFCI upgrades in areas as suggestions only, and in some cases not possible due to the age of the home/panel. For more detailed review of electrical issues we suggest consulting an electrician to review system, if required.

As we have tested the system using conventional means, grounding appears to be present unless otherwise noted. It can only be assumed that grounding connections have been properly connected as verification of existence of ground rods, grounding plates, or connections are not visible. Should further review be need, recommend contacting a qualified electrician for further information.

If light fixtures do not respond to testing, we recommend changing bulbs to confirm correct operating condition.

The Electrical Service to this home is typical and adequate for this home. A representative number of receptacles were tested, and any issues found have been documented in the appropriate section.

All electrical issues within the home should be repaired by a licensed electrical contractor. Do not attempt electrical repairs unless fully qualified, as injury can result.

- Indications of wiring in basement appear to suggest that the work may not have been installed by a professional electrician. Recommend confirmation of permits for any renovations and further review by a qualified electrician.
- **Recommend full review of electrical system by qualified electrical contractor for quotes on upgrades/repair to ensure safe and adequate service.**
- **Knob and tube wiring was observed in this home. This type of wiring was standard at the time of construction. Recommend further review by qualified electrician for safety.**



Knob and tube wiring was observed in this home. This type of wiring was standard at the time of construction. Recommend further review by qualified electrician for safety.



Recommend full review of electrical system by qualified electrical contractor for quotes on upgrades/repair to ensure safe and adequate service.



Further review by qualified electrician recommended for safety.



Proper termination of wiring is recommended for safety.

Heating

1. Heating Type

Materials: Gas Forced Air

Materials: Age of furnace is unknown. Certain manufacture plates do not identify date of units dependent on age, or if damaged, faded, or missing. Further review may be required to identify age of furnace.

2. Thermostat Condition

Ins	Rr	Sc	Ni	Np
✓				

This is a single function thermostat - non-programmable. Recommend upgrade to programmable unit in the future to enhance comfort and efficiency.

Observations:

- Thermostat secure on wall and functional on day of inspection. Located at Main Level hallway



Thermostat secure on wall and functional on day of inspection. Located at Main Level hallway

3. Burner Chamber Comments

Ins	Rr	Sc	Ni	Np
✓				

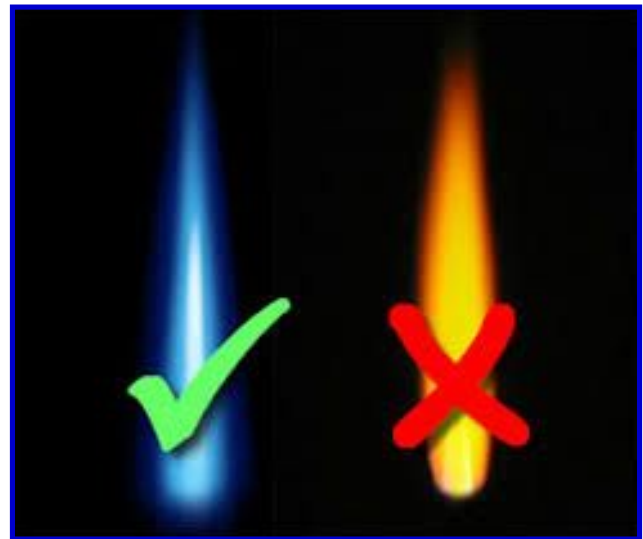
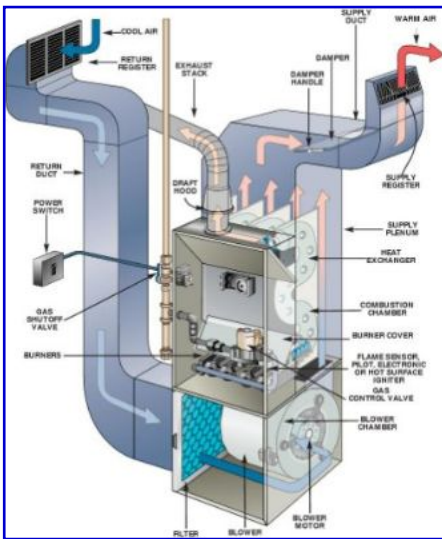
Observations:

- Burner chamber appears in serviceable condition on day of inspection. Annual clean/service by a qualified HVAC technician is recommended on possession and then ongoing annually. Heat exchangers are not visible as they are an internal component of the furnace and can not be inspected properly without disassembling the furnace. As this is not an invasive inspection, heat exchanger condition is not part of this inspection - An HVAC contractor should be consulted to inspect the internal components of the furnace if concerned.
- The presence of yellow flame can indicate improper combustion occurring with this appliance. This is a "Safety Concern". Further review by the local utility company or licensed heating contractor is recommended prior to closing to ensure safety.



Burner chamber appears in serviceable condition on day of inspection. Annual clean/service by a qualified HVAC technician is recommended on possession and then ongoing annually. Heat exchangers are not visible as they are an internal component of the furnace and can not be inspected properly without disassembling the furnace. As this is not an invasive inspection, heat exchanger condition is not part of this inspection - An HVAC contractor should be consulted to inspect the internal components of the furnace if concerned.

Carbon monoxide reading was ZERO during inspection.



4. Exhaust Venting Conditions

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Metal
Observations:

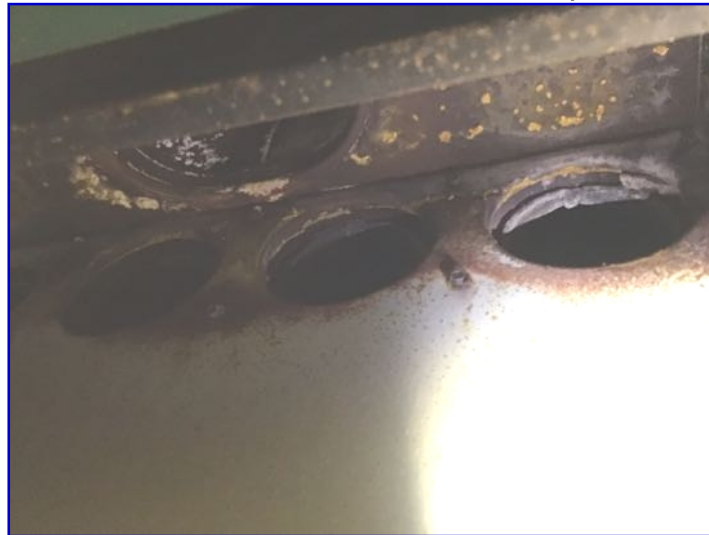
- Holes / gaps observed in exhaust venting, which is a serious safety concern. Recommend review by HVAC contractor.



Rust / holes noted in venting. Repair for safety.



Missing cap at exhaust venting. Replace to prevent down drafting



Recommend further review of heat exchanger by qualified furnace technician.

5. Filter comments

Ins	Rr	Sc	Ni	Np
				✓

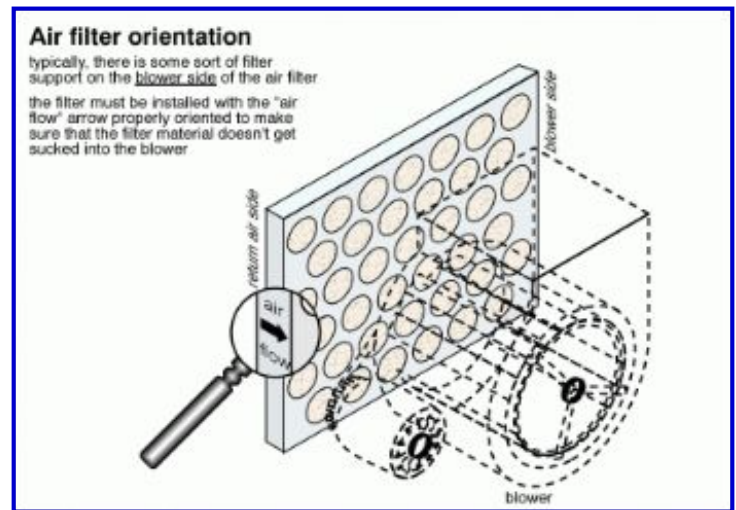
Size: 16x25x1

Observations:

- The most common cause of inadequate heating or cooling in the home is the result of dirty filters. Dirty filters restrict air flow resulting in excessive strain on furnace fan function, and can cause overheating damage to furnace components due to insufficient circulation of air through the unit.

We recommend checking the furnace filter every month and replacing as required. Cheaper fiberglass furnace filters are designed to prevent debris from damaging moving components of furnace, not purifying air in the home. Multi ply filters can restrict air flow and are not recommended. If air purification is required, we recommend contacting HVAC contractor for air purification system options.

- Filter not installed. Suggest installing specific size filter for proper air filtration.



Filter not installed. Suggest installing specific size filter for proper air filtration.

6. Distribution Condition

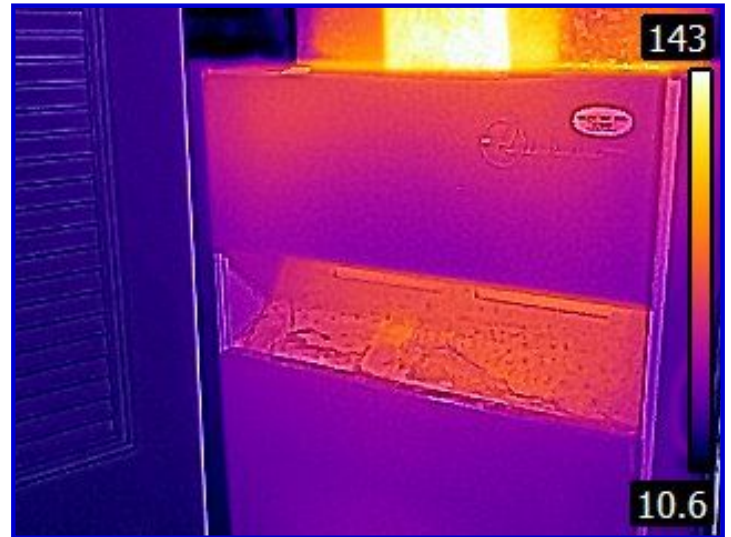
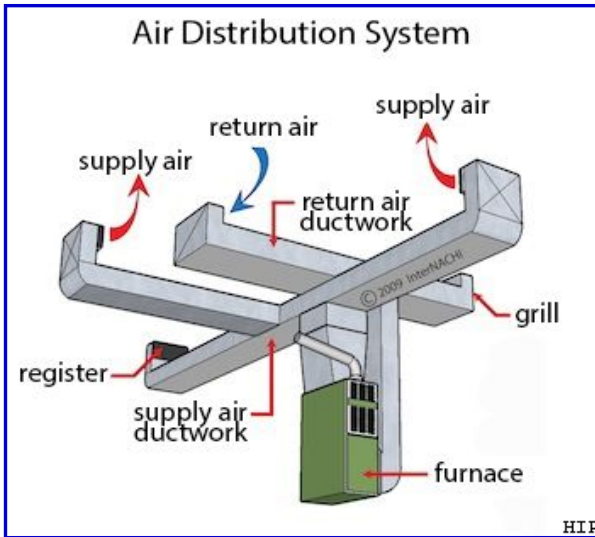
Ins	Rr	Sc	Ni	Np
✓				

Type: Ducts and Registers

Observations:

- Duct work appears to be serviceable where visible. Sealing joints, gaps, and holes in ducting with metal / aluminum tape will reduce heat loss. It will also provide better air flow to the registers throughout the home. It is common for rooms located further from the furnace to have a slightly lower air flow distribution.

A number of accessible heat registers are thermal scanned and appear to be working as intended.



Furnace thermal scanned and working as required at time of inspection.

7. Humidifier comments

Ins	Rr	Sc	Ni	Np
				✓

8. Heating Comments

Ins	Rr	Sc	Ni	Np
✓	✓	✓		

Observations:

- Due to inaccessibility of internal components of this unit including the heat exchanger, our review of the furnace is limited to what is visible. If a more detailed inspection of the condition of internal components of the furnace is required, a licensed HVAC contractor should be consulted prior to closing.

A complete furnace service and duct cleaning on possession and every 2 years afterwards is recommended.

Heating units have an average life expectancy of 20 - 30 years with regular maintenance, but can fail at any time - Our comments are on the day of the inspection only - Furnace appears to be functioning correctly, unless otherwise noted.

The key component to all gas combustion heating furnaces is the heat exchanger. This is a welded clam-shell piece of metal within the furnace cabinet that contains the products of combustion ensuring that moisture, carbon monoxide, and other harmful products of combustion do not mix with interior air and is safely vented to the exterior. Heat exchangers on modern furnaces have an average life expectancy of approx 20 years. Heat exchangers are not visible; and are specifically excluded from a home inspection due to inaccessibility. Holes or cracks in the furnaces heat exchanger are not within the scope of this inspection as heat exchangers are not visible or accessible to the inspector. Unit was tested using normal operating controls and appeared to function properly at time of inspection.

The risk of continuing to rely on an older furnace is the possibility of a crack forming in the heat exchanger. We recommend that you ensure operable carbon monoxide alarms on every level of the house, HVAC service / maintenance performed annually, and anticipate replacing forced air furnaces in 20 - 30 year time frame from date of manufacture of furnace.

ATCO gas provides a free safety inspection and is strongly recommended for furnaces 20 years of age and older.

- No record of recent service observed. Recommend cleaning and service by a qualified HVAC contractor on possession, and annually thereafter for efficient operation of system.
- Suggest further review by a licensed contractor for repair or replacement as appropriate.
- **ATCO gas provides a free safety inspection of gas burning appliances. This is strongly recommended for this furnace due to it's condition / age.**
- **Furnace not operating at start of inspection. Temporary repairs were made to furnace to ensure heat working during cold months. Further review recommended for permanent repairs.**



Furnace electric disconnect switch



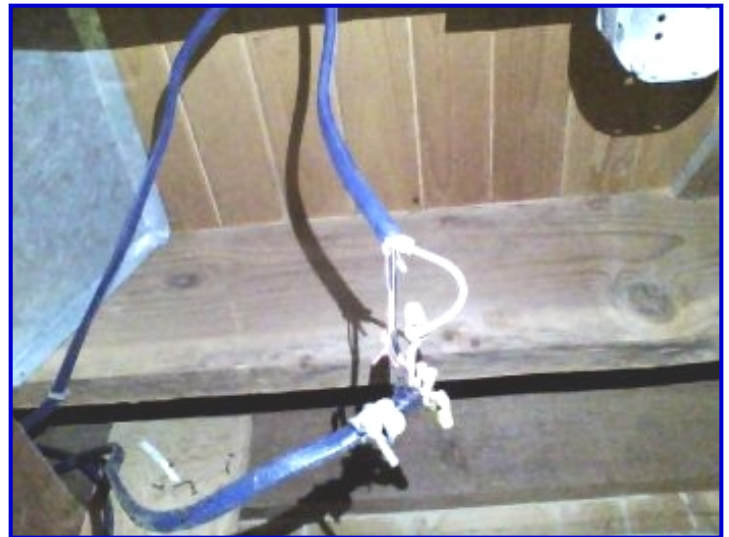
ATCO gas provides a free safety inspection of gas burning appliances. This is strongly recommended for this furnace due to it's condition / age.



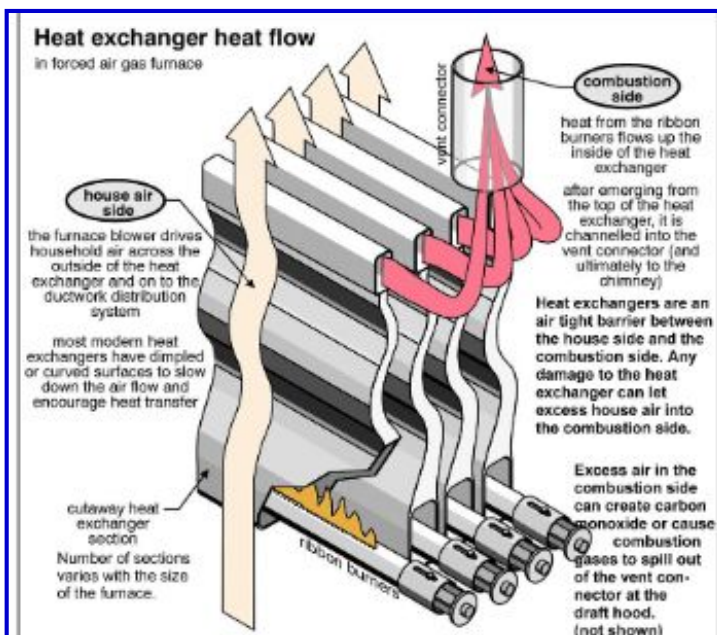
Recommend further review of furnace.



No record of recent service observed. Recommend cleaning and service by a qualified HVAC contractor on possession, and annually thereafter for efficient operation of system.



Furnace temporarily tied into closet light circuit.
Further repair required.



Due to inaccessibility of internal components of this unit including the heat exchanger, our review of the furnace is limited to what is visible. If a more detailed inspection of the condition of internal components of the furnace is required, a licensed HVAC contractor should be consulted prior to closing. A complete furnace service and duct cleaning on possession and every 2 years afterwards is recommended. Heating units have an average life expectancy of 20 - 30 years with regular maintenance, but can fail at any time - Our comments are on the day of the inspection only -

Furnace appears to be functioning correctly, unless otherwise noted. The key component to all gas combustion heating furnaces is the heat exchanger. This is a welded clam-shell piece of metal within the furnace cabinet that contains the products of combustion ensuring that moisture, carbon monoxide, and other harmful products of combustion do not mix with interior air and is safely vented to the exterior. Heat exchangers on modern furnaces have an average life expectancy of approx 20 years. Heat exchangers are not visible; and are specifically excluded from a home inspection due to inaccessibility. Holes or cracks in the furnaces heat exchanger are not within the scope of this inspection as heat exchangers are not visible or accessible to the inspector. Unit was tested using normal operating controls and appeared to function properly at time of inspection. The risk of continuing to rely on an older furnace is the possibility of a crack forming in the heat exchanger. We recommend that you ensure operable carbon monoxide alarms on every level of the house, HVAC service / maintenance performed annually, and anticipate replacing forced air furnaces in 20 - 30 year time frame from date of manufacture of furnace. ATCO gas provides a free safety inspection and is strongly recommended for furnaces 20 years of age and older.

Water Heater

1. Supply lines Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Copper
Observations:

- No leaks at supply lines or fittings observed - Recommend monitoring periodically for leaks and or corrosion.

2. Temperature Pressure Release Valve Conditions

Ins	Rr	Sc	Ni	Np
				✓

Observations:

- Temperature Pressure Relief valve not present.

3. Water Heater Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

- Electric Hot water tank serviceable at time of inspection. Electric heating elements can fail at any time. No guarantees can be offered on this or any other appliance. Children should be kept away from water heater as the high pressure release valve, if disturbed, can cause scalding. Periodic monitoring of tank is suggested for leaking.

The maximum recommended water temperature at faucets in the home is 120 degrees due to the possibility of scalding at temperatures above this. But to prevent the formation of Legionella bacteria in the water heater, tank temperatures are recommended to be kept between 135-140 degrees.

Installing a tempering valve can allow for this combination, keeping water at faucets in the home to safe temperatures while keeping water tank temperatures high enough to kill harmful bacteria. We recommend consulting with a licensed plumber regarding the installation of a tempering valve if concerned.

- Due to age of water tank we suggest ongoing monitoring of the unit. The volume and temperature of water supplied by the tank may decrease over time due to scale build up. If at any time leaking is noted from the tank, we suggest turning off the water tank shut off valve and contacting a qualified plumbing contractor for replacement.

- Due to age of water tank we suggest ongoing monitoring of the unit.
- Exposed electrical wiring observed at water tank. This is a safety concern as it is subject to "Physical Damage". Exposed electrical wires should be encased in protective cable cover to ensure safety from mechanical damage. Client should consult with a licensed electrician prior to closing for repairs/replacement as needed to ensure safety.



Electric Hot water tank serviceable at time of inspection. Electric heating elements can fail at any time. No guarantees can be offered on this or any other appliance. Children should be kept away from water heater as the high pressure release valve, if disturbed, can cause scalding.

Periodic monitoring of tank is suggested for leaking. The maximum recommended water temperature at faucets in the home is 120 degrees due to the possibility of scalding at temperatures above this. But to prevent the formation of Legionella bacteria in the water heater, tank temperatures are recommended to be kept between 135-140 degrees. Installing a tempering valve can allow for this combination, keeping water at faucets in the home to safe temperatures while keeping water tank temperatures high enough to kill harmful bacteria. We recommend consulting with a licensed plumber regarding the installation of a tempering valve if concerned.

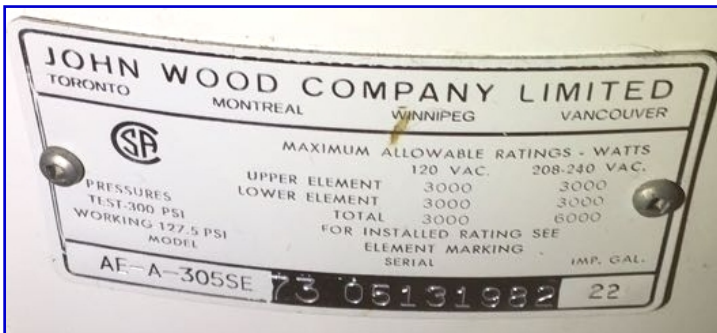
Protective cover missing at water tank. Replace for safety.



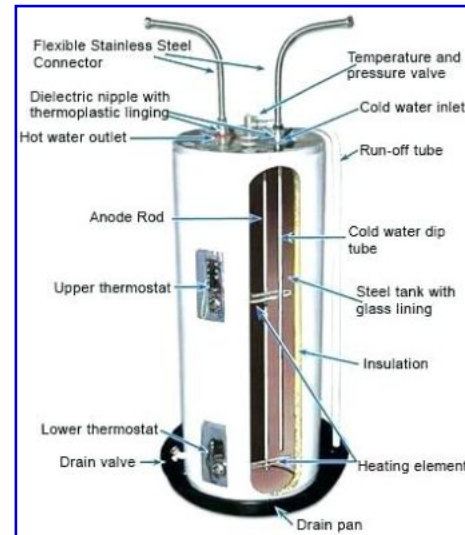
Due to age of water tank we suggest ongoing monitoring of the unit. The volume and temperature of water supplied by the tank may decrease over time due to scale build up. If at any time leaking is noted from the tank, we suggest turning off the water tank shut off valve and contacting a qualified plumbing contractor for replacement.



No shut off valve noted at water heater.



Hot Water Tank manufacturer plate.





No leaks observed at hot water tank during the inspection - Tank is fully thermal scanned

Attic

1. Methods Used to Inspect

How Inspected: Attics and all related components are inspected visually with flashlight from the attic hatch. Walking through attics with blow in insulation will alter insulation R value effectiveness, and as a result it is not recommended. The inspection of the attic space is at the sole discretion of the inspector and depends on a number of factors including, but not limited to: accessibility, clearances, insulation levels, stored items in attic spaces, temperature, visibility, etc. Insulation is not moved or disturbed other than to confirm insulation type and measurement. The inspection of the attic is limited to visual portions only from the attic hatch area, and any areas that are not visible are excluded from this inspection. Hidden attic concerns are always a possibility, as attics can not be fully evaluated without relying on invasive investigative procedures. If this limitation is a concern, we recommend contracting a qualified roofing / attic specialist to further evaluate.

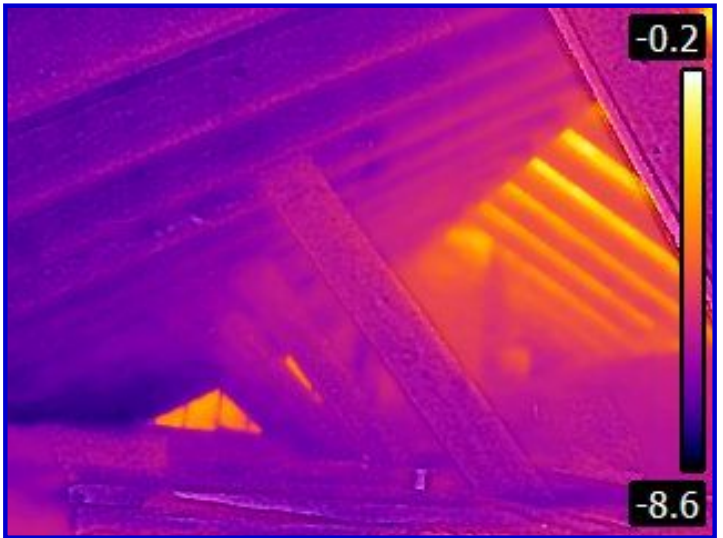
2. Framing Condition

Ins	Rr	Sc	Ni	Np
✓				

Style: Rafters

Observations:

- Framing appears serviceable in attic area where visible from ladders edge with flash light. Unable to determine condition of framing in areas covered by insulation or behind obstructions. The roof framing consists of stick framed rafters or a factory- built truss system, comprised of components comprised of chords, webs, and struts that are connected by wood or metal gussets, which are nailed or glued in place. Each component of the truss system is designed for a specific purpose, and cannot be removed or modified without compromising the integrity of the entire truss. The lowest component, which is called the chord and to which the ceiling drywall is attached, can move by thermal expansion and contraction and cause creaking sounds, which are more pronounced in the mornings and evenings along with temperature changes. Such movement has no structural significance, but can result in small cracks or drywall pops.



Framing appears serviceable in attic area where visible from ladders edge with flash light. Unable to determine condition of framing in areas covered by insulation or behind obstructions. The roof framing consists of stick framed rafters or a factory- built truss system, comprised of components comprised of chords, webs, and struts that are connected by wood or metal gussets, which are nailed or glued in place. Each component of the truss system is designed for a specific purpose, and cannot be removed or modified without compromising the integrity of the entire truss. The lowest component, which is called the chord and to which the ceiling drywall is attached, can move by thermal expansion and contraction and cause creaking sounds, which are more pronounced in the mornings and evenings along with temperature changes. Such movement has no structural significance, but can result in small cracks or drywall pops.

Framing serviceable in attic area from ladders edge on thermal scan

3. Sheathing Condition

Ins	Rr	Sc	Ni	Np
✓				

Materials: Wood plank

Observations:

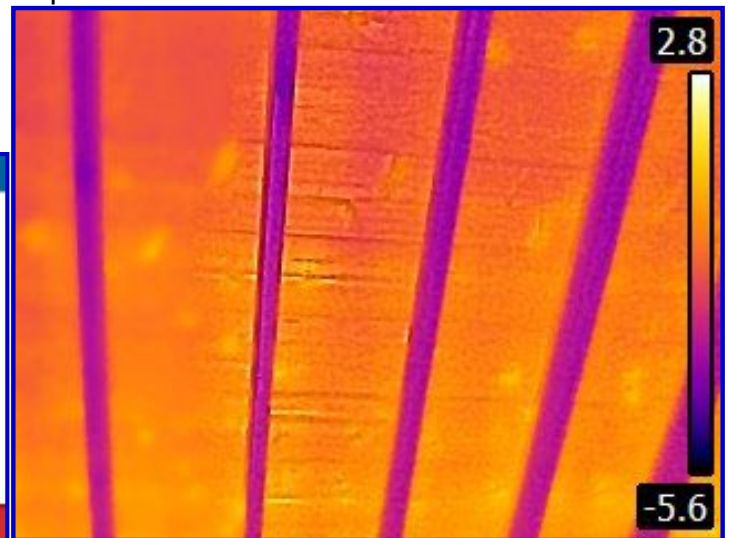
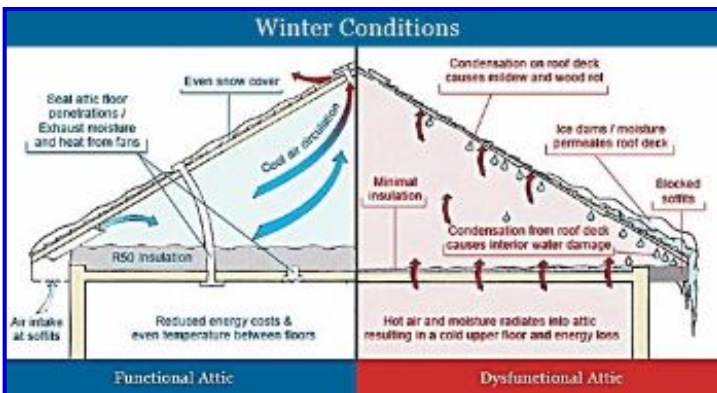
- The sheathing was visually inspected and appeared dry on the day of the inspection. (we can only comment on what is visible and accessible areas from the attic hatch at the ladders edge)
- Frost / ice build up noted at sheathing and framing - Common causes are heat loss into attic area and or poor ventilation. This can cause moisture to drip onto ceiling below resulting in staining when temperatures warm up and melts frost / ice. This phenomenon is often referred to as attic rain.



The sheathing was visually inspected and appeared dry on the day of the inspection. (we can only comment on what is visible and accessible areas from the attic hatch at the ladders edge)



Frost / ice build up noted at sheathing and framing - Common causes are heat loss into attic area and or poor ventilation. This can cause moisture to drip onto ceiling below resulting in staining when temperatures warm up and melts frost / ice. This phenomenon is often referred to as attic rain.



The sheathing was thermal scanned

4. Insulation Condition

Ins	Rr	Sc	Ni	Np
✓	✓			

Materials: Rolled/Batt insulation • 4 inch = Approx - R 12 • 6 inch = Approx - R 18

Observations:

- Low areas of insulation / gaps observed in attic. Strongly recommend levelling and / or adding additional insulation to reduce heat loss and prevent potential moisture issues caused due to Attic Bypass.

Attic Bypass refers to warm air escaping from the interior of a home into the attic space which can lead to expensive issues not only in the attic, but other components of the home as a result. Attic rain, and ice damming are common results of attic bypass in Alberta which can cause considerable damage to sheathing, insulation, drywall, flooring, structural components.

- Approx 4-6 Inches of insulation noted in the attic space - Low compared to today's standards, suggest adding more to reduce heat loss.
- Suggest adding insulation to the back of the attic hatch, to reduce heat loss.
- Suggest adding additional insulation in the attic of the home to reduce heat loss.
- **Suggest adding additional insulation in the attic of the home to reduce heat loss.**
- **Add insulation to back of attic hatch to reduce heat loss**



Suggest adding additional insulation in the attic to reduce heat loss.



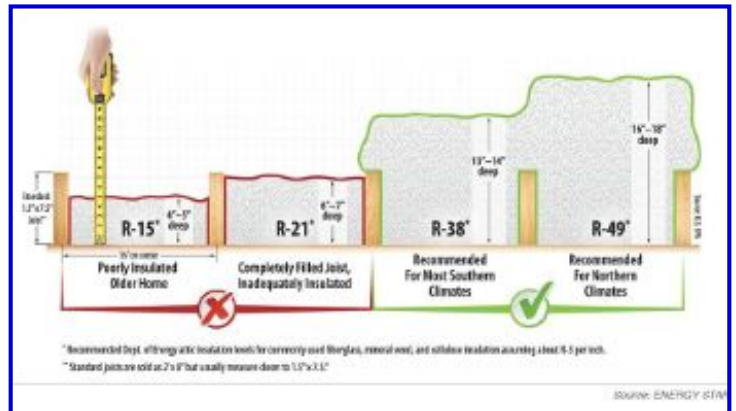
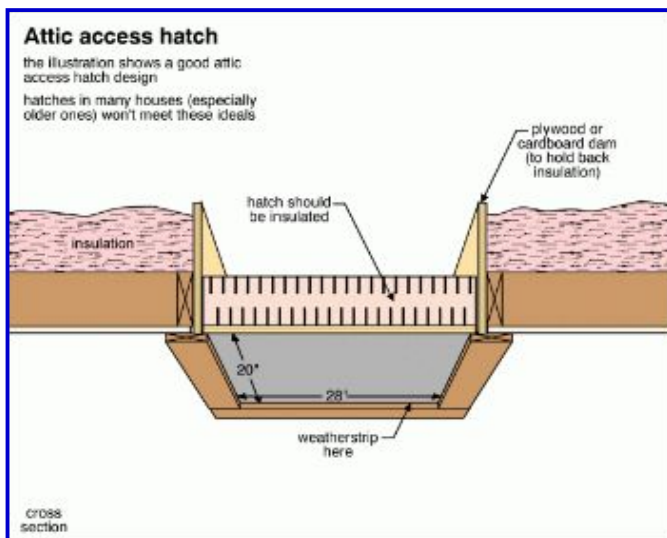
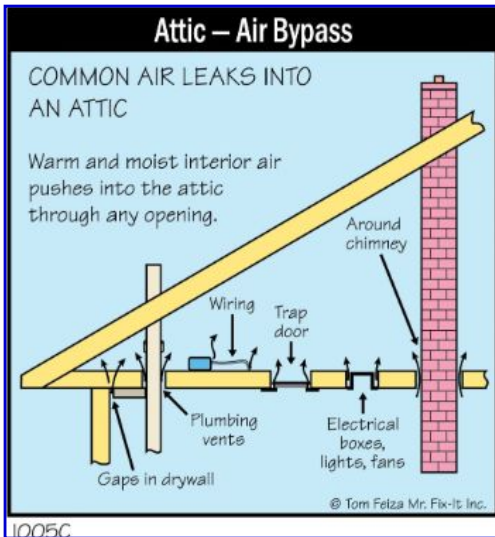
Missing insulation noted in several areas of attic. Add as required



Evidence of pest bedding noted in attic. Further review recommended



Suggest adding insulation to the back of the attic hatch, to reduce heat loss.



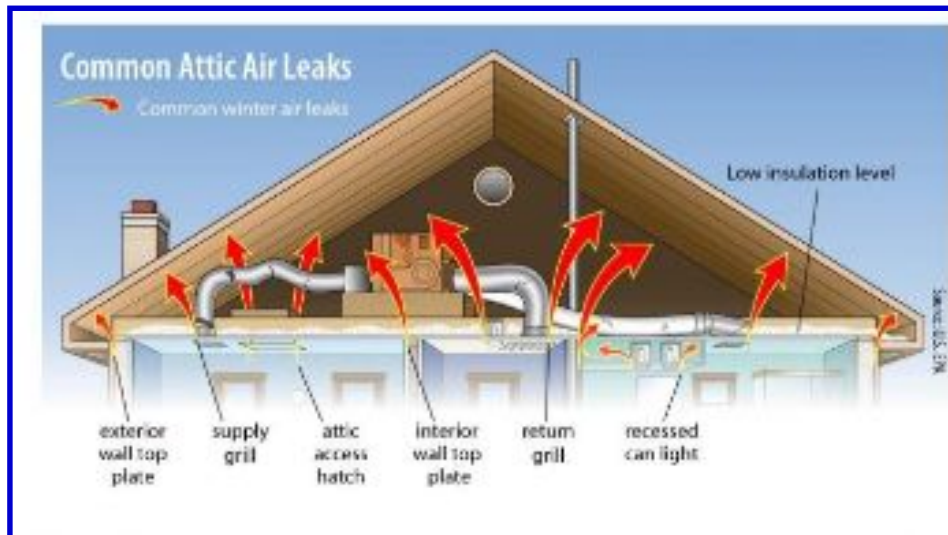
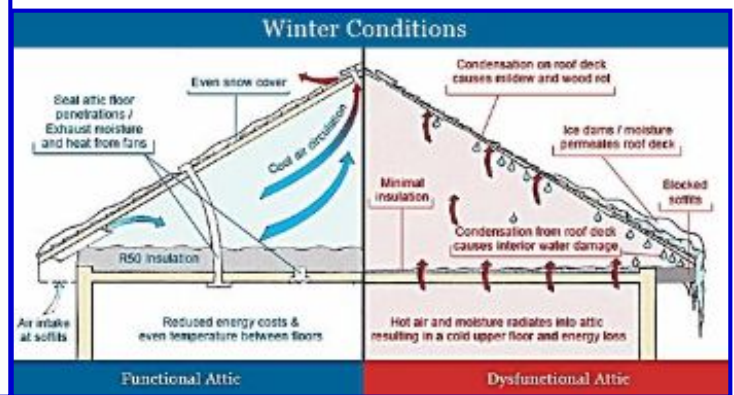
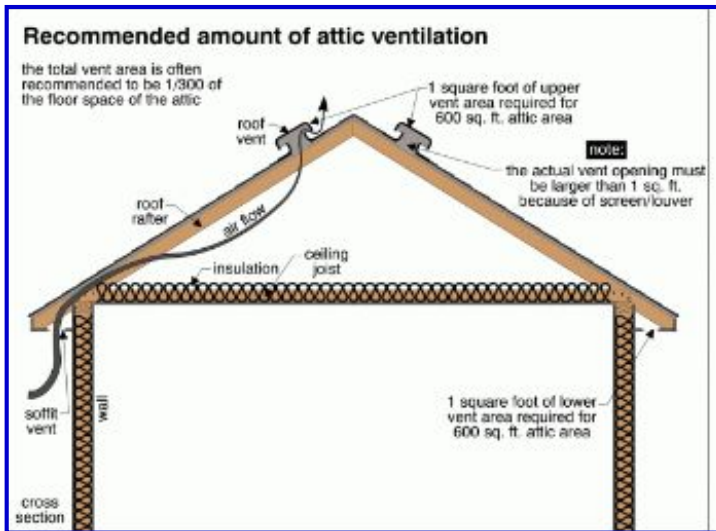
5. Ventilation Conditions

Ins	Rr	Sc	Ni	Np
✓				

Style: Hooded Roof Vent

Observations:

- Proper ventilation in your attic is critical to the performance of your roofing material. Life cycle, cost of roofing material, house structure, home system venting, attic condensation, ice dams, ceiling leaks, R value of insulation, energy costs, health of occupants, and so much more can be affected.
- A properly ventilated and insulated attic space is vital to your homes ability to ensure moisture does not develop potentially causing a variety of problems including attic rain. Ensure proper attic hatch seal is maintained to prevent warm air meeting cold air in the attic space creating condensation.
- Frost observed at underside of roof sheathing, which occurs from heat loss from attic hatch or other gaps in ceiling escaping into the attic space. Recommend adding new weatherstripping at attic hatch and reviewing all ceiling fixtures for potential air leakage points. Additional insulation / ventilation can help prevent attic rain from occurring.



6. Attic Comments

Ins	Rr	Sc	Ni	Np
✓	✓			

Observations:

• Attics are inspected visually from the attic hatch if accessible. The inspector evaluates a number of factors including, but not limited to: accessibility, clearances, insulation levels, stored items, temperature, etc. Insulation is not moved or disturbed for accessibility of items. The inspection of this area is limited to visual components only. Any areas that were not visible are excluded from this inspection. Hidden attic damage is always a possibility, and no attic can be fully evaluated at the time of the inspection through non-invasive investigation.

Proper bathroom and exhaust fan termination is often difficult to confirm due to insulation cover and access restrictions. If there are concerns that venting is not installed correctly, a more detailed and invasive inspection may be required.

Attic should be reviewed at least twice per year to ensure ventilation openings are clear and to ensure development of organic growth is prevented. While there may be very little or no evidence of organic growth in the attic at time of inspection, it can reproduce and spread rapidly should conditions allow it to. Any area of suspected mould should be reviewed by a qualified remediation contractor for laboratory analysis and removal.

Recommend monitoring performance of roof system through regular attic review - Water intrusion can occur at any time after the inspection. Predictions by the inspector of future roof / attic conditions is impossible as it is dependent on numerous factors beyond the inspectors control.

It is common to see staining around attic hatch entrance and the hatch itself. This happens when heat from the interior of the home escapes into a cold attic through the hatch area in winter. When hot air meets the cold air, it turns to condensation. During extreme extended cold periods in the winter months, frost caused from condensation can form on sheathing / nails which will melt with sudden warming of exterior temperatures. This melting is commonly referred to as attic rain which can stain ceilings and cause severe water damage to the home. In extreme cases, mould can start to form. It is imperative the attic hatch seal is tight and in good condition to prevent warm air intrusion into attic.

Recommend installation of new weatherstripping foam annually at attic hatch lip to reduce build up of warm moist air which often causes moisture issues including attic rain and ice damming. Any gaps around the attic hatch / curb joint should be addressed to prevent heat loss into attic.

Comments made regarding the attic reflect temperatures and weather conditions on the day of inspection. During extended periods of dry weather, leaks or potential leak evidence is not always visible. We can only comment on the condition of the attic representative of the time and day the home inspection was conducted.

- Attic should be reviewed at least twice per year to ensure ventilation openings are clear and to ensure development of organic growth is kept in check
- Suggest installation of fresh weatherstripping annually at attic hatch to reduce build up of warm moist air which often causes moisture issues.

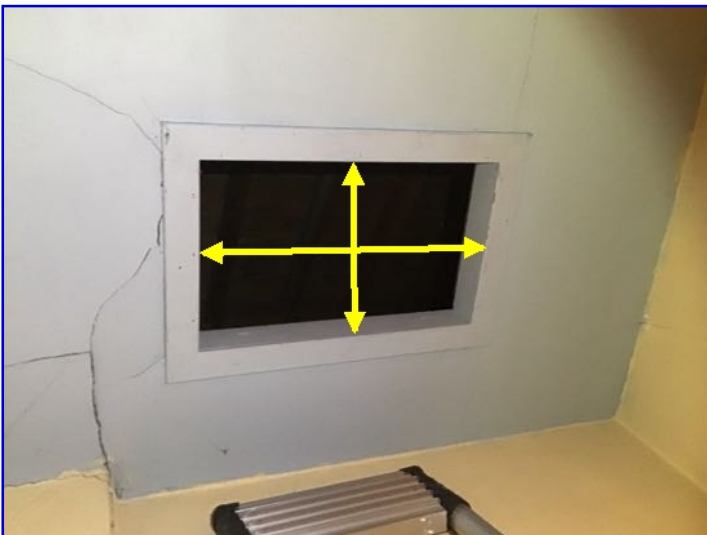
- Recommend insulating gaps between hatch lip and curb to prevent heat loss and staining
- Attic thermally scanned. Areas of frost noted at nail penetrations



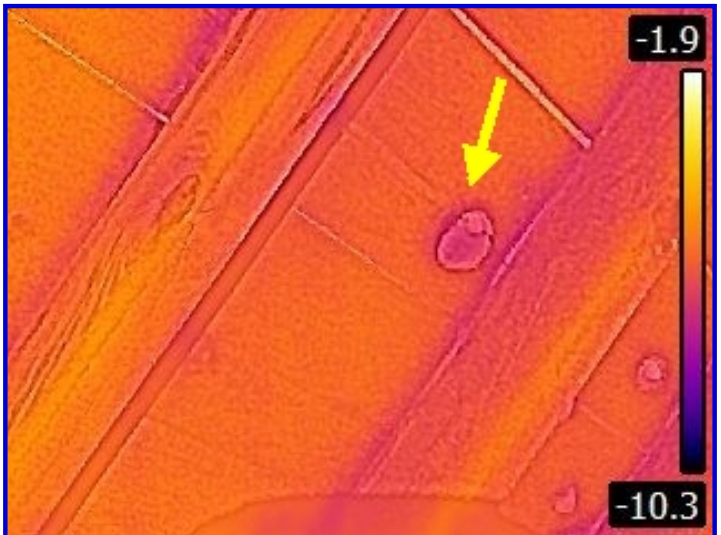
Attic should be reviewed at least twice per year to ensure ventilation openings are clear and to ensure development of organic growth is kept in check



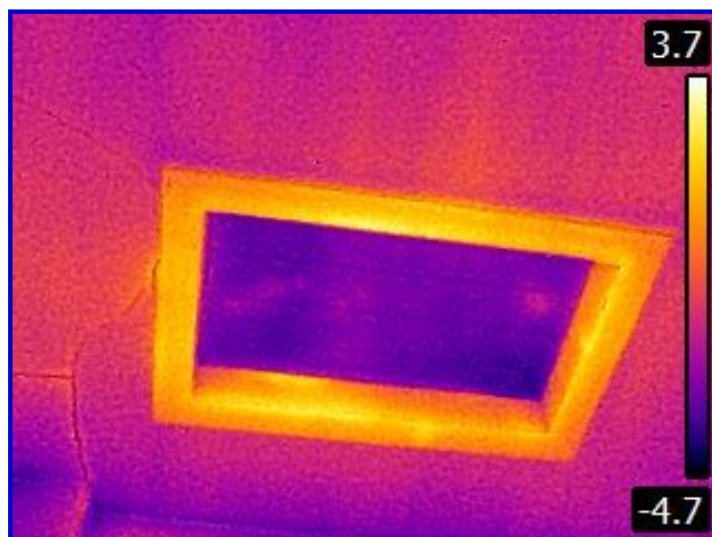
Suggest installation of weatherstripping annually at attic hatch to reduce build up of warm moist air which often causes moisture issues.



Limited attic access due to size of hatch.



Attic thermally scanned. Areas of frost noted at nail penetrations



Recommend adding insulation to attic hatch to prevent heat loss.

InterNACHI's Home Inspection Standards of Practice and The International Code of Ethics for Home Inspectors

Effective March 2018

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1. Definitions and Scope

1.1. A general home inspection is a non-invasive, visual examination of the accessible areas of a residential property (as delineated below), performed for a fee, which is designed to identify defects within specific systems and components defined by these Standards that are both observed and deemed material by the inspector. The scope of work may be modified by the Client and Inspector prior to the inspection process.

I. The general home inspection is based on the observations made on the date of the inspection, and not a prediction of future conditions.

II. The general home inspection will not reveal every issue that exists or ever could exist, but only those material defects observed on the date of the inspection.

1.2. A material defect is a specific issue with a system or component of a residential property that may have a significant, adverse impact on the value of the property, or that poses an unreasonable risk to people. The fact that a system or component is near, at, or beyond the end of its normal, useful life is not, in itself, a material defect.

1.3. A general home inspection report shall identify, in written format, defects within specific systems and components defined by these Standards that are both observed and deemed material by the inspector. Inspection reports may include additional comments and recommendations.

2. Limitations, Exceptions & Exclusions

2.1. Limitations:

I. An inspection is not technically exhaustive. II. An inspection will not identify concealed or latent defects. III. An inspection will not deal with aesthetic concerns or what could be deemed matters of taste, cosmetic defects, etc. IV. An inspection will not determine the suitability of the property for any use. V. An inspection does not determine the market value of the property or its marketability. VI. An inspection does not determine the insurability of the property. VII. An inspection does not determine the advisability or inadvisability of the purchase of the inspected property. VIII. An inspection does not determine the life expectancy of the property or any components or systems therein. IX. An inspection does not include items not permanently installed. X. This Standards of Practice applies only to properties with four or fewer residential units and their attached garages and carports.

2.2. Exclusions:

I. The inspector is not required to determine: A. property boundary lines or encroachments. B. the condition of any component or system that is not readily accessible. C. the service life expectancy of any component or system. D. the size, capacity, BTU, performance or efficiency of any component or system. E. the cause or reason of any condition. F. the cause for the need of correction, repair or replacement of any system or component. G. future conditions. H. compliance with codes or regulations. I. the presence of evidence of rodents, birds, bats, animals, insects, or other pests. J. the presence of mold, mildew or fungus. K. the presence of airborne hazards, including radon. L. the air quality. M. the existence of environmental hazards, including lead paint, asbestos or toxic drywall. N. the existence of electromagnetic fields. O. any hazardous waste conditions. P. any manufacturers' recalls or conformance with manufacturer installation, or any information included for consumer protection purposes. Q. acoustical properties. R. correction, replacement or repair cost estimates. S. estimates of the cost to operate any given system.

II. The inspector is not required to operate:

A. any system that is shut down. B. any system that does not function properly. C. or evaluate low-voltage electrical systems, such as, but not limited to: 1. phone lines; 2. cable lines; 3. satellite dishes; 4. antennae; 5. lights; or 6. remote controls. D. any system that does not turn on with the use of normal operating controls. E. any shut-off valves or manual stop valves. F. any electrical disconnect or over-current protection devices. G. any alarm systems. H. moisture meters, gas detectors or similar equipment.

III. The inspector is not required to:

A. move any personal items or other obstructions, such as, but not limited to: throw rugs, carpeting, wall coverings, furniture, ceiling tiles, window coverings, equipment, plants, ice, debris, snow, water, dirt, pets, or anything else that might restrict the visual inspection. B. dismantle, open or uncover any system or component. C. enter or access any area that may, in the inspector's opinion, be unsafe. D. enter crawlspaces or other areas that may be unsafe or not readily accessible. E. inspect underground items, such as, but not limited to: lawn-irrigation systems, or underground storage tanks (or indications of their presence), whether abandoned or actively used. F. do anything that may, in the inspector's opinion, be unsafe or dangerous to him/herself or others, or damage property, such as, but not limited to: walking on roof surfaces, climbing ladders, entering attic spaces, or negotiating with pets. G. inspect decorative items. H. inspect common elements or areas in multi-unit housing. I. inspect intercoms, speaker systems or security systems. J. offer guarantees or warranties. K. offer or perform any engineering services. L. offer or perform any trade or professional service other than general home inspection. M. research the history of the property, or report on its potential for alteration, modification, extendibility or suitability for a specific or proposed use for occupancy. N. determine the age of construction or installation of any system, structure or component of a building, or differentiate between original construction and subsequent additions, improvements, renovations or replacements. O. determine the insurability of a property. P. perform or offer Phase 1 or environmental audits. Q. inspect any system or component that is not included in these Standards.

3. Standards of Practice

3.1. Roof

I. The inspector shall inspect from ground level or the eaves: A. the roof-covering materials; B. the gutters; C. the downspouts; D. the vents, flashing, skylights, chimney, and other roof penetrations; and E. the general structure of the roof from the readily accessible panels, doors or stairs.

II. The inspector shall describe: A. the type of roof-covering materials.

III. The inspector shall report as in need of correction: A. observed indications of active roof leaks.

IV. The inspector is not required to: A. walk on any roof surface. B. predict the service life expectancy. C. inspect underground downspout diverter drainage pipes. D. remove snow, ice, debris or other conditions that prohibit the observation of the roof surfaces. E. move insulation. F. inspect antennae, satellite dishes, lightning arresters, de-icing equipment, or similar attachments. G. walk on any roof areas that appear, in the

inspector's opinion, to be unsafe. H. walk on any roof areas if doing so might, in the inspector's opinion, cause damage. I. perform a water test. J. warrant or certify the roof. K. confirm proper fastening or installation of any roof-covering material.

3.2. Exterior

I. The inspector shall inspect: A. the exterior wall-covering materials; B. the eaves, soffits and fascia; C. a representative number of windows; D. all exterior doors; E. flashing and trim; F. adjacent walkways and driveways; G. stairs, steps, stoops, stairways and ramps; H. porches, patios, decks, balconies and carports; I. railings, guards and handrails; and J. vegetation, surface drainage, retaining walls and grading of the property, where they may adversely affect the structure due to moisture intrusion.

II. The inspector shall describe: A. the type of exterior wall-covering materials.

III. The inspector shall report as in need of correction: A. any improper spacing between intermediate balusters, spindles and rails.

IV. The inspector is not required to: A. inspect or operate screens, storm windows, shutters, awnings, fences, outbuildings, or exterior accent lighting. B. inspect items that are not visible or readily accessible from the ground, including window and door flashing. C. inspect or identify geological, geotechnical, hydrological or soil conditions. D. inspect recreational facilities or playground equipment. E. inspect seawalls, break walls or docks. F. inspect erosion-control or earth-stabilization measures. G. inspect for safety-type glass. H. inspect underground utilities. I. inspect underground items. J. inspect wells or springs. K. inspect solar, wind or geothermal systems. L. inspect swimming pools or spas. M. inspect wastewater treatment systems, septic systems or cesspools. N. inspect irrigation or sprinkler systems. O. inspect drain fields or dry wells. P. determine the integrity of multiple-pane window glazing or thermal window seals.

3.3. Basement, Foundation, Crawlspace & Structure

I. The inspector shall inspect: A. the foundation; B. the basement; C. the crawlspace; and D. structural components.

II. The inspector shall describe: A. the type of foundation; and B. the location of the access to the under-floor space.

III. The inspector shall report as in need of correction: A. observed indications of wood in contact with or near soil; B. observed indications of active water penetration; C. observed indications of possible foundation movement, such as sheetrock cracks, brick cracks, out-of-square door frames, and unlevel floors; and D. any observed cutting, notching and boring of framing members that may, in the inspector's opinion, present a structural or safety concern.

IV. The inspector is not required to: A. enter any crawlspace that is not readily accessible, or where entry could cause damage or pose a hazard to him/herself. B. move stored items or debris. C. operate sump pumps with inaccessible floats. D. identify the size, spacing, span or location or determine the adequacy of foundation bolting, bracing, joists, joist spans or support systems. E. provide any engineering or architectural service. F. report on the adequacy of any structural system or component.

3.4. Heating

I. The inspector shall inspect: A. the heating system, using normal operating controls.

II. The inspector shall describe: A. the location of the thermostat for the heating system; B. the energy source; and C. the heating method.

III. The inspector shall report as in need of correction: A. any heating system that did not operate; and B. if the heating system was deemed inaccessible.

IV. The inspector is not required to: A. inspect, measure or evaluate the interior of flues or chimneys, fire chambers, heat exchangers, combustion air systems, fresh-air intakes, make-up air, humidifiers, dehumidifiers, electronic air filters, geothermal systems, or solar heating systems. B. inspect fuel tanks or underground or concealed fuel supply systems. C. determine the uniformity, temperature, flow, balance, distribution, size, capacity, BTU, or supply adequacy of the heating system. D. light or ignite pilot flames. E. activate heating, heat pump systems, or other heating systems when ambient temperatures or other circumstances are not conducive to safe operation or may damage the equipment. F. override electronic thermostats. G. evaluate fuel quality. H. verify thermostat calibration, heat anticipation, or automatic setbacks, timers, programs or clocks. I. measure or calculate the air for combustion, ventilation or dilution of flue gases for appliances.

3.5. Cooling

I. The inspector shall inspect: A. the cooling system, using normal operating controls.

II. The inspector shall describe:

A. the location of the thermostat for the cooling system; and B. the cooling method.

III. The inspector shall report as in need of correction: A. any cooling system that did not operate; and B. if the cooling system was deemed inaccessible.

IV. The inspector is not required to: A. determine the uniformity, temperature, flow, balance, distribution, size, capacity, BTU, or supply adequacy of the cooling system. B. inspect portable window units, through-wall units, or electronic air filters. C. operate equipment or systems if the exterior temperature is below 65° Fahrenheit, or when other circumstances are not conducive to safe operation or may damage the equipment. D. inspect or determine thermostat calibration, cooling anticipation, or automatic setbacks or clocks. E. examine electrical current, coolant fluids or gases, or coolant leakage.

3.6. Plumbing

I. The inspector shall inspect: A. the main water supply shut-off valve; B. the main fuel supply shut-off valve; C. the water heating equipment, including the energy source, venting connections, temperature/pressure-relief (TPR) valves, Watts 210 valves, and seismic bracing; D. the interior water supply, including all fixtures and faucets, by running the water; E. all toilets for proper operation by flushing; F. all sinks, tubs and showers for functional drainage; G. the drain, waste and vent system; and H. drainage sump pumps with accessible floats.

II. The inspector shall describe: A. whether the water supply is public or private based upon observed evidence; B. the location of the main water supply shut-off valve; C. the location of the main fuel supply shut-off valve; D. the location of any observed fuel-storage system; and E. the capacity of the water heating equipment, if labeled.

III. The inspector shall report as in need of correction: A. deficiencies in the water supply by viewing the functional flow in two fixtures operated simultaneously; B. deficiencies in the installation of hot and cold water faucets; C. mechanical drain stops that were missing or did not operate if installed in sinks, lavatories and tubs; and D. toilets that were damaged, had loose connections to the floor, were leaking, or had tank components that did not operate.

IV. The inspector is not required to: A. light or ignite pilot flames. B. measure the capacity, temperature, age, life expectancy or adequacy of the water heater. C. inspect the interior of flues or chimneys, combustion air systems, water softener or filtering systems, well pumps or tanks, safety or shut-off valves, floor drains, lawn sprinkler systems, or fire sprinkler systems. D. determine the exact flow rate, volume, pressure, temperature or adequacy of the water supply. E. determine the water quality, potability or reliability of the water supply or source. F. open sealed plumbing access panels. G. inspect clothes washing machines or their connections. H. operate any valve. I. test shower pans, tub and shower surrounds or enclosures for leakage or functional overflow protection. J. evaluate the compliance with conservation, energy or building standards, or the proper design or sizing of any water, waste or venting components, fixtures or piping. K. determine the effectiveness of anti-siphon, back-flow prevention or drain-stop devices. L. determine whether there are sufficient cleanouts for effective cleaning of drains. M. evaluate fuel storage tanks or supply systems. N. inspect wastewater treatment systems. O. inspect water treatment systems or water filters. P. inspect water storage tanks, pressure pumps, or bladder tanks. Q. evaluate wait time to obtain hot water at fixtures, or perform testing of any kind to water heater elements. R. evaluate or determine the adequacy of combustion air. S. test, operate, open or close: safety controls, manual stop valves, temperature/pressure-relief valves, control valves, or check valves. T. examine ancillary or auxiliary systems or components, such as, but not limited to, those related to solar water heating and hot water circulation. U. determine the existence or condition of polybutylene, polyethylene, or similar plastic plumbing. V. inspect or test for gas or fuel leaks, or indications thereof.

3.7. Electrical

I. The inspector shall inspect: A. the service drop; B. the overhead service conductors and attachment point; C. the service head, gooseneck and drip loops; D. the service mast, service conduit and raceway; E. the electric meter and base; F. service-entrance conductors; G. the main service disconnect; H. panel boards and over-current protection devices (circuit breakers and fuses); I. service grounding and bonding; J. a representative number of switches, lighting fixtures and receptacles, including receptacles observed and deemed to be arc-fault circuit interrupter (AFCI)-protected using the AFCI test button, where possible; K. all ground-fault circuit interrupter receptacles and circuit breakers observed and deemed to be GFCIs using a GFCI tester, where possible; and L. for the presence of smoke and carbon-monoxide detectors.

II. The inspector shall describe: A. the main service disconnects amperage rating, if labeled; and B. the type of wiring observed.

III. The inspector shall report as in need of correction: A. deficiencies in the integrity of the service-entrance conductors' insulation, drip loop, and vertical clearances from grade and roofs; B. any unused circuit-breaker panel opening that was not filled; C. the presence of solid conductor aluminum branch-circuit wiring, if readily visible; D. any tested receptacle in which power was not present, polarity was incorrect, the cover was not in place, the GFCI devices were not properly installed or did not operate properly, evidence of arcing or excessive heat, and where the receptacle was not grounded or was not secured to the wall; and E. the absence of smoke and/or carbon monoxide detectors.

IV. The inspector is not required to: A. insert any tool, probe or device into the main panel board, sub-panels, distribution panel boards, or electrical fixtures. B. operate electrical systems that are shut down. C. remove panel board cabinet covers or dead fronts. D. operate or re-set over-current protection devices or overload devices. E. operate or test smoke or carbon-monoxide detectors or alarms. F. inspect, operate or test any security, fire or alarms systems or components, or other warning or signaling systems. G. measure or determine the amperage or voltage of the main service equipment, if not visibly labeled. H. inspect ancillary wiring or remote-control devices. I. activate any electrical systems or branch circuits that are not energized. J. inspect low-voltage systems, electrical de-icing tapes, swimming pool wiring, or any time-controlled devices. K. verify the service ground. L. inspect private or emergency electrical supply sources, including, but not limited to: generators, windmills, photovoltaic solar collectors, or battery or electrical storage facility. M. inspect spark or lightning arrestors. N. inspect or test de-icing equipment. O. conduct voltage-drop calculations. P. determine the accuracy of labeling. Q. inspect exterior lighting.

3.8. Fireplace

I. The inspector shall inspect: A. readily accessible and visible portions of the fireplaces and chimneys; B. lintels above the fireplace openings; C. damper doors by opening and closing them, if readily accessible and manually operable; and D. cleanout doors and frames.

II. The inspector shall describe: A. the type of fireplace.

III. The inspector shall report as in need of correction: A. evidence of joint separation, damage or deterioration of the hearth, hearth extension or chambers; B. manually operated dampers that did not open and close; C. the lack of a smoke detector in the same room as the fireplace; D. the lack of a carbon-monoxide detector in the same room as the fireplace; and E. cleanouts not made of metal, pre-cast cement, or other non-combustible material.

IV. The inspector is not required to: A. inspect the flue or vent system. B. inspect the interior of chimneys or flues, fire doors or screens, seals or gaskets, or mantels. C. determine the need for a chimney sweep. D. operate gas fireplace inserts. E. light pilot flames. F. determine the appropriateness of any installation. G. inspect automatic fuel-fed devices. H. inspect combustion and/or make-up air devices. I. inspect heat-distribution assists, whether gravity- controlled or fan-assisted. J. ignite or extinguish fires. K. determine the adequacy of drafts or draft characteristics. L. move fireplace inserts, stoves or firebox contents. M. perform a smoke test. N. dismantle or remove any component. O. perform a National Fire Protection Association (NFPA)-style inspection. P. perform a Phase I fireplace and chimney inspection.

3.9. Attic, Insulation & Ventilation

I. The inspector shall inspect: A. insulation in unfinished spaces, including attics, crawlspaces and foundation areas; B. ventilation of unfinished spaces, including attics, crawlspaces and foundation areas; and C. mechanical exhaust systems in the kitchen, bathrooms and laundry area.

II. The inspector shall describe: A. the type of insulation observed; and B. the approximate average depth of insulation observed at the unfinished attic floor area or roof structure.

III. The inspector shall report as in need of correction: A. the general absence of insulation or ventilation in unfinished spaces.

IV. The inspector is not required to: A. enter the attic or any unfinished spaces that are not readily accessible, or where entry could cause damage or, in the inspector's opinion, pose a safety hazard. B. move, touch or disturb insulation. C. move, touch or disturb vapor retarders. D. break or otherwise damage the surface finish or weather seal on or around access panels or covers. E. identify the composition or R-value of insulation material. F. activate thermostatically operated fans. G. determine the types of materials used in insulation or wrapping of pipes, ducts, jackets, boilers or wiring. H. determine the adequacy of ventilation.

3.10. Doors, Windows & Interior

I. The inspector shall inspect: A. a representative number of doors and windows by opening and closing them; B. floors, walls and ceilings; C. stairs, steps, landings, stairways and ramps; D. railings, guards and handrails; and E. garage vehicle doors and the operation of garage vehicle door openers, using normal operating controls.

II. The inspector shall describe: A. a garage vehicle door as manually operated or installed with a garage door opener.

III. The inspector shall report as in need of correction: A. improper spacing between intermediate balusters, spindles and rails for steps, stairways, guards and railings; B. photo-electric safety sensors that did not operate properly; and C. any window that was obviously fogged or displayed other evidence of broken seals.

IV. The inspector is not required to: A. inspect paint, wallpaper, window treatments or finish treatments. B. inspect floor coverings or carpeting. C. inspect central vacuum systems. D. inspect for safety glazing. E. inspect security systems or components. F. evaluate the fastening of islands, countertops, cabinets, sink tops or fixtures. G. move furniture, stored items, or any coverings, such as carpets or rugs, in order to inspect the concealed floor structure. H. move suspended-ceiling tiles. I. inspect or move any household appliances. J. inspect or operate equipment housed in the garage, except as otherwise noted. K. verify or certify the proper operation of any pressure-activated auto-reverse or related safety feature of a garage door. L. operate or evaluate any security bar release and opening mechanisms, whether interior or exterior, including their compliance with local, state or federal standards. M. operate any system, appliance or component that requires the use of special keys, codes, combinations or devices. N. operate or evaluate self-cleaning oven cycles, tilt guards/latches, or signal lights. O. inspect microwave ovens or test leakage from microwave ovens. P. operate or examine any sauna, steam- generating equipment, kiln, toaster, ice maker, coffee maker, can opener, bread warmer, blender, instant hot-water dispenser, or other small, ancillary appliances or devices. Q. inspect elevators. R. inspect remote controls. S. inspect appliances. T. inspect items not permanently installed. U. discover firewall compromises. V. inspect pools, spas or fountains. W. determine the adequacy of whirlpool or spa jets, water force, or bubble effects. X. determine the structural integrity or leakage of pools or spas.

International Code of Ethics for Home Inspectors

The International Association of Certified Home Inspectors (InterNACHI®) promotes a high standard of professionalism, business ethics and inspection procedures. InterNACHI® members subscribe to the following Code of Ethics in the course of their business.

I. Duty to the Public

1. The InterNACHI® member shall abide by the Code of Ethics and substantially follow the InterNACHI® Standards of Practice.
2. The InterNACHI® member shall not engage in any practices that could be damaging to the public or bring discredit to the home inspection industry.
3. The InterNACHI® member shall be fair, honest and impartial, and act in good faith in dealing with the public.
4. The InterNACHI® member shall not discriminate in any business activities on the basis of age, race, color, religion, gender, national origin, familial status, sexual orientation, or handicap, and shall comply with all federal, state and local laws concerning discrimination.
5. The InterNACHI® member shall be truthful regarding his/her services and qualifications.
6. The InterNACHI® member shall not:
 - a. have any disclosed or undisclosed conflict of interest with the client;
 - b. accept or offer any disclosed or undisclosed commissions, rebates, profits, or other benefit from real estate agents, brokers, or any third parties having financial interest in the sale of the property; or
 - c. offer or provide any disclosed or undisclosed financial compensation directly or indirectly to any real estate agent, real estate broker, or real estate company for referrals or for inclusion on lists of preferred and/or affiliated inspectors or inspection companies.
7. The InterNACHI® member shall not release any information about the inspection or the client to a third party unless doing so is necessary to protect the safety of others, to comply with a law or statute, or both of the following conditions are met:
 - a. the client has been made explicitly aware of what information will be released, to whom, and for what purpose, and;
 - b. the client has provided explicit, prior written consent for the release of his/her information.
8. The InterNACHI® member shall always act in the interests of the client unless doing so violates a law, statute, or this Code of Ethics.
9. The InterNACHI® member shall use a written contract that specifies the services to be performed, limitations of services, and fees.
10. The InterNACHI® member shall comply with all government rules and licensing InterNACHI's Home Inspection Standards of Practice requirements of the jurisdiction where he or she conducts business.
11. The InterNACHI® member shall not perform or offer to perform, for an additional fee, any repairs or associated services to the structure for which the member or member's company has prepared a home inspection report for a period of 12 months. This provision shall not include services to components and/or systems that are not included in the InterNACHI® Standards of Practice.

II. Duty to Continue Education

1. The InterNACHI® member who has earned the Certified Professional Inspector® (CPI) designation shall comply with InterNACHI's current Continuing Education requirements.
2. The InterNACHI® member who has earned the Certified Professional Inspector® (CPI) designation shall pass InterNACHI's Online Inspector Exam once every three years.

III. Duty to the Profession and to InterNACHI®

1. The InterNACHI® member shall strive to improve the home inspection industry by sharing his/her lessons and/or experiences for the benefit of all. This does not preclude the member from for the benefit of all. This does not preclude the member from copyrighting or marketing his/her expertise to other Inspectors or the public in any manner permitted by law.
2. The InterNACHI® member shall assist the InterNACHI® leadership in disseminating and publicizing the benefits of InterNACHI® membership.
3. The InterNACHI® member shall not engage in any act or practice that could be deemed damaging, seditious or destructive to InterNACHI®, fellow InterNACHI® members, InterNACHI® employees, leadership or directors. Accusations of a member acting or deemed in violation of such rules shall trigger a review by the Ethics Committee for possible sanctions and/or expulsion from InterNACHI®.
4. The InterNACHI® member shall abide by InterNACHI's current membership requirements.
5. The InterNACHI® member shall abide by InterNACHI's current message board rules.

