



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Tuesday, March 5, 2024 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF THE PREVIOUS MINUTES**
  - (a) February 8, 2024 Regular Council Meeting
- 4. DELEGATION**
  - (a) RCMP
  - (b) Gordon Armstrong – Masonic Lodge
  - (c) Hospice Society Presentation
  - (d) Summer Daze Committee
  - (e) Alan Mittelstadt – Commercial Property
- 5. POLICY & BYLAW REVIEW**
  - (a) Bylaw Review
    - 555-24 Animal Control - Changes
    - 556-24 Rates and Fees - Changes
  - (b) Policy Review
    - 2.1 Campground Policy - Changes
    - 5.6 Tangible Capital Assets
    - 5.8 Donation Policy
    - 5.9 Credit Card Use
    - 5.11 Asset Disposal
- 6. BUSINESS**
  - (a) USP membership fees
  - (b) Municipal Admin Leadership Workshop MALW-2024 - May 14-16
  - (c) Invitation from WHMB March 14, 2024
  - (d) Join the Call to Keep Political Parties Out of Local Elections
  - (e) Employee Pension – RRSP/LAPP Policy update
- 7. FINANCIAL**
  - (a) February 2024 Bank Reconciliation and Cheque Listing
  - (b) Interim Operating Budget 2024
- 8. COMMITTEE REPORTS**
- 9. CAO, PW & JG Water Services Monthly Reports**
- 10. CORRESPONDENCE**
  - (a) Taxervice Report from 2022 taxation year
  - (b) Viability Letter from Municipal Affairs
  - (c) Marigold Amended Agreement/Requisition 2023/2024 and 2025/2026
- 11. CONFIDENTIAL**
  - (a) USP Agreement as per s. 16(1) of the *FOIP Act*)
- 12. ADJOURNMENT**

Next Meeting: Thursday, April 11, 2024 in Council Chambers

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 8, 2024**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, February 8, 2024, commencing at 7:00 pm

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IN ATTENDANCE

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

CALL TO ORDER

The meeting was called to order at 7:00 pm

ACCEPTANCE OF  
AGENDA

2024-02-08-784

Strike 11. (b) since it's in 10. (a)  
Move 11. (a) to 6. (f) in Business  
Add 6. (g) Electrical / EV discussion  
MOVED by Councillor Frank to accept Agenda with discussed changes  
and additions

CARRIED

APPROVAL OF  
MINUTES

2024-02-08-785

December 14, 2023 Regular Council Meeting  
MOVED by Councillor Schindel to approve the December 14, 2023  
Regular Council Meeting minutes

CARRIED

2024-02-08-786

January 11, 2024 Regular Council Meeting  
MOVED by Councillor Schultz to approve the January 11, 2024 Regular  
Council Meeting minutes

CARRIED

POLICY & BYLAW  
REVIEW

Bylaw Review

The following Bylaws were reviewed without changes;

- 542-22 Tax Penalties
- 520-18 Public Notification

2024-02-08-787

● 554-23 Garbage Collection NEW  
MOVED by Councillor Schultz to do First Reading on our Garbage  
Collection Bylaw number 554-23

CARRIED

2024-02-08-788

MOVED by Councillor Frank to do Second Reading on our Garbage  
Collection Bylaw number 554-23

CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 8, 2024**

2024-02-08-789      MOVED by Councillor Frank to do Unanimous Reading for the Third Reading on our Garbage Collection Bylaw number 554-23  
CARRIED

2024-02-08-790      MOVED by Councillor Schultz to do Third Reading on our Garbage Collection Bylaw number 554-23  
CARRIED

- 555-24 Animal Bylaw NEW

2024-02-08-791      MOVED by Councillor Schindel to have the CAO make the changes as discussed  
CARRIED

- 556-24 Rates and Fees NEW

2024-02-08-792      MOVED by Councillor Schultz to have the CAO make the changes as discussed  
CARRIED

Policy Review

- 2.1 Campground Policy – Changes

2024-02-08-793      MOVED by Councillor Schultz to direct administration to make the changes and bring this back next time  
CARRIED

- 5.3 Rates & Fees

2024-02-08-794      MOVED by Councillor Schindel to approve administrative policy 5.3 Rates & Fees with changes as presented  
CARRIED

The following Policies were reviewed without changes;

- 5.4 Procurement
- 5.5 Financial Reserves
- 5.13 Certificate of Compliance Policy
- 5.14 Community Groups Policy
- 5.15 Video Surveillance Policy

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 8, 2024

BUSINESS

2024-02-08-795

Lot Subdivision

MOVED by Councillor Schindel to move ahead with the process of rezoning if the buyer is still interested of the commercial lots in question

CARRIED

2024-02-08-796

MOVED by Councillor Frank to create a policy for the disposal of municipal property

CARRIED

2024-02-08-797

Monthly Winter Campground Rental

MOVED by Councillor Schultz to direct administration to create an agreement to offer to the person that's interested in monthly rental at the campground, to see if they're interested in moving in until the beginning of June with conditions, and approval from council by e-mail

CARRIED

BREAK at 9:19 pm – BACK at 9:32 pm

2024-02-08-798

Employee RRSP vs LAPP

MOVED by Councillor Schultz to direct administration to update the employee benefits and pension policy 4.4 to include group RRSP's or TFSA's as an option

CARRIED

2024-02-08-799

2024 Municipal Leadership Summit – March 14-15

MOVED by Councillor Frank to accept as information at this time

CARRIED

2024-02-08-800

Submit a resolution for debate at ABmunis 2024 Convention

MOVED by Councillor Schindel to accept this as information at this time

CARRIED

2024-02-08-801

Masonic Lodge Inspection Report

MOVED by Councillor Frank to accept this package as information at this time

CARRIED

2024-02-08-802

Electrical / EV discussion

MOVED by Councillor Frank to accept this as information at this time

CARRIED

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 8, 2024**

**FINANCIAL**

2024-02-08-803

**January 2024 Bank Reconciliation and Cheque Listing**

MOVED by Councillor Schultz to accept the January 2024 Bank Reconciliation and Cheque Listing as presented

CARRIED

2024-02-08-804

**2023 Budgetary Control Q4**

MOVED by Councillor Schultz to accept the 2023 Budgetary Control in Quarter 4

CARRIED

2024-02-08-805

**2024 Operational Budget**

MOVED by Councillor Frank to accept as information

CARRIED

**COMMITTEE  
REPORTS**

**Coralee Schindel**

**WFCSS Christmas Party** - January 21, 2024 @ Strathmore Curling Club. This year for WFCSS Christmas party we learned how to curl. A majority of board members and staff had never played before. Was a lot of fun and our delicious meal was catered by the club, also. Great time getting to know people a little better.

**Library Board Meeting** - January 23, 2024 @ 6:30pm

- \* With persistent efforts Tim was able to complete the financials on time for reporting.
- \* Discussed budget and added some items (more books for the library and little library. Will check with Playschool and see what they need to support literacy).
- \* Discussed creating a newsletter and Summer Program
- \* Still no Officers free to do Bike Program. Continuing to think of other potential instructors.
- \* Last year 310 Checkouts, 405 Items Assigned, 132 Times Locker Accessed, 4 Employees, and 5 Volunteers.
- \* Literacy Outreach for Charmont Bilingual Academy, Honduras was presented by J. ARMSTRONG. We will be donating 5 copies of a book for the Highschool students.

**WFCSS Regular Meeting** - January 24, 2024 @ 7:00pm

- \* Funds from the previous Rural Health Partnership for hosting woman's conferences was found. Crystal looked into it and there was no instructions to close or return funds. She did find the parameters for how it should be used. As it is for a woman's conference in this area, it will be applied to this year's woman's conference.
- \* For Auditor we learned that currently we have no agreement and are on an annual renewal. Therefore, Crystal has been advised to look for estimates from other auditors and find the best fit for WFCSS.

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES

Thursday, February 8, 2024

\* Calgary Foundation Recap - funds will be moved around into programs that are being utilized so as to use the funds we have been given before due date.

\* Wellness Bag Program -the idea was presented and approved to transition into a Backpack Program to support low income families. As the wellness bags are not as in demand now that covid restrictions have ended. Wellness bags completed Jan 11 & in communities by 18th.

\* Rural Income Tax Program is moving ahead. Board approved covering costs of internet on Crystal's mobile, as recommended to be used by IT for a secure internet connection. Also approved a portable printer.

\* ARC held community conversations and Naloxone training. More training available February 13th.

Will be holding a community BBQ in May. Planning has begun and there will be a need for volunteers.

\* Utilities Consumer Advocate - Look forward to more presentations regarding consumer.

\* Good Food Box - 39 boxes were ordered for Jan 19th pick up

\* Community Fee Assistance Programs - year end total subsidy provided \$4,074.45 to 20 community members. Thank you East Strathmore Solar.

\* Compass For the Caregiver - Next session March 12th.

\* Elder Abuse Awareness Coalition - Next session Feb in Langdon.

\* Social Prescribing for Older Adults - Link Worker started early January. First task is to reach out to medical offices to provide information and bring awareness.

\* Women's Conferences 2024 - Confirmed date April 12th, 2024.

\* Wheatland Youth Network - 3 after school food programs at CMJHS.

\* 5 for Life - Hosting a cooking class for kids 3-5 years, with Healthy Families.

Tim Frank – nothing to report

Les Schultz – nothing to report

CAO REPORT  
2024-02-08-806

CAO, Public Works and JG Water Services Reports  
MOVED by Councillor Schultz to extend the meeting to 11:30pm

CARRIED

2024-02-08-807

MOVED by Councillor Frank to have administration check into and find the process of condemning a building and the steps that we need to take to get it demolished and a timeline

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, February 8, 2024

2024-02-08-808      MOVED by Councillor Schultz to accept the CAO, Public Works and JG  
Water Services reports as information  
CARRIED

2024-02-08-809      MOVED by Councillor Schultz to accept the Committee Reports as  
presented  
CARRIED

CORRESPONDENCE      Correspondence

The following Correspondence was discussed;

- (a) Engagement on improving police governance in Alberta
- (b) Marigold Notes to Council
- (c) Suncorp Property Evaluation

2024-02-08-810      MOVED by Councillor Schindel to accept the correspondence as  
information at this time  
CARRIED

ADJOURNMENT      Adjournment

Councillor Schultz adjourns the meeting at 11:12 pm

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

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

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



February 23, 2024

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano, Alberta

Dear Mr. Les SCHULTZ,

Please find the quarterly Community Policing Report attached that covers the October 1<sup>st</sup> to December 31<sup>st</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano Detachment.

I would also like to update you on one of our current technological endeavours. Over the last decade, the RCMP has utilized Remotely Piloted Aircraft Systems (RPAS) to support our specialized units, i.e. our Emergency Response Teams – which has been incredibly effective for enhancing police and public safety. Although the advancement of technology benefits industry and recreation, it facilitates greater accessibility for criminals, which requires a strategic response. To remain current in our ever-changing environment, and to be responsive to public reviews that call for better access to air support such as the Nova Scotia Mass Casualty Commission of Inquiry, we are actively researching and testing new technologies in a policing environment to enhance public safety. One such technology is how we might use RPAS for potential new police applications. This includes how we might use RPAS to assist with select calls for service, crime photography, search and rescue, and unfolding critical incidents (i.e. an active shooter). With its potential and capability for wider applications, we are further considering program options for our municipal, rural, and Indigenous communities; scalable depending on community need and interest. While we will always need a helicopter and fixed-wing aircraft for the movement of resources, these larger assets are not always immediately available. RPAS technology is providing an opportunity for our communities to effectively have their own police air support, at a significantly lower cost. As I learn more about further opportunities and challenges, I will be sure to keep you updated and informed.

Your ongoing engagement, and the feedback you provide, guides our Detachment team and supports the reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. As the Chief of Police for your community, I invite you to contact me should you have any questions or concerns: 403-641-3684.

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano RCMP





## Bassano Provincial Detachment Crime Statistics (Actual) Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		0	0	0	0	0	N/A	N/A	0.0
Sexual Assaults		0	1	1	0	0	N/A	N/A	-0.1
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		2	4	1	2	5	150%	150%	0.4
Kidnapping/Hostage/Abduction		0	0	0	1	0	N/A	-100%	0.1
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		4	2	5	2	2	-50%	0%	-0.4
Uttering Threats		1	3	1	4	6	500%	50%	1.1
<b>TOTAL PERSONS</b>		<b>7</b>	<b>10</b>	<b>8</b>	<b>9</b>	<b>13</b>	<b>86%</b>	<b>44%</b>	<b>1.1</b>
Break & Enter		2	8	4	0	2	0%	N/A	-0.8
Theft of Motor Vehicle		2	0	2	2	1	-50%	-50%	0.0
Theft Over \$5,000		0	0	0	1	0	N/A	-100%	0.1
Theft Under \$5,000		3	3	3	5	4	33%	-20%	0.4
Possn Stn Goods		1	1	0	1	0	-100%	-100%	-0.2
Fraud		2	0	9	3	4	100%	33%	0.7
Arson		0	0	0	0	1	N/A	N/A	0.2
Mischief - Damage To Property		1	4	1	2	5	400%	150%	0.6
Mischief - Other		4	4	3	1	3	-25%	200%	-0.5
<b>TOTAL PROPERTY</b>		<b>15</b>	<b>20</b>	<b>22</b>	<b>15</b>	<b>20</b>	<b>33%</b>	<b>33%</b>	<b>0.5</b>
Offensive Weapons		0	1	0	4	0	N/A	-100%	0.3
Disturbing the peace		2	3	5	2	5	150%	150%	0.5
Fail to Comply & Breaches		0	1	0	4	5	N/A	25%	1.3
<b>OTHER CRIMINAL CODE</b>		<b>0</b>	<b>1</b>	<b>2</b>	<b>5</b>	<b>3</b>	<b>N/A</b>	<b>-40%</b>	<b>1.0</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>2</b>	<b>6</b>	<b>7</b>	<b>15</b>	<b>13</b>	<b>550%</b>	<b>-13%</b>	<b>3.1</b>
<b>TOTAL CRIMINAL CODE</b>		<b>24</b>	<b>36</b>	<b>37</b>	<b>39</b>	<b>46</b>	<b>92%</b>	<b>18%</b>	<b>4.7</b>



## Bassano Provincial Detachment

### Crime Statistics (Actual)

Q4: 2019 - 2023

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

January 5, 2024

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	1	0	0	0	N/A	N/A	-0.1
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		0	1	0	0	0	N/A	N/A	-0.1
Cannabis Enforcement		0	0	0	1	0	N/A	-100%	0.1
Federal - General		1	0	0	0	1	0%	N/A	0.0
<b>TOTAL FEDERAL</b>		1	1	0	1	1	0%	0%	0.0
Liquor Act		0	1	0	0	0	N/A	N/A	-0.1
Cannabis Act		1	0	0	0	0	-100%	N/A	-0.2
Mental Health Act		7	10	8	9	3	-57%	-67%	-0.9
Other Provincial Stats		9	12	6	13	11	22%	-15%	0.5
<b>Total Provincial Stats</b>		17	23	14	22	14	-18%	-36%	-0.7
Municipal By-laws Traffic		0	0	0	0	1	N/A	N/A	0.2
Municipal By-laws		1	0	3	2	1	0%	-50%	0.2
<b>Total Municipal</b>		1	0	3	2	2	100%	0%	0.4
Fatals		2	0	0	0	1	-50%	N/A	-0.2
Injury MVC		1	3	3	3	2	100%	-33%	0.2
Property Damage MVC (Reportable)		14	7	15	25	21	50%	-16%	3.2
Property Damage MVC (Non Reportable)		4	3	2	10	6	50%	-40%	1.1
<b>TOTAL MVC</b>		21	13	20	38	30	43%	-21%	4.3
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		108	76	109	96	74	-31%	-23%	-4.8
Other Traffic		5	4	1	0	1	-80%	N/A	-1.2
Criminal Code Traffic		3	1	2	2	2	-33%	0%	-0.1
<b>Common Police Activities</b>									
False Alarms		4	6	3	3	1	-75%	-67%	-0.9
False/Abandoned 911 Call and 911 Act		3	5	0	4	7	133%	75%	0.7
Suspicious Person/Vehicle/Property		8	8	7	12	4	-50%	-67%	-0.4
Persons Reported Missing		0	1	0	0	0	N/A	N/A	-0.1
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		8	6	4	6	10	25%	67%	0.4
Form 10 (MHA) (Reported)		0	6	0	0	0	N/A	N/A	-0.6

# Budget 2024 Update from the National Police Federation

Thu 2024-02-08 8:40 AM

To: Les Schultz <councillor2@villageofhussar.ca>  
Cc: Village Office <office@villageofhussar.ca>

📎 2 attachments (427 KB)

NPF - 2024 Pre-Budget Submission.pdf; SAMPLE Support For ABRCMP Funding Letter.docx;

Hello Mayor Schultz,

I hope that your 2024 is off to a pleasant start.

Over the past few years, the NPF has been advocating for a needed increase into Alberta RCMP resources. Since 2017, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to be reinvested in policing, with a priority on increasing core policing.

However, recent policing investments have gone to municipal policing services in Edmonton and Calgary, or the Alberta Sheriffs who do not typically perform policing duties in rural environments like the Alberta RCMP does.

The NPF has submitted to the Government of Alberta our 2024 2024 Pre-Budget Recommendations, which address the issue of needed funding for the AB RCMP. To keep pace with population growth of 10% since 2017, the province needs to fund 400 more RCMP positions to keep pace with current and future needs. I have attached our full 2024 Pre-Budget submission for your review and consideration.

We invite you to consider supporting this crucial ask by writing to the Government in support of hiring additional RCMP officers in your community and across the province. To aid in this endeavour, we have included a template letter that you can use in whole or in part.

If you have any questions on our 2024 Budget submission or should you like to meet to discuss, I welcome inquiries at your convenience.

Thank you in advance for your consideration.

Kind regards,

Maryanne King



npf-fpn.com



NATIONAL POLICE FEDERATION

FÉDÉRATION DE LA POLICE NATIONALE

🐦 @NPFFPN

📷 NPF\_FPN

📘 nationalpolicefederation

🌐 National Police Federation

The mission of the National Police Federation is to provide strong, professional, fair and progressive representation to promote and enhance the rights of RCMP Members. La mission de la Fédération de la police nationale est de fournir une représentation forte et professionnelle, juste et progressive afin de promouvoir et faire avancer les droits des Membres de la GRC  
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NATIONAL  
POLICE  
FEDERATION

FÉDÉRATION  
DE LA POLICE  
NATIONALE™

# 2024 PRE-BUDGET SUBMISSION

TO THE GOVERNMENT OF ALBERTA

JANUARY 2024



**NPF Contact:**

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## INTRODUCTION

The National Police Federation (NPF) represents ~20,000 RCMP Members serving across Canada and internationally. We are the largest police union in Canada. The NPF is focused on improving public safety for all Canadians, including our Members by advocating for much-needed investment in the public safety continuum. This includes investments in police resourcing and modern equipment, as well as social programs including health, addiction, and housing supports to enhance safety and livability in the many communities we serve, large and small, across Canada.

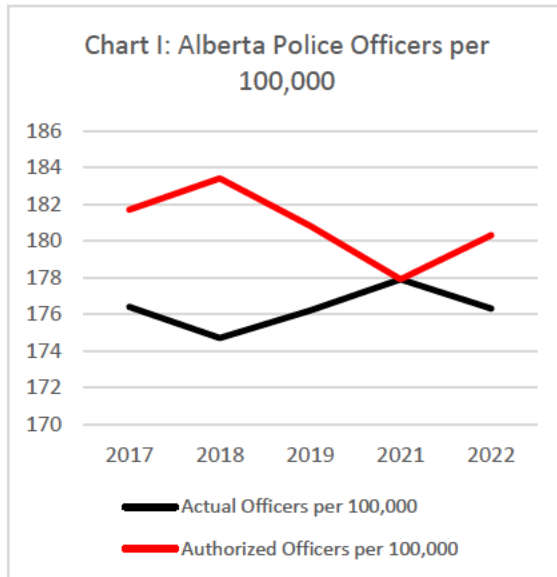
In 2019, the Government of Alberta announced a commitment of \$286m over five years to fund improvements to public safety. This funding would include an additional 300 officer positions across RCMP detachments in Alberta with the support of an additional 200 civilian staff. Under this investment plan, the Alberta RCMP would have increased from the 1,600 officers recorded in 2019 to approximately 1,900 by 2024.<sup>i</sup> While this announcement was welcomed, the province had been critically underfunding the Alberta RCMP to this point. This announcement was made concurrently with modifications to the Police Funding Model (PFM) that would result in every Alberta municipality beginning to pay for their policing services. While the province had stated that the revenue from the new police funding model would be reinvested into policing, both promises of additional personnel and increased resources for public safety across rural communities have not been kept.

Today, rather than invest in areas that could support the rural communities our Members are proud to serve and call home, Budget 2023 saw investments in the Alberta Sheriffs and other programs that largely benefitted Edmonton and Calgary. Polling conducted by the NPF with Pollara Strategic Insights quantifies that half of Albertans agree that the province should focus funding for public safety on existing fully-trained police officers. Additionally, 4-in-5 Albertans in RCMP-served areas are satisfied with the RCMP's policing. The NPF, the Alberta RCMP, many Alberta Mayors and Councils, and Indigenous communities have reiterated to the provincial province that equitable investments must be made across police services in Alberta. Investing in the Alberta RCMP is crucial to demonstrating that the Government of Alberta both understands and is committed to addressing public safety challenges equitably across communities. For Budget 2024, the public safety of all Albertans – both urban and rural – must be upheld by the province through renewed investments from the Government of Alberta toward the Alberta RCMP.

## NPF RECOMMENDATIONS

1. **Invest \$80m over three years to hire 400 RCMP officers to meet population growth and future demand**

From 2017-2022, Alberta's population increased by 9.5%. Over the same period, total police personnel increased by 7%. Actual police personnel in 2022 consisted of 8,007 officers, but the authorized strength had been 8,190 personnel total – thereby leaving Albertans short 183 officers across the province.<sup>ii</sup> For years, the Government of Alberta has not been ensuring that officer strength has been met and made little investments in ensuring it. Investments must match the needs



of 2024 and beyond to ensure that future needs can continue to be met as the province encourages and promotes Alberta’s population growth. By the province’s stated ideal personnel strength of 180 police personnel per 100,000 population, 400 more officer personnel are needed, constituting a 5% increase in the current amount of police personnel.

Further, while the Alberta Crime Severity Index has decreased by 9.5%, demonstrating the outstanding work of our Members, calls for service continue to rise. Between 2017 and 2021, calls for service increased by 8%, from 650,080 in 2017 to 701,126 in 2021.<sup>iii</sup> All of these factors indicate that a fully resourced Alberta RCMP continues to be necessary for maintaining this effective response across communities.

Polling conducted by the NPF with Pollara Strategic Insights from September 2023 demonstrated that increasing resources for policing was the top public safety priority for Albertans. Increased resources for policing outranked priorities such as increased response times, increased resources for addressing petty crimes, and increased local autonomy in policing. Continued and sustained investment in the Alberta RCMP is necessary to meet current and future demands.

## 2. \$4m in grant funding to support the implementation of policing committees

Policing committees are a critical function in delivering community-based needs and priorities to those that contract the RCMP as their municipal police service. Through a policing committee, municipal leadership can represent the interests of Council to the officer in charge of the contracted detachment.

Recent changes to the *Police Act* in 2022 have now made it mandatory for municipalities policed by the RCMP to establish their own policing committees, giving them a role in setting policing priorities. Before this, these committees were not mandatory and many communities never established them, creating a disconnect between the RCMP and the community. These committees are another function of local governance and would require that the municipality put yearly funding towards the success of the committee. Many chose not to establish these committees as a way to save money.

The *Police Act* changes establish that communities served by the RCMP with populations over 15,000 must now create their own policing committee. Additionally, communities with populations under 15,000 can choose to be represented by a regional governance body that will make recommendations on policing priorities in the region, or establish their own local policing committee.

While this function should be considered a core component of ensuring municipalities are best able to provide community-based public safety priorities through the RCMP, these committees do not currently receive any investment from the Government of Alberta to support their implementation. The province should fund the creation of these committees for communities over and under

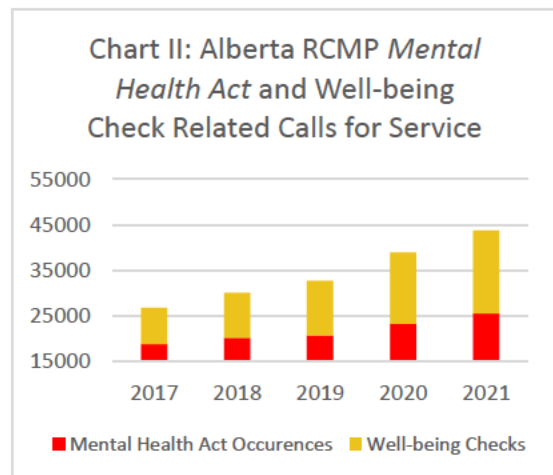
populations of 15,000 who wish to create their own police committee, separate from the regional governance bodies, by providing a commensurate financial investment into these communities.

The Government of Alberta should support the implementation of greater community involvement in their policing services by investing \$4m toward the establishment of policing committees. By investing in municipalities through assisting their launch of these committees, the province can fulsomely demonstrate its commitment to all Albertans having access to policing services that best support their individualized needs.

### **3. \$4m to expand the Regional Police and Crisis Teams in partnership with Alberta Health Services**

The Alberta RCMP have been increasingly called on to fill gaps resulting from significantly decreased funding for mental health and social services. Albertans and our Members want to see more funding for frontline services that help alleviate pressures on vulnerable Canadians and, by extension, the police.

A clear example of this pressure is present in both the increase of mental health calls and well-being checks being done by our Members. In Alberta, from 2017 to 2021, the number of *Mental Health Act* calls and well-being checks have increased by 63% (see Chart II), from a combined total of 26,855 occurrences in 2017 to 43,761 in 2021.<sup>iv</sup> This means that our Members are spending more time responding to those in mental health crises and less time on core policing duties.



Police calls responding to someone in crisis are not always routine and can vary in complexity. The Alberta RCMP has implemented and expanded the Regional Police and Crisis Teams (RPACT) units across Alberta to address a rising number of calls for service associated with the *Mental Health Act*. RPACT is a collaboration between the Alberta RCMP and Alberta Health Services, pairing Members with mental health professionals to provide a fulsome response to *Mental Health Act* related calls. From its launch in 2011, RPACT has since expanded to various detachments across Alberta, inclusive of Red Deer, Grande Prairie, and Airdrie. Recently, the Alberta RCMP announced that RPACT would be expanding to serve Hinton, Athabasca, Gleichen, Wainwright, and High level in addition to Sundre, Rocky Mountain House, Innisfail, Blackfalds, Rimbey, Sylvan Lake, Drayton Valley, Lake Louise, Banff, Canmore, Cochrane, Airdrie rural, Disbury, Olds, Drumheller, Chestermere, Strathmore, St. Paul, and Coaldale.<sup>v</sup>

However, calls for service related to those in crisis are continuing to increase at an alarming rate and more investment into these successful RPACT programs are needed. These investments should be evidence-based and be established in communities who frequently see *Mental Health Act* related calls. Through a total investment of \$4m to expand the RPACTs in Alberta, the province can demonstrate its commitment to providing all Albertans with accessible assistance when they need it.

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<sup>i</sup> December 2019. Municipalities will pay up as Alberta adds 300 RCMP officers to combat rural crime. Available at: <https://www.cbc.ca/news/canada/edmonton/alberta-rcmp-rural-crime-schweitzer-1.5383062>

<sup>ii</sup> Statistics Canada. Police personnel and selected crime statistics. Available at: <https://www150.statcan.gc.ca/t1/tbl1/en/tv.action?pid=3510007601&pickMembers%5B0%5D=1.10&cubeTimeFrame.startYear=2018&cubeTimeFrame.endYear=2022&referencePeriods=20180101%2C20220101>

<sup>iii</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>iv</sup> Royal Canadian Mounted Police. RCMP Occurrence Report – 2021. Available at: <https://www.rcmp-grc.gc.ca/transparenc/police-info-policieres/calls-appels/occurence-incident/2021/index-eng.htm>

<sup>v</sup> March 2023. RCMP's Regional Police and Crisis Teams expanding. Available at: <https://www.mountainviewtoday.ca/sundre-news/rcmps-regional-police-and-crisis-teams-expanding-6589661>



Dear Premier Smith,

The government's renewed interest in supporting public safety across the province is appreciated by my community and others. To ensure that every community across our province has the resources they need to continue to keep the public safe, I'm writing to ask you to include the Alberta RCMP in Budget 2024.

As you know, the Commissioner of the RCMP establishes a minimum level of policing in consultation with the Provincial Minister, who then decides if that standard will be met or exceeded per Article 6 of the Provincial Police Service Agreement (PPSA). The number of officers is reviewed annually by the Provincial Minister as part of planning for each upcoming fiscal year. The Provincial Minister can increase the number of Members in the service through Article 5 of the PPSA.

We are asking the Government of Alberta to invest \$80 million in our Alberta RCMP in pursuit of hiring an additional 400 new RCMP officers across the province. Our community could specifically benefit from an additional ## officers from these new positions. The government can utilize the PPSA as described above to request additional personnel that will bolster the safety of Albertans across the province, and we invite you to act on this function.

Over the past few years, the provincial investments to the RCMP have been minimal, forcing the provincial service to have to cut its budget and run under-resourced. Starting in 2021, the province changed the Police Funding Model, so that every municipality would have to pay a portion for policing. Since then, millions have been collected that are supposed to go towards reinvestment in policing, with a priority on increasing core policing.

We need your reassurance that communities served by the RCMP are just as crucial to your government's public safety plans as others. We know that the impact of crime and the number of Albertans needing help aren't limited to the boundaries of Calgary and Edmonton, which is why we are asking you to equitably invest in the Alberta RCMP.

Sincerely,



# WHEATLAND & AREA *Hospice Society*

February 16, 2024

Hussar Mayor and Council  
109-1 East, Box 100  
Hussar, AB T0J 1S0



Dear Hussar Mayor and Council,

I want to thank you again for giving me the opportunity to present the exciting and important plans Wheatland & Area Hospice Society has for our community and the larger region.

As we discussed, the Wheatland & Area Hospice Society aspires to provide compassionate, high-quality care at the end of life's journey. Community is everything, and we apply our deep understanding of Hussar and the surrounding areas to everything we do and every decision we make. We've developed strategic partnerships with health care providers like Wheatland Lodge to ensure that voices from across our region are included in developing and delivering care. We are dedicated to a model that keeps people close to home with the best possible end-of-life care. After all, rural Albertans deserve the same care level as those in larger urban centres.

We believe the current provincial government is dedicated to growing health care services in communities like ours. Indeed, its plans to restructure health care in Alberta to keep care local is a generational opportunity for us to advocate for our health care needs to a government already prepared to take them seriously.

The Wheatland & Area Hospice Society has been fundraising for eight years to open a hospice in Strathmore. With the design completed and work ready to begin, we are looking for partners who can help with operational funding. As I mentioned during our presentation, we are looking to show Alberta Health that there is a need for such a facility in our community and that local leadership supports the project. With that in mind, we would be grateful if your council were to write a formal letter of support to the Minister of Health and other key people in the ministry. Demonstrating strong local support for the project is critical. A simple letter would help our chances greatly.

Thank you again, and I look forward to continuing working with you to secure the support needed for this incredibly important project. If you have any further questions, or need anything else at all, please feel free to contact me at [jonimcneelymd@gmail.com](mailto:jonimcneelymd@gmail.com).

Sincerely,

Joni McNeely

President, Wheatland & Area Hospice Society




Dear Minister LaGrange,

I am writing today on behalf of the [insert municipality] and our council in support of Wheatland & Area Hospice Society. We believe that the hospice Wheatland & Area Hospice Society is proposing will immensely benefit our community and will help your government support rural health care, increase front-line services, and ensure our communities remain viable, all at a lower cost to the provincial treasury than other options.

The Wheatland & Area Hospice Society aspires to provide compassionate, high-quality care at the end of life's journey. They prioritize creating communities within their facilities and supporting care throughout the community they serve. They have a deep understanding of [insert municipality] and the surrounding rural areas and have thoughtfully considered us in their planning. Communities across the region are cheering for their success, and they've developed strategic partnerships with providers like Wheatland Housing Management Body to ensure that voices from across our rural region are included in developing and delivering services. They are integral to increasing front-line health care in our community.

The plans to restructure health care in Alberta to keep care local are exciting. Keeping care local is essential to our community's viability. By building new hospice space in Strathmore, Wheatland & Area Hospice Society is ensuring care is provided by those from our community and that all funds are spent directly on patients and their families.

Indeed, we have advantages that larger urban centres do not. Most critical among these are our understanding of our community's needs and our passion for them. Wheatland & Area Hospice Society shares this. At the same time, we know these services are needed, and if they are not provided, residents would have to travel to distant urban centres, costing taxpayers more and, more importantly, putting added stress on families and loved ones.

The Wheatland & Area Hospice Society has been fundraising for eight years to open a hospice in Strathmore, and we are looking to work with your ministry to help open this hospice and support those Albertans who need this care in their community close to home and family.

I want to say again that the Wheatland & Area Hospice Society has been working diligently to ensure our rural community has the front-line health care support we need, and we are fully in support of the work they are doing. Any support from the province would be very deeply appreciated. The Wheatland & Area Hospice Society can help you and your government achieve its goals of delivering better health care by those who know their communities best. If you have any further questions, you can reach me at [insert contact information].

Sincerely,

[Name, Title]

[Municipality]

CC: Hon. Jason Nixon  
Minister of Seniors, Community and Social Services  


Justin Marshall

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

## 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 16<sup>th</sup> to Sunday June 18<sup>th</sup>, 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 13<sup>th</sup>)
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 17<sup>th</sup>, 2023 the temporary closure of 1<sup>st</sup> and 2<sup>nd</sup> Avenue and 2<sup>nd</sup> Street West and 1<sup>st</sup> Street East for the Parade. 2<sup>nd</sup> 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

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Liz Santerre, CA  
Village of Hussar

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Summer Daze Committee Rep

# Village of Hussar

109 1<sup>st</sup> Avenue East, PO Box 100  
Hussar AB T0J 1S0  
www.villageofhussar.ca



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March 4, 2024

Hussar Summer Daze Committee  
PO Box 8  
Hussar AB T0J 1S0

To Whom It May Concern,

**RE: Hussar SummerDaze 2024**

The Village of Hussar authorizes the Hussar Summer Daze Committee to utilize the Recreation areas to be used for Hussar SummerDaze, June 14-16, 2024, with the conditions that the Lions Club are approved for the following:

- Liquor license from AGLC
- Special event insurance

The Village of Hussar also authorizes the temporary closure of all of First and Second Avenues and Second Street West and First Street East for the Parade on Saturday June 15, 2023.

If you have any questions, please contact the Village Office. [office@villageofhussar.ca](mailto:office@villageofhussar.ca) or 403-787-3766.

Regards,

VILLAGE OF HUSSAR

Liz Santerre  
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 C** 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 the **Rates and Fees 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/of four (4) animals maximum if a resident already owned the fourth 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 Offences Procedure Act, S.A. 2000, as amended and Regulations there under.

Wildlife Animal means any wild animal as defined by the Wildlife Act R.S.A. 2000 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 the Rates and Fees Bylaw.
- 3.2 The License Fee for any animal requiring a license as per Rates and Fees Bylaw is due and payable by January 31<sup>st</sup> 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 31<sup>st</sup> of the current year;
  - 3.3.2 The person becomes the Owner of an Animal after January 31<sup>st</sup> of the current year; or
  - 3.3.3 The Owner takes up residence in the Village after January 31<sup>st</sup> of the current year.
- 3.4 An Owner of an Animal which is unlicensed and which is required to be licensed as per Rates and Fees 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 31<sup>st</sup> 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 **per household** unless:

4.1.1. The Owner can apply to the Village for a third (3rd) Animal License. If the application has been approved and the Owner has paid the required fees for additional animals as set out in the Rates and Fees Bylaw, the household maximum will increase to three (3) Licensable Animals per household.

Once one (1) of the three (3) Licensable Animals in the household passes away the maximum goes back to two (2) per household allowable Licensed Animals.

4.1.2 The Owner has applied for a Transitional Animal License and the application has been approved by Council. The Owner must pay the required fees for additional animals as set out in the Rates and Fees Bylaw This allows for a household to have a maximum of four (4) Licensable Animals and is only applicable for new residents who have moved to the Village with more than our two (2) per household allowable Licensed Animals.

Once one (1) of the four (4) Licensable Animals in the household passes away the transitional animal license will be terminated not be eligible for reinstatement.

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 3.1** 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 **Schedule A** 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 the **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 **Rates and Fees 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 A 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 A 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. 2000, 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 2000 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 2000 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 or are a Licensed Hen and/or Quail as per the Village Urban Hen and Quail Bylaw
- 8.5 No person shall be permitted to keep any livestock or farm animal within the boundaries of the Village or are a Licensed Hen and/or Quail as per the Village Urban Hen and Quail Bylaw

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

SCHEDULE A – 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.

**1) 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 – APPLICATION FOR ANIMAL LICENSE FORM**

See Village of Hussar Office

**SCHEDULE C – 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 D – 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 pursuant to the provisions of the Municipal Government Act, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto Council may pass a bylaw annually for the purpose of establishing fees, rates, and charges for services provided by the Municipality.

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 <sup>st</sup> NSF Cheque .....	\$25.00
..... 2 <sup>nd</sup> 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 <b>Spayed/Neutered Animal</b> (First 2 Animals).....	\$15.00/each
Annual License Fee <b>Unaltered Animal</b> (First 2 Animals) .....	\$30.00/each
Annual License Fee <b>Third Animal (Spayed/Neutered)</b> .....	\$60.00
Annual License Fee <b>Third Animal (Unaltered)</b> .....	\$100.00
Annual License Fee for Transitional Animal <b>(Spayed/Neutered)</b> .....	\$200.00
Annual License Fee for Transitional Animal <b>(Unaltered)</b> .....	\$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
<b>Gazebo (Reservation With/Without Power)</b> .....	\$25.00/day
<b>Gazebo (When Not Reserved. No Power)</b> ... ..	FREE
<b>Entire Campground (Reservation Only)...</b> Does not include Group Camping .....	\$300.00/night
<b>Entire Campground (Reservation Only)...</b> 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**

<b>Mowing of Private Lots Due to Unsafe/Unightly Premise.....</b>	<b>\$125.00/hour</b>
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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:

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

- 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.

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

#### CAMP SHELTER

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

#### CAMP KITCHEN

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

#### GAZEBO

1. The gazebo may be reserved for private use, group functions, etc. through the Village Office.
2. 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

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

#### SPORTS GROUNDS

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

#### RESERVATIONS

1. All reservations must be made through the Village of Hussar Office.
2. 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.
3. 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.
4. Reservation fees may be paid by cash, cheque or e-transfer.

#### COMMUNITY GROUPS

1. 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.
2. 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

1. 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

# Tangible Capital Assets

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Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: March

Related Bylaws: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to promote sound corporate management of capital assets in compliance with the Public Sector Accounting Board (PSAB) Handbook Section PSAB 3150.

## **Scope**

All tangible property owned by the Village of Hussar, either through construction, purchase or donation and which qualify as capital assets are addressed in this policy. In accordance with PSAB 3150, *Tangible Capital Assets* are non-financial assets having physical substance that:

- are held for use in the production or supply of goods or services, for rental to others, for administrative purposes or for the development, construction, maintenance or repair of other tangible capital assets;
- have useful economic lives extending beyond an accounting period;
- are to be used on a continuing basis; and
- are not for sale in the ordinary course of operations.

Subsequent expenditures on a recorded tangible capital asset that:

- increase output or service capacity;
- increase the service life;
- lower associated operating costs; or,
- improve the quality of the output

should be classified as betterments and capitalized accordingly. Any other expenditure should be considered a repair or maintenance and should be expenses in the period.

## **General Guidelines**

### **EFFECTIVE DATE**

This policy will take effect as of January 1, 2016.

### **EFFECT ON PRIOR YEAR FINANCIAL STATEMENTS**

Prior year adjustments may be made to financial statements for any of the following reasons:

- Capital assets were excluded from previous years' financial statements for any reason;
- Capital assets were included in the previous years' financial statements that were previously disposed of;



- Capital assets were included in the incorrect asset class in previous years' financial statements;
- The value of capital assets included in previous years, financial statements were under or overstated;
- The estimated useful life of a capital asset utilized for the purposes of amortization in previous years' financial statements is not the same estimated useful life to be utilized as per this policy; and,
- The amortization method used in the previous years' financial statements is not the same as that utilized under this policy.

All prior year adjustments will be made as of December 31, 2015.

Any prior year adjustments regarding the purchase value or date of a capital asset must be accompanied by proof of purchase value and date, or must be approved by Council resolution.

Any prior year adjustments regarding the disposal date and sale value of a capital asset must be accompanied by proof of disposal date

#### **ASSET CLASSIFICATION**

Assets will be classified in Major, Minor and Subclasses as outlined in this section.

- *Major* – a group of TCAs that is significantly difference in design and use;
- *Minor* – a classification within a major class that has unique characteristics
- *Subclass* – a further classification that may be required due to unique TCA criteria, applications, methodologies and asset lives.

Assets recorded in the Major classification will include:

- *Land* includes land purchased or acquired for value for parks and recreation, building sites, infrastructure and other program use, but not land held for resale;
- *Land Improvements* includes all improvements of a permanent nature to land such as parking lots, landscaping, lighting, pathways and fences;
- *Buildings* includes permanent, temporary or portable building structures such as offices, garages, storage and recreation facilities intended to shelter persons and/or goods, machinery, equipment and working space;
- *Engineered Structures* include permanent structures such as roads, sidewalks, water and sewer and utility distribution and transmission systems including plants and substations. Minor classifications in the Engineered Structures major classification will be:
  - *Roadway System* includes assets intended for the direct purpose of vehicle or pedestrian travel or to aid in vehicle or pedestrian travel and includes roads, bridges, sidewalks and signage;
  - *Water System* includes systems for the provision of water through pipes or other constructed convey. It is normally comprised of assets for the intake, distribution, storage and treatment of safe potable water. It may also be comprised of assets required to distribute non-potable water. Includes mains, services, pumps and lift stations, plant and equipment, reservoirs and fire hydrants.

- *Wastewater System* is comprised of assets used for the collection and treatment of non-potable water intended for return to a natural water system or other originating water source or used for other environmentally approved purposes. Wastewater is defined as water that has been used for household, business and other purposes, which flows from private plumbing systems to public sanitary sewers and on to a treatment facility.
- *Storm System* includes assets used for the collection, storage and transfer of water as a result of rain, flood or other external source to a natural water system. Includes main, services, catch basins, pump and lift stations, outfalls, swales and retention ponds.
- *Machinery and Equipment* includes equipment that is heavy equipment that may be used for construction infrastructure, smaller equipment in buildings and offices, furnishings, computer hardware and software. This class does not include stationary equipment used in the engineered structure class.
- *Vehicles* includes rolling stock that is used primarily for transportation purposes.
- *Cultural and Historical Assets* includes works of art and historical treasures that have cultural, aesthetic or historical value that are worth preserving perpetually. These assets are not recognized as tangible capital assets in the financial statements; however, the existence of such property should be disclosed. Buildings declared as heritage sites may be included in this asset classification.

### **ACQUISITION**

Capital assets are recorded at a historical cost and are recognized as assets on the Village's Statement of Financial Position on date of receipt for capital goods or when the asset is put into use. Costs are defined as the gross amount of consideration given up to acquire, construct, develop or better a capital asset and includes all costs directly attributable to acquisition, construction, development or betterment of the asset, including installing the asset at the location and in the condition necessary for its intended use.

The cost of a contributed capital asset, including a capital asset in lieu of a developer charge is considered to be equal to its fair market value at the date of contribution. Fair Market Value is the amount of consideration that would be agreed upon in an arm's length transaction between knowledgeable, willing parties who are under no compulsion to act. Capital grants will not be netted against the cost of the related TCA.

The cost of a leased TCA is determined in accordance with *Public Sector Guidelines PSG-2, Leased Tangible Capital Assets*. A capital lease is a lease with contractual terms that transfer substantially all the benefits and risk inherent in ownership of the property. For substantially all of the benefits and risks of ownership to be transferred to the lessee, one or more of the following conditions must be met:

- There is reasonable assurance that the lessee will obtain ownership of the leased property by the end of the lease term,
- The lease term is of such duration that the lessee will receive substantially all of the economic benefits expected to be derived from the use of the leased property over its life span,
- The lessor would be assured of recovering the investment in the leased property and of earning a return on the investment as a result of the lease agreement,
- There is a bargain purchase option (a low buyout) at the end of the lease.

**THRESHOLDS**

Thresholds are determined for each major asset categorization and determine whether expenditures are to be capitalized as assets and depreciated or treated as a current year expense.

Expenditures that meet both the criteria of a tangible capital asset and exceed the following thresholds are to be recorded as a TCA on the Statement of Financial position and amortized:

<b>Asset Description</b>	<b>Threshold</b>
Land	-
Land Improvements	2,000
Buildings	10,000
Engineered Structures	10,000
Machinery and Equipment	2,000
Vehicles	2,000
Cultural and Historical	-

All tangible capital assets that do not exceed these thresholds will be expensed in the period in which they are acquired.

**USEFUL LIFE AND AMORTIZATION METHODS**

Appendix A shows the maximum expected life for all major TCAs. The actual length of the useful life for an asset will depend on the asset quality and its intended use. In some situations, the useful life may be expected to be longer than the recommended life. In such instances the Village will need to provide adequate documentation supporting the decision to extend the life beyond the recommended maximum.

In the event that an asset does not fit into the above classes, reference will be made to the recommended maximum useful life guidelines in Appendix A of the Tangible Capital Asset Implementation Toolkit published by Alberta Municipal Affairs and other local jurisdiction policies.

All capital assets will be amortized using the straight-line method of amortization. The straight-line method assumes that the asset's economic usefulness is the same each year and the repair and maintenance expense is essentially the same in each period. The amortization amount is determined by dividing the asset's original cost by its estimated useful life in years. In the year an asset is acquired or put into service and the year of disposal, an amount equal to 50% of the annual amortization will be expenses.

The useful life of an asset may require revision during its life due to significant events such as physical damage, technological developments, a significant change in use, etc. The effect of this change will be recorded in the year of revision and future years.

**VALUATION OF ASSETS**

When available, the actual historical cost will be used to determine the current value of an asset. However, when the actual cost is not available, current value will be determined by discounting the

replacement cost using an appropriate Price Index for the asset. The calculated historical cost will then be reduced by the accumulated amortization in order to calculate the net book value of the asset.

This valuation will only apply to the implementation of the asset recording system (or corrections to the previous years' financial statements based on the implementation date of this Policy). All future assets will be recorded at actual cost. Contributed or donated assets will be valued at fair market value.

### **DIVISION OF ASSETS**

For the purposes of capitalization and amortization, the two methods of defining a capital asset are whole asset approach and component approach. The Village may choose which approach to utilize based on the needs of the Village for the asset(s) in question. The Village may also choose to record assets as group assets.

- The whole asset approach considers an asset to be an assembly of connected parts. Costs of all parts would be capitalized and amortized as a single asset by year of acquisition;
- Under the component approach different components are individually capitalized and amortized. This should be used when the component assets have different useful lives or provide economic benefits or service potential to the entity in a different pattern, thus necessitating use of different amortization rates.

### **GROUP/POOLED ASSETS**

Group/Pooled assets are those similar assets that have a unit value below the capitalization threshold (on their own) but have a material value as a group. Such assets shall be pooled as a single asset with one combined value. Although recorded in the asset module as a single asset, each unit of the pool may be recorded in an asset sub-ledger for monitoring and control of their use and maintenance.

**SCHEDULE A: MAXIMUM USEFUL LIFE**

Major Class	Minor Class	Sub-Class	Estimated Useful Life (Years)
Land			-
Land Improvements	Parking Lot	Gravel Parking	15
		Asphalt Parking	25
	Fences		20
	Playgrounds		15
	Landscaping		25
Buildings	Permanent		50
	Portable/Temporary		25
Engineered Structures	Roadway Systems	Asphalt Roads	20
		Gravel Roads	25
		Gravel Alleys	15
		Curb & Gutter	30
		Sidewalks	30
	Water Systems	Distribution System	75
		Treatment Plants	45
		Pumping Stations	45
		Reservoir	45
		Wells	45
	Wastewater Systems	Hydrants	75
		Collection System	75
		Pumping Stations	45
	Lagoons	45	
	Storm Systems		75
Machinery & Equipment	Administration	Computers	10
		Office Furniture	20
	Heavy Equipment		10
	Small Equipment		10
	Communications		10
Vehicles	Trucks		10
	Trailers		10
Cultural/Historical			-

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# Donations Policy

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Date Approved by Council: October 11, 2018

Resolution: 2018-10-11-178

Review Date: March

Related Bylaws: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to provide authority for Administration to set up an account to collect and track donations on behalf of not-for-profit organizations and issue charitable donation receipts.

## **Eligibility Criteria**

All not-for-profit organizations who operate facilities or provide services within the Village of Hussar may request that the Village provide tax deductible charitable donation receipts on behalf of their organization.

Administration is authorized to approve any requests from organizations who operate facilities within the Village, provide services solely within the Village, or whose registered society address is within the Village. All other requests must be approved by Village of Hussar Council.

Not-for-profit groups are not required to be registered societies under the *Societies Act* or other provincial legislation. Unregistered groups may be required to provide proof that they are a not-for-profit organization prior to receiving approval under this policy.

Charitable donation receipts will not be issued for volunteer help, services, or gifts of materials, supplies, or equipment unless approved by Village of Hussar Council.

Tax deductible donation receipts will be issued and funds disbursed to organizations as required by this policy and the *Income Tax Act (Canada)*.

## **Receipt of Donations**

All donations must be made in the form of cash, cheque, money order or e-transfer.

Cheques must be made out to the "Village of Hussar" and include a memo or note that clearly indicates the organization, project or event to which the donation is being made.

Cash donations must be made in-person at the Village Office.

Donations made by e-transfer must be sent to "office@villageofhussar.ca" and require that the donor contact the Village Office by email, phone or in person prior to sending the e-transfer.

Administration will set up separate general ledger accounts to record donations received and distributed to organizations.

Administration will provide tax deductible charitable donation receipts for donations received by cheque or e-transfer to the donor by mail as soon as reasonably possible.

Administration will provide tax deductible donation receipts for cash donations made in person at the Village Office immediately. If for any reason a tax deductible donation receipt cannot be provided immediately, a standard receipt will be provided immediately and a tax deductible donation receipt will be sent to the donor by mail as soon as reasonably possible.

Refunds will not be issued for donations.

A listing of donor information, including donor name and mailing address, purpose of donation, donation amount, and date of donation will be provided to organizations to which donations have been made upon the request of the organization. This information may only be utilized by the organization to provide thanks to individual donors or to contact donors in relation to their donation and is protected under the *Freedom of Information and Protection of Privacy Act*.

### **Disbursement of Donations**

Donations for operations or general donations to an organization will be provided in the form of a cheque to the organization as soon as reasonably possible.

Donations made towards capital projects, capital or major purchases, special projects, or special events, whether or not occurring on Village property, will be provided in the form of a cheque to the organization as soon as Administration is satisfied of the following:

- any required permits or approvals for the project, purchase or event have been received by the organization; and,
- the total amount of donations disbursed does not exceed the total estimated cost less any other revenues, including grant and casino revenues, that has been provided to the organizations specifically for the purpose of the project, purchase or event;

Administration may request any documents, including but not limited to: permits, quotations, invoices, receipts, grant applications, and financial statements that will enable the Village to determine satisfactory completion of the above requirements.

Should Administration refuse to disburse all donated funds received to an organization, they must provide written reasons for the refusal to the organization so that the organization may correct or complete any requirements.

Should the Village receive excess donations for a capital project, capital or major purchase, special project, or special event, than those required by the organization, Administration will hold those undisbursed donations in trust for the organization until such a time that they may be disbursed to the organization.

Should the Village hold excess donations as above, Administration will provide the organization with options for actions the organization may take in order to have the funds disbursed. These actions may include:

- increasing planned spending on the capital project, capital or major purchase, special project or special event;
- contacting individual donors to request that money be spent elsewhere by the organization.

Administration may review notes and memos placed on individual donations, if provided by the donor, to determine if funds may be used elsewhere by the organization, but will not contact donors on behalf of the organization.

All undisbursed donations must be held in trust by the Village of Hussar on behalf of the organization until such time as they are disbursed. Funds held in trust must be listed by individual organization on the Village of Hussar Audited Financial Statements.

A listing of donor information, including donor name and mailing address, purpose of donation, donation amount, date of donation, and disbursement information will be provided to organizations to which donations have been made upon the request of the organization. This information may only be utilized by the organization to provide thanks to individual donors or to contact donors in relation to their donation and is protected under the *Freedom of Information and Protection of Privacy Act*.



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# Credit Card Use

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Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: March

Related Bylaws: N/A

Amendments:

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Legislation Reference: The *Municipal Government Act*, Part 8, Section 248

## **Purpose**

The Village issues a credit card to facilitate certain minor purchases such as authorized travelling arrangements and associated costs, authorized conference registration fees, training fees, specialized equipment parts, etc. The Village credit card shall only be used for the purpose of goods and services for official business of The Village of Hussar. Credit cards shall be used only in warranted circumstances.

## **Guidelines**

A credit card shall only be issued to the Chief Administrative Officer and in accordance with this policy. The card limit shall be set at \$5,000. The allowable purchase limits shall be within the Administrative Policy 5.4 Procurement Policy guidelines and as approved in the Village's budgets.

## **Responsibility of Credit Cardholders**

1. An employee shall be required to enter into a Cardholder Agreement presented as Schedule A.
2. The employee shall ensure that all credit card purchases are in compliance with the Village of Hussar's Procurement Policy.
3. A credit card shall only be used by the employee to whom the card is issued.
4. The employee issued the credit card is responsible for its protection and custody.
5. The employee using the credit card must submit receipts in a timely manner to reconcile against the monthly credit card statement.
6. A credit card shall not be used for cash advances, personal use or any other type of purchase not permitted under the Village policies and budgets.
7. Lost or stolen credit card shall be immediately reported
8. Employees must immediately surrender their credit card upon termination of employment. The Village reserves the right to withhold the final payroll payout until the card is surrendered.

## **Loyalty or Reward Points**

9. Loyalty points or rewards accrued or earned by the use of a Village credit card shall accrue to the Village of Hussar.
10. Redemption of loyalty points or rewards accrued under a Village credit card is limited to business purposes
11. Employees are encouraged to use a Village credit card instead of a personal credit card for business expenses.

**Responsibility of the CAO**

12. The CAO is responsible for issuance and cancellation of credit cards
13. The CAO is responsible for reconciliation of receipts and documentation to the monthly statements. Accounting and payment of expenses.

**Non-Compliance**

14. Violation of the policy may result in revocation of a credit card use privileges
15. An employee found guilty of unauthorized use of a Village credit card may be subject to disciplinary action up to and including termination and legal action under the Provincial Statutes
16. An employee shall be required to reimburse the Village for all costs associated with improper use through direct payment and/or payroll deduction.

Schedule A

**Credit Cardholder Agreement**

Requirements for use of the Village Credit Card:

1. The credit card is to be used only to make purchases at the request of and for the legitimate business benefit of the Village of Hussar.
2. The credit card must be used in accordance with the provisions of the Credit Card Use Policy established by the Village of Hussar, as attached hereto.

Violations of these requirements shall result in revocation of use privileges. Employees found to have inappropriately used the credit card will be required to reimburse the Village for all costs associated with such improper use through a direct payment and/or payroll deduction. Disciplinary action(s) may be taken up to and including termination of employment. Village of Hussar will investigate and commence, in appropriate cases, criminal prosecution against any employee found to have misused the credit card or who violates the provisions of the cardholder agreement.

Credit Card Number: \_\_\_\_\_

Received by: \_\_\_\_\_

Name (Please Print)

I acknowledge receipt of the attached Credit Card Policy and agree to abide by said Policy.

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

Date: \_\_\_\_\_

**Credit Card Returned**

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

Date: \_\_\_\_\_

---

# Asset Disposal Policy

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Date Approved by Council:

Resolution: 2021-10-14-565

Review Date: March (with Tangible Capital Assets)

Related Bylaws: N/A

Amendments:

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## **Purpose**

The purpose of this policy is to ensure the best method of asset disposal for any asset that has outlived their useful lives and/or are no longer required for operational reasons.

## **Objectives**

The objectives of the asset disposal policy are to:

- Safeguard the Village's assets against inappropriate disposal or loss
- Ensure that the disposal is advertised to the public (if applicable)
- Ensure that all people who are interested in the asset have an equal opportunity to purchase the asset
- Ensure that assets are sold at no less than fair market value unless otherwise approved by Council
- Improve and enhance the control over asset disposal

## **General Guidelines**

### **DISPOSAL CONSIDERATIONS**

In assessing the asset considered for disposal, the following should be considered:

- Asset can still deliver the services at acceptable quality level
- Asset can still deliver services effectively and efficiently
- Asset has reached the end of its useful life
- Asset has become uneconomical to operate and maintain
- The technology of the assets is outdated
- Assets have negative effects on the community and environments

### **APPROVAL OF ASSET DISPOSAL**

"Schedule A" Asset Disposal Forms will be presented to Council during a regular council meeting. Council shall be responsible for assessing and approving the asset disposal through a resolution.

### **ADVERTISEMENT**

If applicable, the approved disposal shall be publicly advertised through the appropriate media as specified in the asset disposal form. "Schedule A".

**DISPOSAL METHODS**

The following methods of disposal shall be used:

- *Public Auction*

The advantages of auctions:

- The process is open to the public
- It may maximize the number of potential buyers when selling the assets
- All potential buyers have equal opportunities to purchase the assets.
- The transaction may be settled at fair market value.

The disadvantages of auctions:

- The commission fees may be higher than the selling fees for private sales.
- The marketing fees for public auction may be higher than private sales

- *Trade-in*

The disposed asset may be traded-in on purchasing new assets. This method is applicable to the vehicles and equipment categories of assets. The CAO is responsible for receiving a trade-in quote from the vendor and must ensure the value is fair and reasonable. The trade-in value must be approved by Council before entering into the trade-in agreement

- *Tender*

The value of the disposed assets and the prospect of maximizing the disposal value need to be considered when selecting this method. A reserved bid shall be set for all assets proposed to be disposed by this method. The tenders shall be advertised for two consecutive weeks. The results of the tender shall be presented to Council with a recommendation of the successful bidder.

If all received tenders are below the predetermined reserved bid, a request for decision shall be prepared and submitted to Council requesting to dispose an asset below the reserve bid to the highest bidder.

- *Donation*

Surplus assets can be donated to registered charities, not-for-profit organizations, and other governments. The transfer of the disposed asset shall be approved by Council before transferring the ownership and physical assets.

- *Other*

Other methods of disposal may be utilized as authorized by the CAO and Council

**SCHEDULE A: ASSET DISPOSAL FORM**

<b>SECTION A: INFORMATION ABOUT THE DISPOSED ASSET</b>	
Type of Asset	
Description of the Asset	
Serial Number	
Date Acquired	
Original Cost	
Expected Useful Life	
Estimated Fair Value	
<b>SECTION B: PROPOSED DISPOSAL PLAN</b>	
Estimated Date of Disposal	
Reason for Disposal	
Advertisement Plan	
Disposal Method	
Disposal Value	
Purchaser Name	
Other Comments	
<b>SECTION C: APPROVAL OF DISPOSAL</b>	
Chief Administrative Officer Signature: _____	
DATE: _____	
<b>MOTION:</b>	

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	March 5, 2024
Title:	USP Membership Fees
Agenda Item Number:	6a.

### **BACKGROUND**

This was originally brought forward at the January 11, 2024 Council Meeting.

Utility Safety Partners (USP) is proposing comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta. The new legislation will enhance safety across the province by creating a comprehensive provincial energy and utility notification system requiring the registration of all of critical infrastructure with USP (formerly Alberta One-Call). This would include all municipalities in Alberta.

We were advised that if our municipality registers as a USP member prior to the legislation being passed in the Alberta Legislature, the grace period would apply from the date the legislation becomes law.

If we do not have any assets to register, the registration process doesn't apply. However, as always, we would still be required to initiate a locate request prior to every ground disturbance to identify the location of other buried utilities in the vicinity of our proposed works.

I have spoken with Standard and Rockyford, both are registered. Standard was being charged \$12 per locate and has switched to an annual which is \$148. Rockyford also pays annual. At this time it is not mandatory to be a partner, but as indicated above they are trying to make it law.

### **RECOMMENDATION:**

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

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## History

### Alberta One-Call

Alberta One-Call was formed after the Millwood’s incident in 1979. An excavator, unaware of the presence of an underground propane line, nicked the pipeline causing an explosion and subsequent fire. Over 20,000 people were evacuated. A need was identified for excavators to know what lies below the ground before commencing excavation.

The mission of Alberta One-Call was to prevent damage to buried and overhead facilities through education, advocacy, public awareness and by providing dependable, cost effective exchange of information between facility owners and those intending to disturb the ground.

By 2021, more than 850 individual energy and utility companies had registered the location of their assets with Alberta One-Call. An average of 400,000 locate requests were generated each year and 1.4 million notifications were transmitted to registered facility owners.

### Alberta Common Ground Alliance

Alberta Common Ground Alliance was a non-profit society formed by representatives of all stakeholder groups involved with ground disturbance and damage prevention.



Alberta Common Ground Alliance was dedicated to improving worker safety, public safety, and environmental protection through the promotion of effective damage prevention practices and the development of ground disturbance training standards.

### Joint Utility Safety Team

The Joint Utility Safety Team (JUST) was a partnership between Alberta electric utilities with contributions from local municipalities. It was formed to reduce the frequency of power line contacts across the province through education, safety awareness, and resources.

The Joint Utility Safety Team created the successful “Where’s The Line?” campaign which raised awareness about working safely near overhead and underground power lines.

## Who we are Today

In 2021, The former Alberta One-Call, Alberta Common Ground Alliance, and Joint Utility Safety Team united under one name: Utility Safety Partners. With the efforts of three organizations together as one, even more lives can be saved.

We are Alberta’s trusted resource for utility safety. Awareness, education, and locates combine to prevent contact with overhead and underground lines – keeping people and infrastructure safe.

When we succeed, we save Alberta companies and taxpayers millions of dollars, while preventing costly service outages that disrupt people’s lives.

## BRAG – Business Rules Alignment Group

Over the last 35 years, Once-Call services were introduced individually across the country, serving their respective provinces. In early 2016, the western Canadian One Call Centres for British Columbia, Alberta, Saskatchewan, and Manitoba created a Business Rules Alignment Group (BRAG) to investigate the possibility of aligning business rules for One Call services in all western provinces. The group consisted of provincial industry representatives from locate contractors, CCGA regional partners, One Call Centre operations, and provincial Member Resource Committees. Where we once operated comfortably in provincial silos, we are now working together to deliver “One System / One Approach” for all of our safety partners.

In July 2016, BRAG achieved agreement on alignment of business rules and practices and produced the document “Business Rules for Use of Western Canadian One Call Services”. The alignment of business

rules allows for operational efficiency, reduction of errors, opportunities for economies of scale in advertising, awareness messaging, training, and shared technology.

In October 2016, the Western Canadian One Call Centres, collectively known as “Before You Dig Partners” selected PelicanCorp to provide a single utility notification software solution to be used in four provinces.

To view the *Business Rules for Use of Western Canadian One Call Services* document, click [HERE](#).

## Getting Involved

Utility Safety Partners provides a networking forum where stakeholders can share information and work collaboratively in the pursuit of common damage prevention goals. Utility Safety Partners actively seeks input and participation from the broadest possible representation of damage prevention stakeholders. Each volunteer committee member brings unique talents, knowledge and perspective to the table for the good of all Albertans.

As a Utility Safety Partners member, you can be part of the voice of damage prevention in Alberta and influence the work being done by the working committees.

To join a committee, contact us at [REDACTED]

### Best Practices Committee

The Best Practices are designed to improve worker safety, protect vital infrastructure, and ensure public safety during excavation near underground utilities. They are agreed upon by all stakeholder groups.

The Committee objectives are:

- Identification and validation of existing practices that have the potential to reduce utility damages.
- Promote the adoption of those practices by stakeholders where appropriate.
- Propose inclusion of the appropriate Alberta best practices in the Canadian Best Practices Guide.
- Identify, evaluate, and document developing damage prevention legislation from other jurisdictions.

### Education & Awareness Committee

The Education and Awareness Committee assists with the promotional outreach for Utility Safety Partners. The Committee objectives are:

- Promote effective damage prevention and safe working practices.

- Develop stakeholder communication strategies to increase membership and generate interest in damage prevention.
- Implement outreach programs to promote changes in legislation.
- Plan and participate in stakeholder events to promote Utility Safety Partners and damage prevention best practices.

### Government Relations Committee

The Government Relations Committee is dedicated to achieving damage prevention legislation in Alberta. The Committee works with our Government Relations Contractor, Concentric Public Affairs. The Committee objectives are:

- Pursue provincial damage prevention legislation for buried and above ground infrastructure in Alberta.
- Pursue federal regulation mandating registration with provincial one-call centres for telecom infrastructure.
- Advance public policy goals.

### Training Standards Committee

Utility Safety Partners is the only Regional Partners of the Common Ground Alliance in Canada that has a committee dedicated to developing training standards relating to damage prevention activities. The Committee objectives are:

- Maintain the Ground Disturbance 101 Standard, Ground Disturbance 201 Standard (Alberta), Ground Disturbance 201 Standard (British Columbia), and Ground Disturbance 201 Standard (Manitoba) training standards programs.
- Assist applicants through the endorsement process.
- Review the latest industry best practices.
- Collaborate with regional partners to establish national training standards programs.

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## Notifications

The system determines which asset owners to notify on a locate request by using the work area drawn on the system map.

Asset owners who are members of Utility Safety Partners supply the locations where they need to be notified of ground disturbance (also known as member data). Whenever the mapped work area overlaps with member data, that asset owner receives a ticket notification.

- For more information regarding member data, refer to the **Data Options and Process** section within the **Account Configuration Options** document.



## Ticket Types

“Ticket Types” are the types of notifications that can be sent to asset owners. Below is a list of all ticket types and a description of each type:

Ticket Types	Definition
Regular	A locate request where the minimum lead time is at least three (3) business days, with a maximum dig area of 1,000 square meters.
Project	A locate request where the minimum lead time is at least three (3) business days, with a dig area larger than a regular ticket but no larger than 60,000 square meters within an urban area, or 800,000 square meters within a rural area.
Large Project	A locate request where the minimum lead time is at least five (5) business days, with a dig area larger than a project ticket but no larger than 800,000 square meters within an urban area, or 4,200,000 square meters within a rural area.
Emergency	A request with a lead time of less than two (2) hours in a rural area, or less than one (1) hour within an urban area. The type of work taking place must be to correct a condition that poses an <u>immediate</u> threat to life, health or property. The excavator must be on site or en route to the site to begin the work when the ticket is requested.
Priority	A request with a lead time of more than two (2) hours, but less than three (3) full business days. The type of work taking place must be to correct a condition that poses a <u>potential</u> threat the life, health or property.
<b>Damaged (or exposed) Information Notification (DIN)</b>	A notification to the member that an excavator has reported damage to or the exposure of underground infrastructure. <b>DINs are not a request for locates.</b>
<b>Planning-Design</b>	A request for facility information for planning purposes only. The <b>excavator is not digging but would like to know where the lines are for planning purposes.</b> Some companies respond by sending maps/plans of the facilities within the proposed work area instead of physically marking out the facilities.

## Ticket Edits

A "Ticket Edit" is any function that may be performed on an existing ticket. The ticket notification is then resent. Within the member copy of the ticket notification, ticket edits are displayed as "Ticket Status".

Below is a list of the ticket edits and a description of each edit:

Ticket Edits	Definition
<b>Cancel</b>	An outgoing transmission which advises that a notification has been cancelled.
<b>Correction</b>	An outgoing transmission which advises that the information on a previously transmitted ticket has been cancelled and resubmitted with new information. Corrections are to revise requestor contact information or dig information which does not alter the original scope of work or type of excavation.
<b>Relocate</b>	An outgoing transmission which advises that the excavator is asking that the location of the underground facilities in a previously identified dig area be identified again.
<b>Update</b>	An outgoing transmission which advises that the information on a previously transmitted ticket has been cancelled and resubmitted with new information. Updates are to revise the location or scope of the dig site, the type of work, or the work to begin date.
<b>Promote</b>	Planning and Design requests can be "Promoted" by the original requestor or by the contractor hired to do the ground disturbance. The Promoted Locate Request(s) will reflect the contact information for the party doing the actual work and will contain a reference to the original Planning and Design ticket number.

If a ticket has been edited, there will also be a note within the Remarks field of the ticket.

### Customer Remarks

[Open Map](#)

Test Edit: changed type of work.

If a ticket has been edited, you can easily identify which ticket it is linked to by the **‘Previous Ticket No’** field the top of the PDF version of the member copy of the ticket notification. The same is available with the XML version of the ticket notification.

Utility Details			
<b>Utility ID:</b>	34109	<b>Station Code:</b>	TESTTKTS
<b>Utility Name:</b>	TESTING TICKETS MEMBER	<b>Sequence No:</b>	6
<b>Utility Contact:</b>		<b>Previous Ticket No:</b>	20211707812 

If an excavator has a large job that needs to be split up into multiple tickets, they have the option to “Continue” their ticket. This means a new ticket is created with the same ticket details as the previous request. All ticket fields are auto populated with the same ticket information as the previous ticket, except for the Ticket Start Date and the work area drawn on the map. When the excavator selects “Continue Ticket”, there will be a note in the Remarks field with the previous ticket number, so you know the tickets are related to the same job.

**Customer Remarks** [Open Map](#)

- CONTINUED FROM: 20211800031 -This is a test

Once the ticket notification has been sent, all of the information provided by the excavator will be sent to you for review. Below is an example of the member copy of the ticket in a PDF format.

Please note that other ticket formats are available. For more information, please see the **Ticket Formats** section within the **Account Configuration Options** document.

Ticket Example – PDF Format



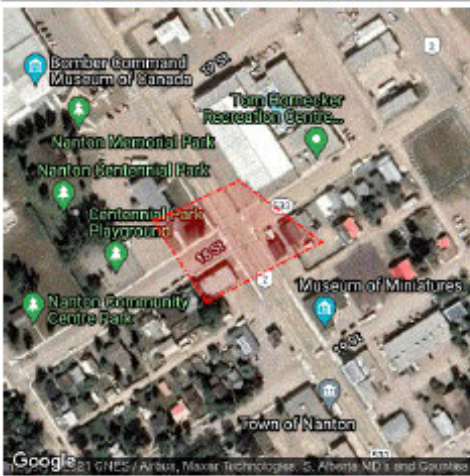


**Ticket No: 20213900025**

Utility Details	
<b>Utility ID:</b>	34109
<b>Utility Name:</b>	TESTING TICKETS MEMBER
<b>Utility Contact:</b>	
<b>Station Code:</b>	TESTTKTS
<b>Sequence No:</b>	6
<b>Previous Ticket No:</b>	

Excavator Details	
<b>Excavator ID:</b>	19072
<b>Contact:</b>	Tasha Hunter
<b>Company:</b>	aoc
<b>User Type:</b>	Homeowner
<b>Phone:</b>	111 111 1111
<b>Mobile:</b>	Not Supplied
<b>Email:</b>	thunter@albertaonecall.com

**Dig Site and Ticket Details**



<b>Ticket Status</b>	Original
<b>Ticket Type</b>	Project
<b>User Reference</b>	Not Supplied
<b>Request Date</b>	2021-09-21T12:06:12-06:00
<b>Work Start Date</b>	2021-09-25T01:00:00-06:00
<b>Address</b>	18 st Nanton TOL 1R0
<b>Nearest Cross Street</b>	Not Supplied
<b>Type of work</b>	Data/Fiber
<b>Activity</b>	Svc Move
<b>Excavation Method</b>	Blasting
<b>Excavation Depth</b>	<0.3m
<b>Public Property</b>	Public Building
<b>Private Property</b>	None
<b>Onsite Contact</b>	Not Supplied
<b>Onsite Phone</b>	Not Supplied
<b>Urban/Rural</b>	Urban
<b>Municipal District</b>	Not Supplied
<b>Nearest Community</b>	Not Supplied
<b>Rural Subdivision</b>	Not Supplied
<b>Lot No.</b>	
<b>Block No.</b>	
<b>Plan No.</b>	
<b>Latitude</b>	50.349408
<b>Longitude</b>	-113.774969

**Customer Remarks** [Open Map](#)

Test from bydp

**Stations Affected List:**

TESTTKTS (MA), FTAA1C01 (MR), PERSNNT0, AGSNANCL

**Land Grids:** LLD

NW-15-16-28-W4

END OF TRANSMISSION – V4.6.2



### Responding to Locate Request Notifications

When an asset owner member receives a locate request, they review the information provided on the ticket to determine whether or not the proposed ground disturbance will be in conflict with their utilities.

As an asset owner member of Utility Safety Partners, it is required that you respond to the excavator within the minimum notice period with one of the following actions:

- Identify the location of your underground infrastructure; or
- Contact the excavator to arrange a reasonable time to complete the locates; or
- Provide clearance to proceed with the project.

### Emergency Locate Requests

If an excavator requests an **emergency locate**, you are required to respond within 1 hour if the work location is in an urban area or within 2 hours if the work location is in a rural area.

When an emergency locate is requested outside of business hours, Utility Safety Partners will provide a follow up to the ticket transmission to confirm that you received the request. This may be via text alert, automatic voice message or other automated follow-up that requests a positive response to confirm receipt.

### Locate Markings

The markings on the ground provided by the locator should follow the International Color Code for marking buried facilities.

When the facility is marked with a single line of paint, flags, or stakes this would indicate the approximate centerline of the facility.

When the facility is marked with parallel line or a chevron, the markings indicate the approximate trench width, or outside limits of the facility.

<b>White</b> – proposed excavation
<b>Pink</b> – temporary survey markings
<b>Red</b> – electrical, lighting cables
<b>Yellow</b> – gas, oil, steam
<b>Orange</b> – telephone, cable, TV, signals, alarms
<b>Blue</b> – potable water
<b>Green</b> – sanitary and storm sewer, culverts
<b>Purple</b> – reclaimed water, irrigation, slurry

### Documentation

The excavator should be provided with documentation once the locate has been completed. The document provided should include the following:

- A map or sketch of the work area and where the facilities are within this work area.
- Requirements for the excavator to follow when working in a close proximity to the located facilities.

To review an example of a locate slip, please click [HERE](#) for the CCGA Best Practices Document.

## Positive Response

Excavators are able to send a reminder through the Positive Response system to any notified company who has not provided a response to the ticket notification after the minimum notice period has passed.

If you receive a reminder email, contact the excavator with more information about your response to the locate request. This may include a notification of clearance, a scheduled date to complete the locate, etc.

Below is an example of the Positive Response Email:

**From:** 360response@beforeyoudigpartners.com <360response@beforeyoudigpartners.com>  
**Sent:**  
**To:**  
**Subject:** Ticket [XXXXXXXXXXXX]. Response Reminder for Station Code TESTTKTS

Hello,

This is a reminder sent from the excavator for Ticket Number [XXXXXXXXXXXX]. The notice period for this ticket has passed and a Response Code has not been received from your company for Station Code [XXXXXX].

Please provide a response to the excavator by contacting them directly or via PositiveResponse today.

Thank you.

Before You Dig Partners

Please DO NOT REPLY TO THIS EMAIL as it has been automatically generated and replies are not monitored.

## The Future of Positive Response

Once asset owner members have responded to a locate request, they will be able to log into the Positive Response system and update the ticket with the status of the response. This will allow excavators to easily view all responses through one portal.

Once you have provided a response to a ticket through the Positive Response portal, the excavator will no longer be able to send a reminder to you for that ticket.

**Note:** This function of Positive Response is not yet available.

## Audits

In addition to receiving ticket notifications, members can also receive two types of audits. These audits are sent per station code and can be sent to any email address(es). Configuration options are available – refer to the *Nightly Audits* section within the **Account Configuration Options** document.

**Nightly Audits.** An email sent out at the end of each day listing all of the ticket numbers transmitted that day.

If no tickets were sent the previous day, the audit would not list any ticket numbers. Please see below for an example of the Nightly Audit Email:

Before You Dig Partners

Please DO NOT REPLY TO THIS EMAIL as it has been automatically generated and replies are not monitored. Should you wish to advise Before You Dig Partners of any issues with the attached transmission information, please call one of BC Call 800-474-6886 | AB Call 800-242-3447 | MB Call 800-940-3447.

Station Code: TESTTKTS - TESTING TICKETS MEMBER

Date: Wednesday, July 24, 2019

20193009771 - Original

End of List

TOTAL = 1

**Monthly Audits.** An email sent on the 1<sup>st</sup> day of each month listing the number of tickets, per ticket type, sent the previous month.

Dear Member Here is your summary report of the notifications from Before You Dig Partners, sent in the last calendar Monthly, to station code's TESTTKTS for the period 10/1/2020 to 10/31/2020. Please contact us if you have any queries.

BEFORE YOU DIG PARTNERS - SUMMARY

Please DO NOT REPLY TO THIS EMAIL as it has been automatically generated and replies are not monitored. Should you wish to advise Before You Dig Partners of any issues with the attached transmission information, please call one of BC Call 800-474-6886 | AB Call 800-242-3447 | MB Call 800-940-3447 | SK Call 866-828-4888

Receiving Station: TESTING TICKETS MEMBER

Station Code: TESTTKTS

Audit Totals - Thursday, October 1, 2020 - Saturday, October 31, 2020

Date	Regular	PlanningDesign	Project	Priority	ShortNotice	Emergency	Damage	ERT	Cross-Bore	LargeProject	Encroachment	NTSubTotal	Correction	Relocate	Update	Cancelled	TESubTotal	Email	FTP
01 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
02 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
03 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
04 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
05 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
06 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
07 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
08 Oct	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

## Invoicing

Utility Safety Partners is a not-for-profit organization that receives funding from its member companies. The service is free for excavators.

There is a basic annual fee of \$12.00 for each asset owner member. Each asset owner member is also charged an assessed annual fee which is determined by the type of facility registered with Utility Safety Partners, and your company’s individual notification volume – the number of tickets you receive in a year.

The annual membership fee for the subsequent year will be communicated to you each June.

In January of each year, you will be invoiced for your full year’s membership. You are able to pay your membership fee in quarterly payments; however, if you choose to pay the entire annual fee within 60 days, you are offered a 2% reduction off of the annual fee.

Utility Safety Partners will not charge for any notifications during the set-up, testing or maintenance of the system, nor for any tickets that have been cancelled.

## Correspondence from Utility Safety Partners

When receiving correspondence from Utility Safety Partners, there are few different email addresses that notices will come from.

██████████	████████████████████
██████████	████████████████████
██████████	████████████████████
██████████████████	██
██████████████████	██████████████████

IP Addresses:

52.60.159.154  
35.182.58.52  
104.251.100.246  
204.191.45.73/29

Due to the large number of emails Utility Safety Partners sends each day, it is not uncommon for these notices to be flagged as spam by email providers. You can ensure you receive all notices from Utility Safety Partners by whitelisting the above email addresses and IP addresses with your email provider. Further information about whitelisting is below.

### Whitelisting Instructions

Certain antispam providers use their reputation service to try and safeguard their customers against possible campaign attacks. This means that if the customer receives a large number of emails from an IP address, the antispam provider will diminish the reputation of the IP address and reject the emails.

Antispam providers block a relay providers IP Pool using various methods. Examples of these methods are:

- Rate limiting
- IP reputation blocking
- Key words

Antispam providers block emails in a way that you will not be able to discover with your reporting tools. You need to contact them directly and ask them to not block the IP pool below and to not let their reputation service affect the IP pool of the relay provider.

[REDACTED]

- [REDACTED]
- [REDACTED]

- [REDACTED]
- [REDACTED]
- [REDACTED]

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## Multiple Station Codes

Your company can choose to split your registration with Utility Safety Partners into multiple Station Codes. Each Station Code within your account has its own contact information and line location information. If you would like to have ticket notifications for different areas sent to separate email addresses, the registration would need to be split into multiple Station Codes.

For example: A company has an office in both Calgary and Edmonton. It would like any ticket notifications for the northern half of the province sent to the Edmonton office, and any ticket notifications for the southern half of the province sent to the Calgary office. This company would split their registration into 2 Station Codes – one for Calgary and one for Edmonton.

If your registration is split between multiple Station Codes, each Station Code requires a separate Schedule C – Member Information Form listing the appropriate contact information for that area; as well as its own data set showing the line location information for that area.

- For more information regarding the **Schedule C – Member information Form**, please refer to the Updating Contact Information section of this document.
- For more information regarding the line location information, please refer to the Data Options and Process section of this document.

## Data Options and Process

The data in Utility Safety Partners' database is used to determine when an asset owner will be notified of ground disturbance.

Asset owners who are members of Utility Safety Partners supply the locations where they need to be notified of proposed ground disturbance. These locations are plotted on the system basemap as member data. The dig site for each locate request is also plotted on the basemap. Whenever the mapped dig site overlaps with member data, that asset owner receives a ticket notification.

In the below image, the mapped dig site (in red) overlaps with the member data running along the south side of the road. This asset owner is notified on this locate request. The mapped dig site does not overlap with the member data along the right-of-way in the northwest corner of this image, so this asset owner is not notified on this locate request.

Note: Your member data is stored as a background layer and is not visible on the system basemap. The below image is to illustrate how the system determines which companies to notify.



### Data Formats

Member data can be supplied in one of two formats.

**Grid Format.** Grid data is composed of a list of Legal Land Descriptions (LLD) locations where your company has underground infrastructure. You would receive a notification whenever the worksite on a locate request is mapped within one of the listed LLD locations.

To submit this type of data, list all of the LLD locations your facilities run through on the **Data Submissions Form**. Once the initial dataset has been added to Utility Safety Partners' system, full replacement updates can be submitted using the same form.

- The **Data Submission Form** can be found within the "Updating Information" folder.

**Polygon Format.** Polygon data is composed of GIS files representing the notification area surrounding the precise location of your company's underground infrastructure. You receive a notification whenever the mapped worksite on a locate request intersects with the locations in the GIS shape file.

For Utility Safety Partners' system for accurately import the shape files, the following requirements must be met:

- 1) The shape file submission is always a complete replacement of the current data.
- 2) All data is included in one shape file set. If the member company's registration is split between multiple Station Codes, the data will consist of one shape file set per Station Code. There cannot be multiple shape files per Station Code.
- 3) The shape file set must be made up of one of the following file types:
  - a. .PRJ, .SHP, .DBF, .SHX; or
  - b. .DAT, .ID, .MAP, .TAB
- 4) The geographic coordinates use Projections of the World, EPSG 3857
- 5) The shape file set must contain polygon data, not line data. The polygon data includes a buffer zone applied around the lines. The buffer zone represents the notification area.

Example: If the member company would like to receive ticket notifications whenever there is ground disturbance within 40 meters from the center of the line, a 40 meter buffer is added around the line data creating an 80 meter wide polygon.



### Data Update Process

Each member company designates an authorized person within the company, or a third-party organization, to be responsible for preparing, maintaining and verifying the data. This person is referred to as the 'Database Contact'.

- 1) The Database Contact submits the data to [REDACTED]. Alternative arrangements can be made for the data to be sent via FTP.
- 2) Utility Safety Partners imports the data into the database within 10 business days of receiving the update. Updates are queued and processed on a first come, first serve basis.
- 3) The updated data is exported from Utility Safety Partners' database and sent to the Database Contact for verification.
- 4) The Database Contact reviews the exported data to ensure there were no processing errors and it accurately represents the locations of the member company's underground infrastructure.

If the exported data is not accurate, the Database Contact reports the details of the discrepancy to [REDACTED]

- 5) The Database Contact signs the *Verification of Update to Data Form*, indicating the exported data is accurate.
- 6) The signed *Verification of Update to Database Form* is emailed back to [REDACTED]
- 7) Utility Safety Partners activates the updated data.

### Updating Contact Information

Utility Safety Partners uses the information provided within the Schedule C – Member Information Form to communicate with your organization, including communication about ticket notifications.

If at any time your contact information changes, a new Schedule C – Member Information Form needs to be submitted. This ensures Utility Safety Partners has the most up to date and accurate information for contacting your company.

Please note, as per our privacy act this information is only for Utility Safety Partners' records and will not be provided to external parties.

- To submit an update to your contact information, please use the **Schedule C – Member Information Form** within the "Updating Information folder".

### Audits

In addition to receiving ticket notifications, asset owner members can also receive two types of audits. These audits are sent per Station Code and can be sent to any email address(es).

**Nightly Audits.** An email sent out at the end of each day listing all of the ticket numbers transmitted that day.

There are three options available for receiving Nightly Audits:

- Receive Nightly Audits every day, including days where you did not receive any ticket notifications. If no tickets were sent that day, the audit does not list any ticket numbers.
- Only receive a Nightly Audit on days where you received ticket notifications. This means you would not receive an audit on the days your company was not notified on any ticket notifications.
- Do not receive Nightly Audits.

**Monthly Audits.** An email sent on the 1<sup>st</sup> day of each month listing the number of tickets, by type, sent the previous month. The monthly audit is sent to the same email address(es) as the nightly audit.

### Transmission Types

Utility Safety Partners is able to transmit ticket notifications two different ways:

- Email
- FTP (File Transfer Protocol)

Notification volumes are determined by ticket transmissions. Your notification volumes affect your annual membership fee. If a ticket is sent to multiple email addresses or FTP addresses, your notification volumes will be higher and your annual membership fee will be higher. For example: If a single ticket is sent to two different email addresses, the one ticket will count as two notifications in your notification volume calculations.

## Ticket Formats

Ticket information can be sent in various file formats. There are 4 options available for the format you would like to receive the ticket information in. You can choose any of the below formats and receive up to all 4 formats. Please note: the ticket details are listed in the body of the email except when PDF attachments are included.

<b>PDF</b>	All ticket information and map image in a readable PDF file attachment.
<b>XML</b>	Designed to be consumed by parsing software.
<b>GML</b>	Spatial object of the dig site polygon which can be transferred to internal asset maps as an overlay (requires projection information from your system to display correctly – default is WGS 84 Lat/Long).
<b>GIF</b>	An image of the dig site polygon on the map.

Examples of each ticket format can be sent to you for review. If you would like examples of the various ticket formats, please email [REDACTED]

## Suppressed Notifications

Utility Safety Partners offers asset owner members the option of setting up certain users for “suppressed notifications”. Suppressed notifications mean that you will not receive a ticket notification when your employee is the excavator. Generally, asset owner members choose suppressed notifications when their employees are locating their own infrastructure, so they do not need to receive a ticket notification.

When a locate request is placed by an employee that has been set up for suppressed notifications, the asset owner’s company name is still listed on the ticket as a company having assets within the work area; however, the ticket notification is not sent to that company.

Since notification volumes are determined by ticket transmissions, this option results in the ticket not being counted toward your notification volumes because it was not transmitted to you. Your notification volumes affect your annual membership fee, so suppressed notifications result in a lower membership fee. Suppressed notifications must be pre-arranged with Utility Safety Partners and will apply to all locate requests placed by that employee.

### Enhanced Membership

Utility Safety Partners uses a software provided by PelicanCorp to create ticket notifications and send these notifications to asset owner members. PelicanCorp also supplies additional ticket management software, including TicketAccess, an automated damage prevention solution to manage locate request tickets. TicketAccess manages the end-to-end process of receiving, assessing, and communicating important asset information through an automated system.

Utility Safety Partners members are reserved special rates by signing up for TicketAccess through the Enhanced Membership program.

More information can be found [HERE](#) and within the **Enhanced Ticket Services Summary** document included in these Membership Package files.

## Utility Safety Partners

Request a Locate: <https://utilitysafety.ca/submit-a-locate-request>

Email for all inquiries: [REDACTED]

## Mailing Address

[REDACTED]  
[REDACTED]  
[REDACTED]

## Internal Contacts

[REDACTED]

The information in this form is used to communicate with your organization.

**Legal Company Name:**

**Mailing Address:**

**Station Code(s):**

Note: Companies can split their registration into multiple stations, each with its own unique database and station code. Enter 'ALL' if the contact information in this form applies to all station codes.

### Administrative Contact Information

**Invoicing Contact**

Name:		Title:	
Email:		Phone:	
Invoicing Email:		PO Number:	
Mailing Address (if different than above):			

**Database Contact**

The individual responsible for maintaining the locations of your company's infrastructure in the database. These locations are used to determine when you will be notified of ground disturbance.

Name:			
Email:		Phone:	
Company Name (if using a third party):			

**General Contact**

Contact person for general inquiries about locate requests, complaints, notices, etc.

Name:			
Email:		Phone:	

**IT Contact**

Contact person for transmission issues, system testing, etc.

Name:			
Email:		Phone:	

### Ticket Notification Contact Information

Notifications are classified into different ticket types. Each ticket type can be directed to different email addresses or FTP addresses. If a single ticket type is sent to multiple email addresses/FTP addresses, your company will receive multiple charges for that notification.

### Preferred Notification Format

Ticket notifications can be sent in various formats. Check the box beside the format(s) you would like to receive. Ticket details are listed in the body of the email except when PDF attachments are included.

<input type="checkbox"/>	PDF – all ticket information and map image in a readable PDF file attachment
<input type="checkbox"/>	XML – ticket information in text designed to be consumed by parsing software
<input type="checkbox"/>	GML – spatial object of the dig site polygon which can be transferred to internal asset maps as an overlay (requires projection information from your system to display correctly – default is WGS 84 Lat/Long)
<input type="checkbox"/>	GIF – an image of the dig site polygon on the map

### Locate Request Notifications

These ticket types are a request for locates prior to ground disturbance. Check the box under the ticket types to be sent to the corresponding email / FTP address. Descriptions of each ticket type are at the end of the form.

Email or FTP (incl. username and password with FTP address)	Regular	Project	Large Project	Priority	Emerg
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Damaged (or Exposed) Information Notifications (DINs)

A notification that the excavator has reported damage or exposure of unidentified facilities. DINs are not a request for locates.

Email or FTP:	
Email or FTP:	

### Planning and Design Notifications

A request for information for planning purposes only. Not a locate request for digging purposes. Some companies respond by sending maps and/or plans of the facilities within the proposed work area.

Email or FTP:	
Email or FTP:	

**Positive Response Reminders**

A message sent through the system by the excavator when a locate response has not been received within the notice period. This is not a ticket, but an alert for a previously transmitted notification.

Email:	
--------	--

**Nightly Audit Messages**

An email listing the notifications from that day. Audits can be sent every day, even if no tickets were transmitted, or only sent on days when tickets were transmitted. Check the box under the setting you prefer.

Email	Every day	Only when tickets were sent

**Phone Contacts**

Urgent notifications can also be reported by phone. If you are monitoring for urgent notification emails, you may not require a phone call. Enter N/A below if you do not require a phone call.

Phone for after-hours priority tickets:		Alternate:	
Phone for after-hours emergency tickets:		Alternate:	
Phone for after-hours DIN ticket:		Alternate:	
Phone for DIN tickets during business hours:		Alternate:	

**Business Hours**

Urgent notifications can also be reported by phone. Your business hours are used to determine when the urgent notification should be reported to you by phone.

	Open	Close
Sunday		
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		

**Operating Time Zone**

MST	
Other:	

**Name of person who completed this form**

**Signature of person who completed this form**

**Date of form submission**



## Ticket Types

### Locate Request Notifications

- **Regular:** Any locate request which does not have a dig area larger than 1,000 square meters. This ticket has a lead time of 3 business days.
- **Project:** Any locate request larger than a regular ticket, meeting the below defined scope. This ticket has a lead time of 3 business days.
  - Inside a municipal boundary the dig area is between 1,000 square meters and 60,000 square meters.
  - In rural areas outside of a municipal boundary the dig area is between 1,000 square meters and 800,000 square meters.
- **Large Project:** A locate request for large jobs that continue over a significant area and length of time. This ticket has a lead time of 5 business days.
  - Inside a municipal boundary the dig area is between 60,000 square meters and 800,000 square meters.
  - In rural areas outside of a municipal boundary the dig area is between 800,000 square meters and 4.2 square kilometers.
- **Priority:** A locate request for work taking place to correct a condition that poses a potential threat to life, health, or property. This ticket has a lead time of more than 2 hours, but less than 3 business days.
- **Emergency:** A locate request for work taking place to correct a condition that poses an immediate threat to life, health, or property. This ticket has a lead time of less than 2 hours in rural areas or less than 1 hour in urban areas.

### Additional Notifications

- **Damaged (or Exposed) Information Notification (DIN):** A notification to the facility owner that the excavator has reported damage or exposure of underground facilities. **DINs are not a request for locates.**
- **Planning and Design:** A request for information for planning purposes only. **Not a locate request for digging purposes.**

## Enhanced Ticket Services (TicketAccess) Summary

TicketAccess enables Utility Safety Partners (USP) Members to automatically screen One Call tickets, assess the risk and workflow appropriate communications to operations and the contractors working near critical infrastructure.

USP and PelicanCorp are proposing to automate the process by having TicketAccess respond to all locate requests with a response package, including a customized cover letter and information package in the form of a PDF document and a set of plans.

TicketAccess™ is an automated damage prevention solution to manage One Call tickets. Hosted in a secure cloud environment, TicketAccess™ manages the end-to-end process of receiving, assessing and communicating important asset information. TicketAccess™ enables organizations to set configurations to create either full or partial automation in responding to or managing locate tickets.

TicketAccess™ addresses the following damage prevention use cases:



**One Call Ticket Screening**



**Critical Infrastructure Warning**



**Automated Map Response**



**One Call Ticket GIS Feed**



**One Call Ticket Consolidation**



**Public Awareness**

As a platform, TicketAccess™ readily integrates with your GIS system to allow complex spatial and non-spatial queries to quickly determine the impact of a one-call ticket to a piece of infrastructure. It is designed to enable the distribution of information as a part of a regulatory response, critical to protecting that infrastructure from damage.

An instance of the system will be configured exclusively for participating members and will be set up to suit all business requirements as defined in the Solution Design phase.

PelicanCorp will implement and configure an instance of TicketAccess™ to automate the end-to-end process of reading of the dig ticket, determining the asset(s) impacted by each ticket using GIS data and delivering the notification as required by each type of asset.

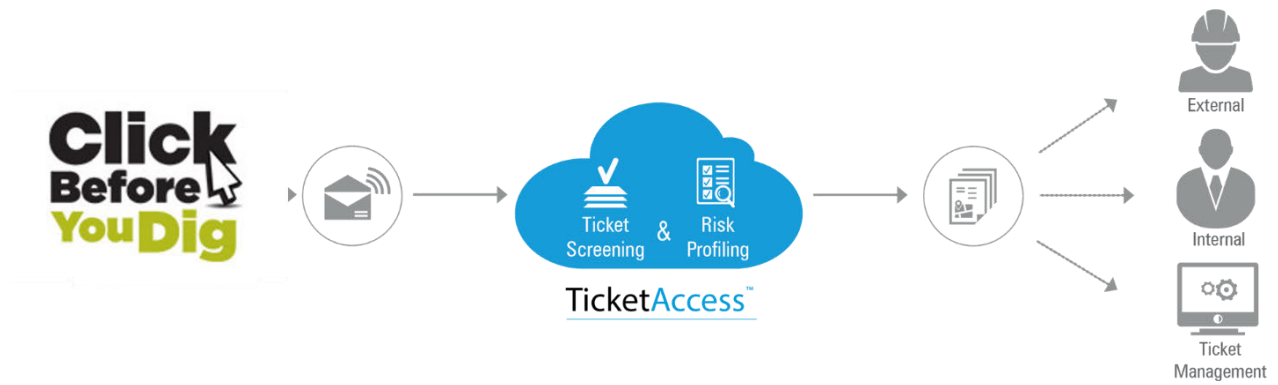


FIGURE 1 - TICKETACCESS™ OVERVIEW

### HIGH LEVEL INFORMATION FLOW AND SOLUTION ARCHITECTURE

The entire solution will be hosted in a cloud environment managed and supported by PelicanCorp. Users will only require an internet connection to view system generated reports.

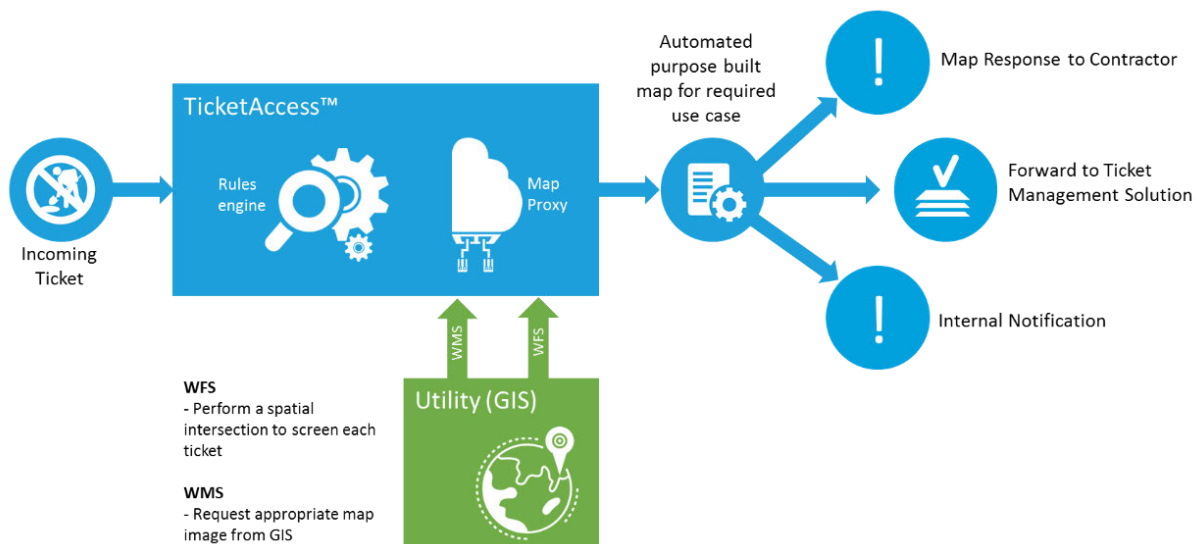


FIGURE 2 - TICKETACCESS™ INFORMATION FLOWS

Table One: Features Description		
Feature	Basic	Pro
<p><b>One Call Ticket Screening</b></p> <p>TicketAccess™ will be configured to compare the location of each one-call ticket to the location of physical network infrastructure. Using pre-determined and configured buffers, TicketAccess™ will automate the assessment of each ticket as it is received.</p> <p><i>*Basic screening includes a single "Asset / No Asset" workflow.</i></p>	✓	✓
<p><b>Plan Response</b></p> <p>TicketAccess™ can be easily configured to allow for both internal and external sharing of maps which outline the location of network infrastructure in relation to the provided dig area. The maps can be structured in a way to allow for a balance between damage prevention and any specific security concerns for sharing such information.</p>	✓	✓
<p><b>One Call Ticket GIS View</b></p> <p>As a summary view of all tickets received, their spatial location and any attributed information, the TicketAccess™ solution publishes the data in a Web Feature Service (WFS). The WFS allows for a Geographic Information System (GIS) to visualize the activity on a map. This map can then be distributed into a Network Operations Centre or to any required operational staff with access to GIS tool (e.g. ArcGIS, QGIS, MapInfo Professional etc.).</p>		✓
<p><b>Public Awareness</b></p> <p>Specialized responses can be formulated in response to dig tickets meeting specified conditions. This can be used to draw attention to environmentally sensitive areas, special permit requirements and more.</p>		✓
<p><b>Critical Infrastructure Warning</b></p> <p>At the core of the TicketAccess™ workflow will be the ability to identify tickets impacting critical infrastructure. In this case, the solution will formulate an automated response to the contractor and/or internal resources to ensure visibility of this and provide appropriate instructions as required. Alerts would be communicated in the form of templated responses to providing instructions to the nominated audience of the risks and the procedures to be followed when working in and around this specific infrastructure. Escalations will also be configured to alert senior management, as they occur.</p>		✓

## SERVICE SUBSCRIPTION FEES

Service subscription fees will be added to Utility Safety Partners' invoices. Discount based on projected annual ticket volumes.

**Table Two – Fee Schedule**

Annual ticket volume received by USP member		Ticket Access		Ticket Access	
		Basic		Pro	
		Cost per Ticket	Setup Fees	Cost Per Ticket	Setup Fees
<	3000	\$650/month fixed	\$ 10,000.00	N/A	N/A
3001	5000	\$ 2.10	\$ 10,000.00	\$ 2.25	\$ 10,000.00
5001	7000	\$ 1.85	\$ 10,000.00	\$ 1.95	\$ 10,000.00
7001	10000	\$ 1.24	\$ 10,000.00	\$ 1.65	\$ 10,000.00
10001	20000	\$ 1.18	\$ 10,000.00	\$ 1.45	\$ 10,000.00
20001	50000	\$ 1.06	\$ 10,000.00	\$ 1.30	\$ 10,000.00
50001	100000	\$ 0.93	\$ 10,000.00	\$ 1.14	\$ 10,000.00
100001	160000	\$ 0.90	\$ 10,000.00	\$ 1.10	\$ 10,000.00
160001	250000	\$ 0.87	\$ 10,000.00	\$ 1.06	\$ 10,000.00
250001	400000	\$ 0.82	\$ 10,000.00	\$ 1.00	\$ 10,000.00
400001	500000	\$ 0.79	\$ 10,000.00	\$ 0.96	\$ 10,000.00

## IMPLEMENTATION AND ONE TIME SET-UP

**Table Three – Implementation Fees**

Item	Description	Duration (Days)	Cost
<b>Solution Design &amp; Prototyping</b>	Onsite and offsite system workflow layout and Solution Design	3	\$5,400
<b>Cover Letter and Plan Template</b>	Creation and set up of the required letter and plan template	1	\$1,800
<b>System &amp; Application Configuration</b>	Based on the documentation of the Solution Design, configure the environment to match the requirements.	3	\$5,400
<b>GIS Integration</b>	Integrate with customers GIS system	2.5	\$4,500
<b>Configuration Testing</b>	Perform a range of tests ensuring the process is functionally sound and deliver sample responses for final approval.	2	\$3,600
<b>Cut Over Management</b>	PelicanCorp will manage the entire cut over on the behalf of the customer for "go live".	0.5	\$900
<b>Total Cost of Implementation</b>			<b>\$21,600</b>
<i>Utility Safety Partners Member Discount</i>			<i>\$10,600</i>
<b>Utility Safety Partners Member discounted</b>			<b>\$11,000</b>

## Important: This Legislation may Affect Your Municipality



Dec 14, 2023

### Impacts of Proposed Damage Prevention Legislation - Municipalities with Non-Registered Assets

Utility Safety Partners (USP) is proposing comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta. The new legislation will enhance safety across the province by creating a comprehensive provincial energy and utility notification system requiring the registration of all of critical infrastructure with USP (formerly Alberta One-Call). This would include all municipalities in Alberta.

While the majority of Alberta’s municipalities have registered the location of their buried energy and utility assets as members of USP, which is a non-profit, safety-focused organization, you are receiving this message because your municipality is not currently registered and would be directly impacted by the proposed legislation.

We understand that, while the cost of registering with USP is minimal, identifying all critical assets within a municipality can require a significant initial investment. That’s why, during the proposed legislation public comment period process, we worked with Alberta Municipalities and Rural Municipalities of Alberta to determine an approach that would minimize these impacts. Based on recommendations, the proposed legislation was updated to reduce the impacts by providing municipalities with a five-year grace period to help manage initial asset identification costs. Additionally, if your municipality registers as a USP member prior to the legislation being passed in the Alberta Legislature, the grace period would apply to your municipality from the date the legislation becomes law.

Please note that if your municipality does not have any assets to register, the registration process doesn’t apply. However, as always, your municipality would still be required to initiate a locate request prior to every ground disturbance to identify the location of other buried utilities in the vicinity of your proposed works.

We currently anticipate that the proposed legislation will be brought to the Alberta Legislature in the coming months, depending on the Legislature’s agenda.

For more information about the proposed legislation scan the QR Code below or visit:



Sincerely,



Mike Sullivan  
President, Utility Safety Partners



Where's the **LINE?**

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	March 5, 2024
Title:	SLGM Mountain Refresher Municipal Administration Leadership Workshop
Agenda Item Number:	6b.

### **BACKGROUND**

This year the Society of Local Government Managers Mountain Refresher Workshop is May 14-17, 2024.

This is one of the major training sessions provided to CAOs and provides some of the best benefits to municipalities. The office would be closed or we could bring in our Administrative Assistant to cover the days if Council prefers.

Conference \$599.00 (Tuesday – Friday) (if registered by March 1 or \$699 if registered after.)  
Hotel \$169 plus taxes per night. 3 nights \$507.00 plus taxes.  
Mileage 440km roundtrip - \$308.00

I have completed the application for the Larry Majeski Bursary should Council motion to approve the attendance. This year the maximum amount would be \$1,200 and can be award in part or full. If the full amount is received it would cover majority of the cost of the workshop and expenses.

### **RECOMMENDATION:**

1. Motion to approve the CAO attendance at the Society of Local Government Managers Mountain Refresher Workshop May 14-17, 2024 and apply for the Larry Majeski Bursary
2. Motion to ask Administration to cover the office during May 14-17, 2024.
3. Accept as information at this time



## ACCOMMODATION

When making your reservation, identify that you are attending the SLGM hosted workshop.

When booking your accommodations, please quote conference booking: **SLGM2024**

Book early as there is limited availability at these rates.

## POMEROY KANANASKIS MOUNTAIN LODGE

ph.1.833.440.1964

\$239 (plus applicable tax)  
click [HERE](#) to book online

## TO REGISTER & SELECT YOUR SESSIONS FOR THE 2024 MOUNTAIN REFRESHER CLICK [HERE](#)

### FEES — (all costs are plus GST)

Pre Workshop Forum & Mountain Refresher (Sunday, May 12 to Tuesday, May 14)	on or before March 1 — \$1,442 after March 1 — \$1,762
3 Day Pre Workshop Forum (What's the Problem?) (Sunday, May 12 to Tuesday, May 14)	on or before March 1 — \$992 after March 1 — \$1,312
2 1/2 Day Mountain Refresher (Tuesday, May 14 to Thursday, May 16)	on or before March 1 — \$599 after March 1 — \$699

### FEES INCLUDE:

- Welcome Reception
- Coffee Breaks & Lunch
- Awards Banquet (additional banquet tickets \$50 each)

### COURSE MATERIAL:

- Available [ONLINE](#) early May the workshop

## Register Today!

Registrations received before March 1, will be eligible for the **early bird draw**.

Three nights accommodation at the Pomeroy Kananaskis Mountain Lodge Kananaskis Village.



May 14 to 17, 2024

Join us for our pre-workshop forum!

## What's the Problem?

Solution Seeking in Local, Regional & Indigenous Government

*Hosted by the Society of Local Government Managers*

### Pre-workshop

*Three day course*

Sunday, May 12,  
6:30pm to 8:30pm

Monday, May 13  
8:30am to 4:30pm

Tuesday, May 14  
8:30am to 4:30pm

### Instructor

*Dr. Gordon McIntosh, CLGM*  
has 40 years of management, educator, and consultancy experience.

He has conducted 1,500 training sessions throughout Canada and overseas, involving 180,000 local government elected officials and staff. Participants affirm that his dynamic sessions enable them to make an immediate leadership difference back at their organization.

*This learning opportunity is for aspiring, new and current supervisors, managers and CAOs as well as CAOs coaching the leadership develop of others.*

Successful local government leaders excel in leading group processes and multiple stakeholders to address the contemporary *wicked challenges* that council and administration face. Our communities depend on it!

But effective leaders do not work in isolation. They know that many solutions reside in the collective wisdom gained by working with others. This interactive learning laboratory will use 'real time' matters facing participants. We will explore concepts and skills for critical thinking, social innovation approaches, solution-oriented strategies, and effective presentations to influence others and decision makers. Join us to sharpen your ability to make well-informed recommendations and/or coach your staff to do the same.

This session will include contemporary concepts, a **tool kit** and 'hands on' activities to:

- Leverage behavioural styles for **critical thinking** - in yourself and others
- Explore contemporary **social innovation** techniques for multiparty collaboration
- Enhance your **facilitation efforts** to gain ideas from others and to focus their efforts
- Fine-tune **team decision making** to multiply your options while avoiding "groupthink"
- Use proven frameworks to customize your **situational problem-solving** process
- Adapt your **presentations** to stakeholder and decision maker needs.

The program lead is Dr. Gordon McIntosh who has received wide acclaim for providing a learner-based approach that is practical, energized and fun too!



## BRING YOUR PARTNER ALONG FOR AN EXCITING ADVENTURE IN KANANASKIS VILLAGE!

We're planning some fantastic activities, including a unique Kananaskis Scramble (*like a Texas scramble*), serene horseback riding, invigorating hikes, and perhaps even a mountain climb if Horacio Galanti is in town!

Click [HERE](#) for more information and prices.  
Get ready for a memorable experience!



The Society of Local Government  
Managers of Alberta  
Box 308, 4629-54 Avenue  
Bruderheim, AB T0B 0S0

You won't want to miss the

## Exhibition

(starts at 5:00pm)

## Welcome Reception

Tuesday, May 14

7:00pm to 10:00pm

Convention Centre  
Pomeroy Kananaskis  
Mountain Lodge



### Tuesday, May 14

**Trust Revolution:** Mastering the Art of Credible Leadership in Local Government  
1:30pm to 4:30pm

Keynote: Tracey Lorenson, Civic Excellence

Attention senior local government leaders, brace yourselves for a high-voltage keynote experience tailored exclusively for you. We will dissect the nucleus of effective leadership – trust. Led by the seasoned facilitator, Tracey Lee Lorenson, this session propels you into the heart of strategies fostering integrity and transparency, the bedrock of public confidence. Tracey's expertise, honed through extensive work with elected and administrative bodies, guarantees a dynamic discussion on innovative approaches to embed and sustain trust within your teams, officials, and communities.

Join us in sculpting an environment where trust isn't just valued but flourishes, setting the stage for impactful leadership in your communities. It's your chance to grasp practical tools and insights, transforming trust from a concept into a thriving force within your leadership. Don't just understand trust; let's make it your catalyst for change.

**Exhibition** (starts at 5:00pm)

**Welcome Reception**

7:00pm to 10:00pm

Discover valuable connections at the Exhibition & Welcome Reception—an excellent opportunity to engage with a carefully selected group of professionals offering services to local governments. It's a casual yet purposeful gathering where you can network with colleagues from across the province. Join us for a relaxed evening of meaningful connections and insights

Join us for some good fun and great laughs at this year's  
**Awards Banquet**

Thursday, May 16  
6:30pm to 10:00pm

### Wednesday, May 15

**Building Resilience and "Thick Skin"**

9:00am to 12:00 noon

Presenter: Tracey Lorenson, Civic Excellence

*How would building resilience improve your personal and organizational performance in local government?*

In a rapidly changing workplace, we need to have individuals and workgroups that are resilient and able to manage the inevitable conflicts and changes that create uncertainty. In this interactive session we explore the value of resilience, barriers to building it, as well as specific strategies to foster resilience both individually and others. We also explore how to build resilience in specific situations such as workplace bullying, gossip, organizational change, as well changes in management styles and directions.

**HR Stream:** How to be hired as an expert CAO

9:00am to 12:00 noon or 1:30pm to 4:30pm

Presenter: Anurag Shourie, Partner  
Leaders International

Are you part of a succession plan to be the next CAO for a municipality?

If you are, what necessary steps do you need to take to showcase your leadership readiness?

If not, what steps do you need to take to learn/enhance your skills and competencies to be considered as a strong potential candidate? What are the characteristics of effective leadership in municipal governance?

This interactive and example-driven workshop will provide you with the necessary information to navigate through political challenges, build an impactful resume, and identify your current state of leadership readiness.

The presenters will and share experiences/HR skills and knowledge and effective leadership traits required for becoming ready for your next leadership role.

**Breaking Big Barriers into Bites in a Local Government Setting**

1:30pm to 4:30pm

Presenter: Tracey Lorenson, Civic Excellence

*Would you like to deal with key problems quickly and effectively?*

In this humorous and interactive workshop attendees will explore ways to break problems and barriers into manageable steps. Attendees will be given a practical problem-solving model to use individually and with their teams to deal with creative and business challenges with structure and confidence. Feedback on this workshop has been very positive as it empowers more reserved attendees and provides problem solving structure to more "action" focused participants.

### Thursday, May 16

**Legal Stream I:** Harmony in Governance: Unveiling the Dynamics of Municipal Contract Management

9:00am to 12:00 noon

Presenters: John McDonnell, Partner,  
Brownlee LLP

Chris Huygen, Associate,  
Brownlee LLP

Join us for an enlightening discussion on the distinct roles played by municipal councillors and administrative bodies in the intricate web of municipal contract management. In this session, we'll unravel the unique responsibilities of councillors, who, as elected representatives, hold a critical role in shaping policies, ensuring transparency, and aligning contracts with community needs. Explore

how their oversight and strategic vision contribute to the success of municipal agreements. Contrastingly, delve into the role of municipal administration, focusing on their hands-on involvement in the day-to-day execution, compliance monitoring, and risk mitigation within contractual frameworks. Gain valuable insights into the collaborative dance between councillors and administrators, and how their synergy paves the way for effective and accountable municipal contract management. Don't miss this opportunity to understand the nuanced dynamics that drive successful governance at the local level.

**Leadership & Equity**

9:00am to 12:00 noon

Presenter: Jessie Lipscombe, Talent Bureau

Renowned anti-discrimination speaker Jessie Lipscombe addresses thousands of companies, guiding them toward a history-aligned stance. From anti-racism training to revealing unconscious biases, he facilitates an understanding of creating equitable workplaces. Enter Leadership & Equity, where Lipscombe, a proven leadership coach, elevates lessons to the next level. Expect a profound shift in leadership awareness as he explores the varied paths to leadership. Lipscombe illuminates diverse leadership preferences through statistical evidence, psychological insights, and often-overlooked cultural perspectives. In "You Can't Lead Until You Understand," gain a fresh perspective on cross-cultural differences impacting team dynamics, enhancing productivity, and expanding our team understanding, ultimately improving the bottom line. Walk away with the realization that Leadership Looks Different for everyone.

**Making Administratively Fair Decisions -** Alberta Ombudsman's Office

9:00am 12:00 noon

Presenter: TBA

In 2018, changes to the *Ombudsman Act* expanded the Ombudsman's authority to

investigate any administrative decision, recommendation, act, or omission of a municipality. If a citizen feels they were treated unfairly when accessing a municipal program or service, they can call the Ombudsman's office.

This interactive session will cover:

- Administrative Fairness Guidelines – this provides an overview of the Ombudsman's Office and the eight administrative fairness guidelines the Office uses as its 'measuring stick' in determining whether a process/decision/response is administratively fair.
- Writing Administratively Fair Decisions – this will focus on the elements that should be included in a decision as well as writing tips. This will include a case study for the group to work through interactively.

Session participants will also learn what to expect if there is a complaint about a municipal decision, including an understanding of the Office's role and processes used by the Office to resolve complaints.

**R & R: Revisiting & Reinventing the Basics of Municipal Management** –Put a Ring on It: Best Practices in Public Engagement

9:00am to 12:00 noon

Presenter: TBA

Want to get better outcomes from your public engagement efforts? Want to design an engagement process tailored to your municipality's needs? This interactive session will help polish your skills to put a shine on your efforts to engage with your residents by sharing principles, tips, and tools to guide the design of your engagement process.

**Legal Stream II:** Council Relations - Responsibilities under Codes of Conduct and Consideration of Alberta Human Rights

1:30pm to 4:30pm

Presenter: Alifeyah Gulamhusein, Partner,  
Brownlee LLP

This ½ day session will focus on two issues: Council's internal relations and Council's external relations. We will spend some time discussing Council's internal relationships and responsibilities to each other, staff and the public as outlined in Codes of Conduct. We will discuss the purpose of Codes, how to conduct investigations and recent case law. Then we will move to a discussion about Council's public and governance responsibilities as they relate to Alberta Human Rights including a discussion on inclusion, diversity and the difference between public responsibilities and private beliefs.

**How to do the Work** - Building Your Toolkit to Build Equity and be an Ally

1:30pm to 4:30pm

Presenter: Jessie Lipscombe, Talent Bureau

Through personal experiences, honest anecdotes and lessons amassed from over a decade advocating for equity and inclusion, Jesse builds understanding and gives audiences tools for their personal and organizational tool kits to build a more equitable world. This session brings clarity, meaningful dialogue, plenty of laughs and concrete takeaways to push people forward. Today's world is different. This can present you with a challenge or a chore - the choice is yours. What can we do encourage intergenerational understanding? Have we joined the "I" generation? Are we isolated, insulated, independent, individualized and sometimes even indifferent? Do we pre-judge and get set in our ways?

**R & R: Revisiting & Reinventing the Basics of Municipal Management** –Your Role in Municipal Administration – Good Vibrations or All Shook Up?"

1:30pm to 4:30pm

Presenter: TBA

Looking for a clearer pathway to success in your municipal administrative role while being able to rock and roll with the punches? This interactive session will focus on how the Municipal Government Act (MGA) and other provincial legislation sets out the mandated duties and responsibilities of a CAO and administrative staff. Participants will have the opportunity to discuss their everyday challenges and identify some of the pitfalls commonly experienced. The session will also explore the best strategies, tips, and tactics to use when encountering difficult situations and build awareness of the many resources and supports that can help in the navigation of a challenging yet rewarding administrative role.

Get ready to roll with laughter as we present Tom Liske, a seasoned writer and performer for CBC Radio SK who has headlined comedy clubs nationwide.

Tom's wit is seasoned with the essence of the prairies, creating a

unique blend of humor that resonates with corporate, rural, and agricultural audiences alike. His comedic genius lies in the art of weaving prairie humor with musical sarcasm, making every punchline hit just the right note.

So, buckle up for an evening filled with good fun and belly-shaking laughs. Tom Liske is here to ensure you not only enjoy the show but leave with aching sides and memories of a night well-spent. Get ready to unleash the laughter!

Crops & Comedy...  
prairie humour at its best!



**Larry Majeski Bursary**  
**To attend the Mountain Refresher Municipal Administration Leadership Workshop**

**Provided by the Society of Local Government Managers (SLGM)**

1.0 Preamble

- 1.1 The purpose of the Local Government Bursary is to provide assistance to needy local government managers who may wish to enroll in the Mountain Refresher Administration Leadership Workshop. The applicant does not have to be a member of the Society of Local Government Managers.
- 1.2 Funding for the Bursary is provided through the Society of Local Government Managers.

2.0 Program Details

- 2.1 Funding for this Bursary has been in place for more than 10 years and has an annual budget of \$9,600
- 2.2 Eight bursaries in the amount of \$1,200 may be considered each year by the Board. The bursaries will be awarded on the completion of the workshop and the submission of receipts.
- 2.3 The Bursaries will cover the registration fee of the two-and-a-half-day workshop with the balance available for hotel expenses (room and food not provided by the workshop) and based on receipts.
- 2.4 Applications for the bursary shall be received by the Registrar no later than **March 31, 2024.**
- 2.5 Applications will be reviewed and awarded by the Board within thirty (30) days of the deadline.
- 2.6 If no bursary is awarded in whole or in part, the remaining funds will not be carried forward to the next year.

3.0 Eligibility

- 3.1 A Local Government Manager who successfully demonstrates a need for the Bursary will be considered for the Bursary.
- 3.2 Applicants must be a resident of Alberta and working in an Alberta Municipality
- 3.3 Only one application per municipality will be considered/awarded.
- 3.4 Priority will be given to first time MAL Workshop attendees.
- 3.5 The successful applicant will attend the entire workshop including the Awards Banquet where bursary winners will be recognized.

4.0 Application

- 4.1 Applications must be submitted on the Bursary Application form.
- 4.2 The applicant must provide the following information:
  - a) Name and Municipality
  - b) Present Position
  - c) Major Job Duties
  - d) Cost of the course / program
  - e) How the course / program will benefit your practice of Local Government Management
  - f) Statement of Need for the Bursary
  - g) Letter of support from the applicant's employer
  - h) Completed 2024 Workshop Registration form and payment for registration.

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	March 5, 2024
Title:	WHMB Invitation
Agenda Item Number:	6c.

### **BACKGROUND**

Wheatland Housing Management Body has invited us to an information update meeting on the proposed new WHMB Seniors/Hospice Project. The meeting will be at the Town of Strathmore office March 14<sup>th</sup>, 2024 at 7pm. If Council would like to attend, please let me know and I can send in our RSVP.

### **RECOMMENDATION:**

1. Motion for the CAO to RSVP Councils attendance to the information update meeting for the proposed new WHMP Seniors/Hospice Project on March 14, 2024.
2. Accept as information at this time



Feb 20<sup>th</sup>, 2024

Attention: Liz Santerre CAO Village of Hussar

On behalf of the Wheatland Housing Management Body, I would like to invite the Hussar Mayor, the Hussar Village Council and yourself to an information update meeting on the proposed new WHMB Seniors/Hospice Project. The meeting will take place at the Town of Strathmore office March 14<sup>th</sup> at 7pm.

M3 Development Ltd project managers, Derek Weiss consultant, as well as the WHMB Building Committee will provide updated information on the status of the project and answer any questions related to the project.

The attendance of the Village Mayor, Village Council, and you would be greatly appreciated as we work together for the continued support of our senior's and our community.

Sincerely,

A large black rectangular redaction box covering the signature area.

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	March 5, 2024
Title:	Call to Keep Political Parties Out of Local Elections
Agenda Item Number:	6d.

### **BACKGROUND**

We received an email from ABmunis that a public survey, an ABmunis resolution, and results of the province's own consultation processes indicate that Albertans do not want to see the encroachment of political parties at the local level.

ABmunis hosted a media availability calling for a commitment from the Government of Alberta to listen to Albertans. They are requesting help to amplify their call so that all political parties know Albertans' local leaders want local elections to be independent.

Attached for us to adapt and use are:

- Messages we can select from and adapt for local media; for email, letters or conversations with your local MLA; or for conversations with interested Albertans. (There are more messages than you would likely use in one communication so we can select and adapt the ones that will resonate best with our audience)
- Social media post examples and images.

They also encourage you to follow and share ABmunis' social media posts on [LinkedIn](#), [Twitter](#), and [Facebook](#).

I have attached their full email as well as the document templates that they have provided.

### **RECOMMENDATION:**

1. Motion for the CAO to post on our local media/ social media platforms
2. Accept as information at this time

## Join the Call to Keep Political Parties Out of Local Elections



Office <office@villageofhussar.ca>

3 attachments (223 KB)

2023-02-22 Key Messages on Political Parties for MLAs citizens etc.docx; Political Parties - Media Event - Social Post Examples.docx; Government of Alberta Survey Results.png;

Dear Mayors, Councillors, and CAOs,

A public survey, an ABmunis resolution, and results of the province’s own consultation processes indicate that Albertans do not want to see the encroachment of political parties at the local level. Despite this, the Government of Alberta has not committed to abandoning plans to enable parties to be included on local election ballots.

Today, ABmunis hosted a media availability calling for a commitment from the Government of Alberta to listen to Albertans. We need your help to amplify our call so that all political parties know Albertans’ local leaders want local elections to be independent.

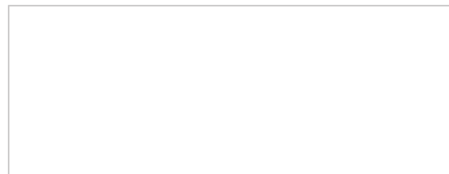
Attached for you to adapt and use are:

- Messages you can select from and adapt for local media; for email, letters or conversations with your local MLA; or for conversations with interested Albertans. (There are more messages than you would likely use in one communication so you can select and adapt the ones that will resonate best with your audience)
- Social media post examples and images.

We also encourage you to follow and share ABmunis’ social media posts on [LinkedIn](#), [Twitter](#), and [Facebook](#).

Don’t hesitate to reach out if you have questions or ideas related to ABmunis’ campaign to keep local elections independent.

Thank you,  
**Tyler Gandam | President**



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.*



Messages on keeping local elections independent.

The following messages are provided for you to adapt and use in letters, emails or conversations with your MLA or communication with other interested Albertans. The messages are grouped into themes, and you are encouraged to select a couple that are most relevant to your audience.

- We all represent Albertans.
- Given the size of Alberta and Canada, political parties are necessary at the provincial and federal levels.
- However, at the local level, Albertans don't see political parties as adding value.

### **Survey Results**

- Since 2020, Albertans have indicated through three surveys, two of which were conducted by the provincial government, that they do not want to see political parties introduced in local elections.
- Through a 2020 provincial government survey on the *Local Authorities Election Act* (LAEA), Albertans commented that they do not want to see increased partisanship or increased influence of campaign donations at the local level.
- The results of a public survey, conducted by Janet Brown Opinion Research on behalf of ABmunis in early September 2023, indicate that most Albertans do not support the introduction of political parties at the local level. Specifically:
  - Sixty-eight per cent (68%) of respondents indicated that they would prefer to see municipal candidates run as individuals. Only 24 per cent of respondents would prefer to see municipal candidates run as members of a political party.
  - More than 80 per cent (81%) agree that municipal officials who are part of a political party would vote along party lines and not necessarily in the best interest of the community.
  - Sixty-nine per cent (69%) of respondents think that political parties would make municipal governments more divisive and less effective.
- Results from the Government of Alberta's November 2023 survey on proposed changes to the LAEA show that 70 per cent of Albertans are opposed to the introduction of political parties at the local level.

### **Good Governance**

- While political parties are an important part of the parliamentary system at the provincial and federal level, they are not a good fit with local government legislation and processes in Alberta.
- Political parties could contravene the *Municipal Government Act* (MGA) where it requires a councillor to consider the interests of the municipality as a whole and not the interests of the success of the party in decision making.

- Political parties would create an environment where all issues are discussed in private by party members resulting in a whipped vote versus the current system which encourages debate and openness to changing your mind based on public hearings and council discussion.
- In the United Kingdom, local elections are seen as referendums for higher levels of government, and we don't want to create that environment here.
- Parties could also lead to money being raised in one part of the province being used to influence the election in another region. This would again take the focus away from keeping local elections local.
- The Government of Alberta has spent years encouraging municipal governments to collaborate at a regional level to save money for Albertans. Introducing political parties at the local level could make regional collaboration an even more difficult task.
- Some councils have struggled with good governance, but political parties could make problems like split councils worse, not better.

### Voter Turnout

- Vancouver and Montreal have political parties but have similar or sometimes lower voter turnout than comparable Canadian cities where political parties are not featured in local elections.

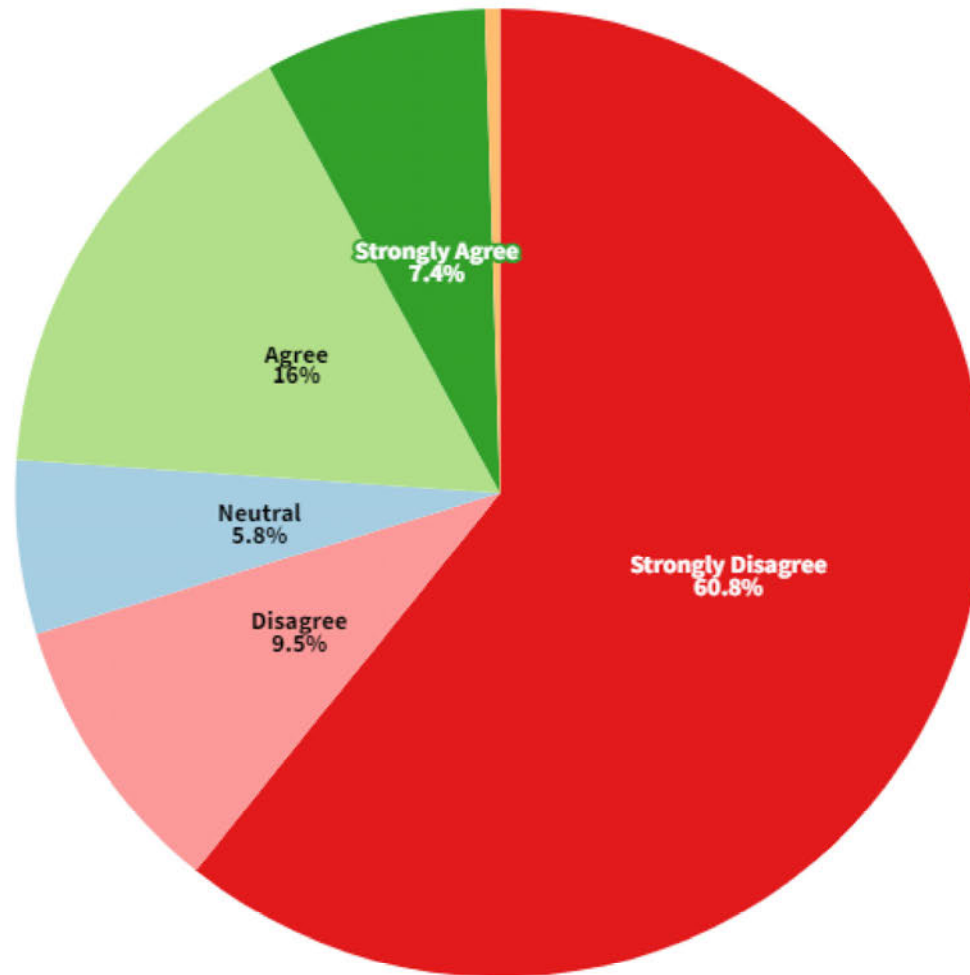
### Trust and Integrity

- We recognize there is currently nothing preventing candidates from running on slates or for political parties, other than an historic lack of success.
- However, changes to legislation could be made that might make it easier for political parties or slates of candidates to raise funds. We know from previous reviews of the election rules that Albertans want to see less money involved in local elections, not more.
- The [mandate letter](#) from Premier Danielle Smith to Minister of Municipal Affairs Ric McIver instructed him to collaborate with Minister of Justice Mickey Amery to review the *Local Authorities Election Act* (LAEA) and make recommendations for any necessary amendments to “strengthen public trust in and the integrity of our municipal election laws”.
- We believe the best way to strengthen trust and integrity is to listen to Albertans when they say they do not want political parties at the local level.

## Survey Shows Little Appetite for Adding Parties to Municipal Election Ballots

Responses to Alberta government's online survey

"The electoral ballot should be amended to allow political parties to be listed by municipal candidates"



Source: Government of Alberta survey - 7,680 responses from Nov. 7, 2023 to Dec. 6, 2023 • [Graphic: Matthew Black/Postmedia](#)

## Social Media Post Examples

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### Example 1

The province's survey shows that over 70% of Albertans don't want political parties in municipal elections. To date, no one from the provincial government has explained what real or perceived problems the introduction of political parties to municipal elections would fix.

That is why I encourage you to write to our MLA <<NAME>> and tell <<her or him>> to listen to the majority of voters.

#ABmunis #ABpoli #ABleg

### Example 2

70% of Albertans have said they do not want the divisiveness of political parties disrupting their communities. Municipal elected officials need to continue to work on local challenges and not focus on the interests of their parties.

I encourage you to write to our MLA <<NAME>> and tell <<her or him>> to listen to the majority of voters.

#ABmunis #ABpoli #ABleg

### Example 3

Albertans don't want political parties in their municipal elections. Elected officials should stay focused on their community's challenges and not on political agendas.

That is why I encourage you to share this information with your network and write to our MLA <<NAME>> and tell <<her or him>> to listen to Albertans.

#ABmunis #ABpoli #ABleg

### Example 4

Albertans don't want political parties in their municipal elections. Elected officials should stay focused on their community's challenges and not on political agendas.

Learn more about this topic in this Edmonton Journal article: [Opinion: Albertans don't want party politics in local elections | Edmonton Journal](#)

#ABmunis #ABpoli #ABleg

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: March 5, 2024  
Title: Employee RRSP/LAPP

Agenda Item Number: 6e.

### **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 the Employee Benefits and Pension Policy with the proposed updates/

The Group RRSP is 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.

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*	<b>7.45%</b> on pensionable salary up to the 2023 YMPE	<b>7.45%</b> on pensionable salary up to the 2024 YMPE
Member rate over the YMPE	<b>11.23%</b> on portion of pensionable salary over the 2023 YMPE	<b>10.65%</b> on portion of pensionable salary over the 2024 YMPE
Employer rate up to the YMPE	<b>8.45%</b> on pensionable salary up to the 2023 YMPE	<b>8.45%</b> on pensionable salary up to the 2024 YMPE
Employer rate over the YMPE	<b>12.23%</b> on portion of pensionable salary over the 2023 YMPE	<b>11.65%</b> 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

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# EMPLOYEE BENEFITS & PENSION

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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

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## **Purpose**

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

## **Guidelines**

### HEALTH BENEFITS

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

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

### PENSION

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

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

- b) Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.

2. Sunlife Group RRSP

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

VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE February 29, 2024

STATEMENT BALANCE 163,944.62

ADD: OUTSTANDING DEPOSITS

Cheques Deposited Feb 1 for Jan 31 135.00  
135.00

LESS: OUTSTANDING CHEQUES

<b>9412</b> Protech Home Inspection Services	472.50
<b>9434</b> CIMA Canada	955.11
<b>9435</b> Canada Revenue Agency	2,142.21
<b>9436</b> Direct Energy	874.59
<b>9437</b> Data Scavenger	315.00
<b>9438</b> Gliochen Standard Transport	152.44
<b>9439</b> Palliser Regional	180.00
<b>9440</b> Michelle Plante	150.00
<b>9441</b> Receiver General for Canada	171.54
<b>9443</b> Telus Communications	122.48
<b>9444</b> Telus Mobility	112.25
<b>9445</b> Telus	37.75
<b>9446</b> Wheatland County	1,369.11
<b>9447</b> Workers Compensation Board	447.19
	<u>- 13,124.25</u>

OUTSTANDING TRANSFERS

CRA deposit from overpayment	-	2,638.09
Someone paid 50 cent cash balance was .49 four -		0.01
		<u>- 2,638.10</u>

RECONCILED BALANCE	148,317.27
GL BALANCE (3000012700)	<u>148,317.27</u>
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,218.67	Interest	
Community Account (Rate .05)	GL BALANCE	<u>3,218.67</u>	\$ 0.13	
	Variance	-		
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	18,874.87	Interest	waiting for statement
Community Account (Rate .05)	GL BALANCE	<u>12,930.26</u>	\$ 0.24	
	Variance	5,944.61		
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) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT GL BALANCE Variance	1,213.36 <u>1,257.98</u> - 44.62	Interest \$ -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	<b>10,708.01</b> <u>10,720.77</u> - 12.76	Interest waiting for statement \$ 12.76
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,857.26 <u>2,857.26</u> -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	29,589.60 <u>29,629.60</u> <b>- 40.00</b>	Interest \$ 49.61 Service fees
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - March 4, 2024)	STATEMENT GL BALANCE Variance	1,128.46 <u>1,128.46</u> -	Interest \$ -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	20,280.40 <u>20,280.40</u> -	Interest \$ 24.14
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	933.75 <u>933.75</u> -	Interest \$ 1.11
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,286.35 <u>2,286.35</u> -	Interest \$ 0.09
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,502.25 <u>2,502.25</u> -	Interest \$ 0.11
Village Business Save more Account 723112964231 (3000013700)	STATEMENT GL BALANCE Variance	- <u>-</u> -	Interest \$ -

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00018 to 2024-00024

**Bank Code: AP - AP-GENERAL OPER**

**COMPUTER CHEQUE**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
9422	2024-02-13	AMSC Insurance Services Ltd.	13,148.81
9423	2024-02-13	Direct Energy	230.76
9424	2024-02-13	EPCOR Utilities Inc.	5,118.87
9425	2024-02-13	JG Water Services	3,862.53
9426	2024-02-13	Wheatland County	64.73
9427	2024-02-13	Wild Rose Assessment Service	498.75
9428	2024-02-13	Y.S.Welding	47.25
9429	2024-02-13	Marigold Library System	995.68
9430	2024-02-13	Wheatland Housing Management	751.00
█	█	█	█
█	█	█	█
█	█	█	█
9434	2024-02-29	CIMA Canada Inc.	955.11
9435	2024-02-29	Canada Revenue Agency	2,142.21
9436	2024-02-29	Direct Energy	874.59
9437	2024-02-29	Data Scavenger Inc.	315.00
9438	2024-02-29	Gleichen Standard Transport	152.44
9439	2024-02-29	Palliser Regional	180.00
9440	2024-02-29	Plante, Michelle	150.00
9441	2024-02-29	Receiver General For Canada	171.54
█	█	█	█
9443	2024-02-29	Telus Communications Inc.	122.48
9444	2024-02-29	Telus Mobility	112.25
9445	2024-02-29	Telus	37.75
9446	2024-02-29	Wheatland County	1,369.11

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2024-00018 to 2024-00024

**COMPUTER CHEQUE**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
9447	2024-02-29	Workers' Compensation Board AB	447.19

Total Computer Cheque: 33,270.17

Total AP: 33,270.17

Certified Correct This March 4, 2024

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

**MuniSoft**

**2024 Interim Operating Budget**

**General**

Account #	Description	2022 Budget	2023 Budget	2024 Budget
1000011000	Municipal Property Taxes	( 189,814.22)	( 175,770.18)	( 180,919.00)
1000011200	Alberta School Foundation Taxes	( 40,415.59)	( 40,808.73)	( 40,808.00)
1000011300	Wheatland Lodge Taxes	( 1,396.00)	( 1,541.00)	( 2,446.00)
1000011400	DI Property Taxes	( 30.00)	( 30.81)	( 30.81)
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	40,808.00
2000076200	DI Property Tax Requisition	30.00	30.81	30.81
	Wheatland Lodge Taxes			-
2000076500	Wheatland Lodge Requisition	1,396.00	1,541.00	2,446.00
2000077000	Operating Contingency	-	-	-
		( 220,814.22)	( 207,770.18)	( 209,419.00)

**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	15,700.00
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	7,831.00
2120051000	Office Supplies & Services	6,000.00	6,000.00	4,500.00
2120054000	Admin Utilities	4,250.00	3,750.00	4,000.00
2120080000	Admin - Amortization Expenses	560.00	560.00	560.00
		<b>84,722.00</b>	<b>58,558.00</b>	<b>65,358.00</b>

#### Fire

Account #	Description	2022 Budget	2023 Budget	
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
		<b>9,073.00</b>	<b>9,150.00</b>	<b>9,250.00</b>

#### 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
		<b>1,520.00</b>	<b>1,312.00</b>	<b>1,312.00</b>

#### 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
		<b>6,750.00</b>	<b>6,200.00</b>	<b>9,105.00</b>

#### 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	1,743.00
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
	<b>86,335.00</b>	<b>91,376.00</b>	<b>89,838.00</b>

#### 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
		<b>70,378.00</b>	<b>70,630.00</b>	<b>70,130.00</b>

#### 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	1,784.00
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
		<b>38,630.00</b>	<b>38,630.00</b>	<b>38,634.00</b>

#### 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	1,051.00
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	-
		<b>22,338.00</b>	<b>22,338.00</b>	<b>22,289.00</b>

**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
		-	-	-

**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
		-	-	-

**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
		2,550.00	3,350.00	4,900.00

**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	381.00
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>52,649.00</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			
<b>TOTAL OPERATING BUDGET</b>	<u>-</u>	<u>-</u>	<u>-</u>

Approved this \_\_\_ day of \_\_\_\_\_, 2024

Les Schultz, Mayor

Liz Santerre, CAO



# Public Works Report.

- Keeping Roads clear of what little snow we have had.
- Doing grading work on gravel roads.
- Some pot holes opening up on 1st ave in front of arena. until we can repair with cold mix, will fill with gravel for now so its not so hard on vehicles.
- m/c work done on tractor.
- Keeping arena ice snow clear from side of arena.
- Repair work done on back Pak Blower. Carb gasket replacement.
- While Plowing at Lase Ball diamonds area. Backed truck into hidden pile of gravel (under snow) left after Road construction, pushed on tail pipe bending a few exhaust hanger resulting in a hub action on drive shaft. Clay straightened it all out. graded gravel pile down. Okay Now.

## JGwaterservices Montly Summary For Feb 2024

- 2024-02-12 Took the Insurance adjuster all through the water & sewer infastructure.
- 2024-02-21 High Level at Lift station ( Emergency callout )
- 2024-02-28 Drove to cleartech in Calgary or calibration/ recertification of the DR890 meter



AR113473

February 5, 2024

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

Dear Ms. Santerre:

I would like to thank you for meeting with the ministry to review the municipal indicators for the Village of Hussar, as requested in my letter of October 5, 2023. I also extend my appreciation for your participation in an exit interview following the completion of the ministerial directives issued as part of the village's viability review. I have been informed the discussions were both positive and productive and have been beneficial in establishing a mutual understanding of the village's well-being.

I am pleased to learn that the village's tax collection has improved with the assistance of contracted services. I also understand the village completed a major capital project in 2023 and decided to reduce future capital expenditures by returning several roads to gravel, based on revised service levels. The ministry is also grateful for the insightful information you shared about the viability review and the village's progress completing the directives. This information will assist the ministry to improve future viability review processes.

Although this meeting was not mandatory, the ministry believes it would be beneficial that the results of it be shared with your council, to recognize the village's progress.

I am confident administration and council will continue to partner with the ministry to maintain the viability of the Village of Hussar and I see no need for further formal ministry action at this time based on the 2019-21 performance indicator results. If you have any questions, please contact Linda Reynolds, Municipal Viability Advisor at 780-415-4823, or [linda.reynolds@gov.ab.ca](mailto:linda.reynolds@gov.ab.ca).

Yours truly,



Gary Sandberg  
Assistant Deputy Minister

cc:





ALBERTA  
MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR113898

To All Chief Elected Officials:

I am inviting your municipality to participate in the review of the *Municipal Government Act* requirements related to Intermunicipal Collaboration Frameworks (ICFs). ICFs encourage integrated and strategic planning, delivery, and funding of inter-municipal services.

Municipal Affairs welcomes your insight and feedback to ensure any future legislative changes consider the needs of municipalities. The scope of this engagement covers the following topics:

- required content of ICFs;
- ICF agreement duration;
- cost calculations;
- mediation and arbitration; and
- enforcement.

I encourage you to complete the survey and share your perspectives on these important matters. The survey is available at [REDACTED] and should take 15 to 20 minutes to complete. The survey is available until **April 12, 2024**.

Ministry staff will also be seeking input from chief administrative officers through discussion sessions to supplement the survey and focus on practical implementation considerations. The collective outcomes of the engagement will inform future legislative changes targeted for 2025.

If you have any questions about this review or the collection and use of this information, please email [REDACTED]

Thank you for your participation.

Sincerely,

Ric McIver  
Minister

cc: All Chief Administrative Officers



February 21, 2024



By Email: (original to remain on file)

Village of Hussar  
109 – 1st Avenue East  
Hussar AB T0J 1S0

Attention: Liz Santerre, Chief Administrative Officer

**Re: Village of Hussar  
2022 Notifications Matter (Land)**

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We are pleased to provide you with our final report regarding tax arrears recovery proceedings on behalf of the Village of Hussar.

Upon receipt of the property information in November 2023, we sent out an Auction Letter and FDMA Notice with respect to 1 roll number. The letter was sent by regular and registered mail to comply with the Federal Farm Debt Mediation Act. Following the mailing of the letters, we attempted to contact the property owners to ensure that they were aware of the impending auction and to discuss their plans for payment of the tax arrears.

Following the Pre-Auction deadline date, we confirmed which properties remained subject to tax recovery proceedings and provided council with a recommended timeframe to schedule the public auction date. The public auction date was set for February 14, 2024. You confirmed that council had approved the reserve bids and the terms and conditions of sale for the public auction.

In December, we spoke with the property owners of Roll 700 and arranged for an Agreement for payment of tax arrears. However, prior to signing the agreement, were notified that the arrears were paid in full by the ratepayer.

Following notice of payment, we attended to preparation of the Discharges of Tax Recovery Notification which was sent to the municipality for signature when payments was made. We have received the Customer Registration Notice from Alberta Land Titles notifying us that the discharge was completed.

This now concludes tax recovery proceedings for the 2022 Notifications (Land) matter. We thank you for the opportunity to assist you with your tax arrears recovery. We continually look for ways to improve our service. Should you have any comments or suggestions, we would be pleased to hear from you.

We trust you will find the above to be in order.

Yours truly,  
TAXervice

*Angela M.*

Angela M. C.M.M.A.  
[Redacted]  
[Redacted]



An Agreement  
by and between  
the parties comprising  
Marigold Library System

January 1, 1984  
Amended January 1, 1995  
Amended April 15, 2000  
Amended August 2002  
Amended November 1, 2002  
Amended June 20, 2007  
Amended April 22, 2008  
Amended August 1, 2008  
Amended January 29, 2022  
Amended November 26, 2022

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An Agreement by and between  
the parties comprising the  
Marigold Library System  
(hereinafter referred to as "this Agreement")

This Agreement is made as of the 1st day of January 1984, with amendments to January 29, 2022, between such of the Municipalities, Improvement Districts and Special Areas contained in Schedule A as have appropriately ratified, endorsed and executed this Agreement or terms identical to this Agreement.

BECAUSE the *Libraries Act and Regulation R.S.A. 2000 Chap. L-11*, as amended, hereinafter referred as "*the Act*" provides:

- a) that a Municipality, Improvement District, Special Area, Métis settlement or school authority may enter into an agreement to associate with one or more such organizations to establish, maintain and operate a Library System,
- b) for a Library System board so established to be a corporation as set out in *the Act* and
- c) that the Minister may make a grant upon the establishment of the Library System and may thereafter make annual grants where the Minister decides that the Library System is providing satisfactory service;

AND BECAUSE the Parties to this Agreement:

- a) desire to collaborate to provide enhanced public library service to their residents,
- b) are prepared to jointly finance and operate a Library System service to their residents,
- c) recognize that the most effective way to provide a high quality of library service is through collaboration,
- d) are prepared to support the development and maintenance of public library services through the Library System for the benefit of all parties, including the party that signs this Agreement,
- e) agree that all library materials which are available through their respective Library Service Points shall be Accessible to the residents of all Parties, and
- f) recognize the responsibility of each Party to have a representative fully participating in the management of Marigold Board.

NOW the Parties to this Agreement agree with each other as follows:

1. Schedules A, B and C are attached to and form part of this Agreement.
2. When used in this Agreement, the terms defined below have the same meaning as they have in *the Act*, unless otherwise defined in this Agreement.
  - a) "Accessible" - library resources shall be available to all residents of the Parties to this Agreement in the



same way as to residents served by the Local Library. If use is restricted in a Local Library, the restriction shall apply to all residents in the system.

- b) "Community Library" - Marigold uses the term "Community Library" for those libraries (Library Service Points) located in member municipalities that do not have a Library Board.
- c) "Community Library Incorporated Society" – a Society incorporated or continued under the *Societies Act R.S.A. 2000 Chap.S-14*, that oversees the day-to-day operations and supervision of a library in a Municipality that does not have its own Library Board.
- d) "Governing Board" – Marigold Board is the "Governing Board" for municipalities that have not formed a Library Board as set out in *the Act*. These municipalities have signed this Agreement to become members of Marigold Library System, and in return Marigold Board provides public library services and promotes the value of public libraries to residents in those municipalities. Marigold also complies with the provincial requirements for reporting and for distribution of provincial per capita grants for those municipalities.
- e) "Independent Public Accountant" - a person holding a recognized professional accounting designation such as CPA (Chartered Professional Accountant), CA (Chartered Accountant), CMA (Certified Management Accountant), CGA (Certified General Accountant), or a similarly qualified individual.
- f) "Intellectual Property" – anything created by or on behalf of Marigold which results from intellectual process. Intellectual Property includes, but is not limited to, literary works (any written work intended to provide information, instruction or pleasure), artistic works and computer program files. Such works and information may be stored in any format. Intellectual Property specifically includes Marigold's automated files and databases.
- g) "Intermunicipal Library Board" - a Library Board established pursuant to Part 1.1 of *the Act*.
- h) "Library Board" - a Municipal or Intermunicipal Library Board.
- i) "Library Service Point" – in accordance with *the Libraries Regulation* (hereinafter referred to as "*the Regulation*" under *the Act*, refers to a facility that provides public library services under the control and management of a board.
- j) "Library System" - a Library System established pursuant to Part 2 of *the Act*.
- k) "Local Library" - a Municipal Library, Intermunicipal Library, or a Community Library.
- l) "Minister" - the Minister with authority for public libraries as defined in *the Act*.
- m) "Municipal Library Board" - a Library Board established pursuant to Part 1 of *the Act*.
- n) "Member Municipality" - any incorporated city, town, village, summer village, municipal district, special area, improvement district or any other eligible entity that is or could become a party to this Agreement.
- o) "Personal Property" – any movable or intangible thing that is subject to ownership and not classified as Real Property.
- p) "Real Property" - land and anything growing on, attached to, or erected on it, excluding anything that may be severed without injury to the land. Real property can be either corporeal (ex. soil and buildings) or incorporeal (ex. easements).

Name

3. There is hereby established by Ministerial Order, a Library System known as the Marigold Library Board as set out in Section 14(2) of *the Act*, hereinafter referred to as "Marigold".

Operation

4. The Parties to this Agreement shall maintain and operate Marigold in accordance with *the Act* and any regulations promulgated under *the Act*,
5. The Parties to this Agreement shall provide public library service to all their residents through the Library System as defined by this Agreement.
6. The Parties to this Agreement shall make all library materials and resources belonging to Marigold and local libraries Accessible to the residents of all Parties.

The Marigold Library Board

7. The general management, regulation and control of Marigold is vested in and shall be exercised by the Governing Board of Marigold, hereinafter referred to as "Marigold Board", with the powers and duties set out in *the Act*.
8. Where a Municipality is a Party to this Agreement, it shall appoint one member to Marigold Board. The preference for an appointment will be an individual who has an active involvement in the library community such as membership on the Local Library Board.
9. Appointments to Marigold Board shall be made in accordance with *the Act*.
10. Marigold Board shall be governed by *the Act*, this Agreement and the governing documents adopted by Marigold Board.
11. Marigold Board shall establish an Executive Committee of not more than ten (10) persons. That committee shall oversee the general operations of Marigold between Marigold Board meetings and carry out such further activities as may be directed by Marigold Board.
12. Marigold Board shall hire a Chief Executive Officer (CEO) whose responsibility shall be the administration of Marigold. Marigold Board shall fix the compensation and all other terms of employment of the CEO.
13. Marigold Board shall maintain adequate insurance coverage for its property, liabilities and operations.
14. Marigold Board shall cooperate with other libraries, Library Systems, library associations and with the Government of Alberta in the development, maintenance and operation of networks for enhancing public library services.

#### Powers and duties of Library Boards

15. Each Library Board within Marigold should:
- a) hire such Municipal Library employees as are necessary for the provision of library service to the community,
  - b) act as liaison between their community, their Municipal Council and Marigold Board to communicate Library Board policy and community need,
  - c) in cooperation with Marigold Board, set policies and procedures for the operation of the library including minimum number of library hours, management, use and services,
  - d) cooperate with Marigold Board in implementing system-wide policies,
  - e) submit copies of all library policies, bylaws, goals and objectives and plan of service documents to Marigold Board when updated,
  - f) perform such additional duties as are necessary to operate library service in their community and
  - g) forward a copy of its budget for the current year, a copy of its annual report and audited financial statements for the preceding year to Marigold Board on or before June 30.
16. Marigold Board will act as the Governing Board for any Municipality that does not have a Municipal Library Board or an Intermunicipal Library Board. That relationship will be governed by an agreement between Marigold and any such Municipality.

#### Financial

17. The fiscal year of Marigold and Marigold Board shall be January 1 to December 31, both dates inclusive, or as may be amended by Marigold Board from time to time.
18. For the purposes of the per capita requisition in paragraphs 19 and 20, the population of a Municipality that is a Party to this Agreement shall be deemed to be the population for the Municipality published by the Government of Alberta for the fiscal year prior to the fiscal year in which the requisition is paid.
19. Each Party to this Agreement shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within one month of the invoice date.
20. Each Municipal Library Board or Intermunicipal Library Board in Marigold shall pay to Marigold Board the annual per capita requisition as set out in the current Schedule C within one month of the invoice date.
21. Increases or decreases of per capita requisitions in Schedule C constitute an amendment to this Agreement, which shall be passed in accordance with paragraph 42.
22. Residents of Municipalities that do not participate in any Alberta Library System are not eligible to use the services provided by Marigold Board, as outlined in Section 28 of this Agreement.

23. Marigold Board shall keep distinct and regular accounts of its receipts, payments, credits, assets and liabilities and shall have these accounts for each fiscal year audited by an Independent Public Accountant. Such accounts shall be kept in accordance with generally accepted accounting practices as defined by the Canadian Accounting Standards for Not-for-Profit Organizations (ASNFPO).
24. Marigold Board shall cause audited financial statements for each fiscal year to be prepared and presented by an Independent Public Accountant by the last day of April in the year following the fiscal year to which they relate, and to be presented to Marigold Board at the Annual General Meeting.
25. Marigold Board may apply for any grants for which it is eligible.
26. Any Party not having a Municipal Library Board or an Intermunicipal Library Board authorizes Marigold Board to apply for provincial operating grants on their behalf in accordance with government regulations.

#### Services provided by Marigold Board

27. Subject to the provisions of *the Act* and *the Regulation* and subject to the provisions of this Agreement, Marigold Board shall manage and control Marigold by organizing, promoting and maintaining comprehensive and efficient library services.
28. Marigold Board shall equip, establish and maintain Library System service for the residents of the Parties to this Agreement and the services provided shall include:
  - a) IT network and infrastructure support, including network management, threat protection, help desk support, equipment installation and servicing, email, website hosting and IT consultation services,
  - b) bibliographic services, including central ordering, cataloguing and processing and shared catalogue,
  - c) physical and virtual materials and collections, including materials allocation, interlibrary loans and digital/online resources,
  - d) consultation services, including professional consultation, training and continuing education,
  - e) delivery and resource sharing,
  - f) marketing and advocacy,
  - g) programming support, including support for summer reading programs and program kits,
  - h) discount ordering of materials, supplies and equipment,
  - i) direct services to Marigold residents, including book deposits, mail delivery of requested materials and access to Library Lending Lockers.

#### Expansion of Marigold

29. The Parties to this Agreement agree that any eligible entity within the boundaries of Marigold as set out in *the Regulation* may become a Party to this Agreement and a member of Marigold Board by:
- a) signing an agreement with Marigold Board incorporating the terms and conditions of this Agreement as amended, and
  - b) adhering to policy concerning terms and conditions for integrating library services for acceptance of new or returning Parties to this Agreement, and
  - c) receiving the approval of the Minister.
30. Admission and the date of admission shall be determined by Marigold Board.
31. Any Party to this Agreement admitted to Marigold after April 1 in any year shall pay a share as determined by Marigold Board of the annual requisition within 30 days of the date of admission.

#### Reports

32. Marigold Board shall present an annual report on the previous year's operations to the council and to the Library Board of each Member Municipality and to the Minister within 60 days after the Annual General Meeting of Marigold Board.
33. Marigold Board shall provide a copy of the financial statements prepared and certified by the Independent Public Accountant. Copies will be prepared and sent to each Member Municipality and to the Minister within 60 days of passing by Marigold Board.

#### Ownership of Property

34. Marigold owns the Real and Personal Property (including Intellectual Property rights) paid for or created by Marigold in Marigold's Municipal Libraries and Community Libraries.
35. All books, periodicals and library materials transferred to a member library's collection remain the property of that library's Library Board unless they are sent to Marigold for withdrawal or other disposition. Marigold insures the physical collection at member libraries.
36. All books, periodicals and library materials transferred to a Community Library's collection remain the property of the Member Municipality unless they are sent to Marigold for withdrawal or other disposition. Marigold insures the physical collection at Community Libraries.

#### Withdrawal and Termination

37. Any Party to this Agreement may withdraw from this Agreement in accordance with *the Act*. Any notice of withdrawal shall be received by Marigold Board by December 31 of any year to be effective at the end of Marigold's next fiscal year. If a Party to this Agreement gives notice to withdraw, Marigold Board shall, not later than ninety (90) days prior to the effective date of withdrawal, provide in writing to the council and Municipal Board as appropriate, an appraisal of the expected effects on library services to the residents of the Municipality concerned. Marigold Board may request a reconsideration of the notice to withdraw.

38. If a Party to this Agreement withdraws from this Agreement pursuant to *the Act*, that Party shall be deemed to have forfeited any right, title or interest in the assets of Marigold Board, including Marigold Board's Real and Personal Property of any nature.
39. Marigold Board may expel any Party hereto from this Agreement for substantial misconduct or breach of this Agreement upon motion by the Executive Committee. At least 60 days written notice stating specific grounds for the motion shall be delivered to all the Parties to this Agreement and all Library Boards and be voted upon at the next General meeting after the notice period has expired. The motion shall be passed only upon a majority comprising 75% of Marigold Board members in attendance at said meeting.

#### Extension

40. The provisions of this Agreement shall be binding upon the Parties to this Agreement and any of their successors.
41. A separate contract may be negotiated by Marigold Board with any eligible non-member entity to acknowledge the different administrative and funding procedures and to define the type and extent of library service to be provided, as negotiated and approved by Marigold Board.

#### Amendment

42. This Agreement shall be amended by a motion for amendment passed by Marigold Board. Such amendment shall be effective upon receipt by Marigold Board of written notification from 60% of the Parties to this Agreement representing 60% of the people living within the boundaries of Marigold that they so authorized such amendment. The Parties to this Agreement shall conform to such amendment upon notification from Marigold Board that the amendment is in effect.

#### Entire Agreement

43. This Agreement, including all schedules appended, constitutes the entire Agreement between the Parties with respect to the subject matter and all prior Agreements, representations, statements, negotiations and undertakings by and between the Parties to this Agreement are superseded hereby.

#### Execution in Counterpart

44. This Agreement may be executed in counterpart and all the executed counterparts together shall constitute this Agreement.

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

*(Member Municipality)*

Authorized Signature

Date

Print Name and Title

**Seal:**

**New signatures are not required on this page, as there are no changes to the body of this Agreement.**

Municipal Library Board or Intermunicipal Library Board\* (City, Town, Village)

Authorized Signature

Date

Print Name and Title

\*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act*.

## Schedule A

### Parties which shall be admitted to Marigold Library System:

1. Council of the Municipal District of Acadia #34
2. Council of the Village of Acme
3. Council of the City of Airdrie
4. Council of the Town of Banff
5. Council of the Village of Beiseker
6. Council of the Municipal District of Bighorn #8
7. Council of the Town of Black Diamond
8. Council of the Town of Canmore
9. Council of the Village of Carbon
10. Council of the City of Chestermere
11. Council of the Town of Cochrane
12. Council of the Village of Consort
13. Council of the Town of Crossfield
14. Council of the Village of Delia
15. Council of the Town of Drumheller
16. Council of the Village of Empress
17. Council of Foothills County
18. Council of the Summer Village of Ghost Lake
19. Council of the Town of Hanna
20. Council of the Town of High River
21. Council of the Village of Hussar
22. I.D. #9 Banff (The Minister of the Department of Municipal Affairs)
23. Council of the Town of Irricana

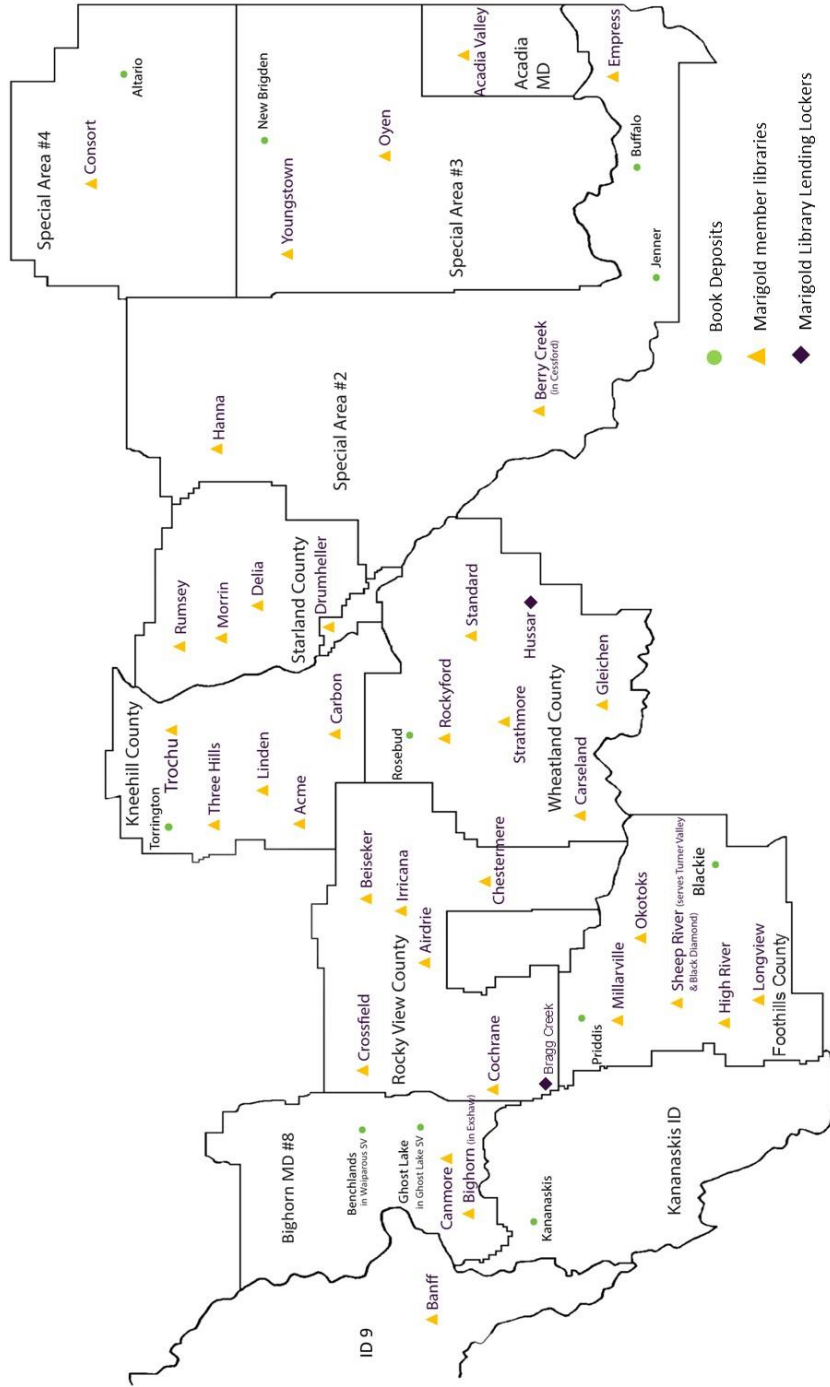


24. Kananaskis Improvement District (The Minister of Tourism, Parks and Recreation)
25. Council of Kneehill County
26. Council of the Village of Linden
27. Council of the Village of Longview
28. Council of the Village of Morrin
29. Council of the Village of Munson
30. Council of the Town of Okotoks
31. Council of the Town of Oyen
32. Council of the Village of Rockyford
33. Council of the County of Rocky View #44
34. Special Areas #2, #3 and #4 (The Minister of the Department of Municipal Affairs)
35. Council of the Village of Standard
36. Council of Starland County
37. Council of the Town of Strathmore
38. Council of the Town of Three Hills
39. Council of the Town of Trochu
40. Council of the Town of Turner Valley
41. Council of the Village of Veteran
42. Council of the Summer Village of Waiparous
43. Council of Wheatland County
44. Council of the Village of Youngstown

Schedule B

Map of Marigold Boundary

**MARIGOLD LIBRARIES, BOOK DEPOSITS  
AND LIBRARY LENDING LOCKERS**



## **Schedule C**

### **Requisition for Marigold Library System**

Attached to and part of this Agreement by and between the Parties comprising the Marigold Library System.

#### **Part I For those Municipalities without Library Boards**

The contributions to the Marigold Library System by counties, Municipal Districts, Special Areas, Improvement Districts or any other Municipality without a Library Board shall be as follows for the period stated:

2023 ~ \$10.85 per capita paid to the Marigold Library System

2024 ~ \$10.96 per capita paid to the Marigold Library System

#### **Part II For those Municipalities with Library Boards**

The contributions to the Marigold Library System by Municipalities having Municipal Library Boards or Intermunicipal Library Boards shall be as follows for the period stated:

2023 ~ \$6.35 per capita to be paid directly to Marigold Library System

2024 ~ \$6.46 per capita to be paid directly to Marigold Library System

#### **Part III For Municipal Library Boards**

The contributions to the Marigold Library System by Municipal Library Boards or Intermunicipal Library Boards shall be as follows for the period stated:

2023 ~ \$4.50 per capita to be paid directly to Marigold Library System

2024 ~ \$4.50 per capita to be paid directly to Marigold Library System

IN WITNESS THEREOF the undersigned being one of the Parties set out in Schedule A to this Agreement has duly executed this Agreement.

*(Member Municipality)*

Authorized Signature

Date

Print Name and Title

**Seal:**

**Please do not sign this page. The new signature page for Schedule C – Requisition to Marigold Library System is a separate document that includes the 2025-2026 levy rates.**

Municipal Library Board or Intermunicipal Library Board\* (City, Town, Village)

Authorized Signature

Date

Print Name and Title

Retain one copy for your files and forward one copy to Marigold Library System headquarters

\*A Municipal Library Board or Intermunicipal Library Board is established pursuant to *the Act*.

**Schedule C**  
**Requisition for Marigold Library System**

Attached to and part of this *Agreement by and between the Parties comprising the Marigold Library System.*

**Part I For those Municipalities without Library Boards**

The contributions to the Marigold Library System by Counties, Municipal Districts, Special Areas, Improvement Districts, or any other Municipality without a Library Board shall be as follows for the period stated:

2025 \$11.18 per capita paid to the Marigold Library System  
2026 \$11.46 per capita paid to the Marigold Library System

**Part II For those Municipalities with Library Boards**

The contributions to the Marigold Library System by Municipalities having Municipal Library Boards or Intermunicipal Library Boards\* shall be as follows for the period stated:

2025 \$6.59 per capita to be paid directly to Marigold Library System  
2026 \$6.75 per capita to be paid directly to Marigold Library System

**Part III For Municipal Library Boards**

The contributions to the Marigold Library System by Municipal Library Boards or Intermunicipal Library Boards\* shall be as follows for the period stated:

2025 \$4.50 per capita to be paid directly to Marigold Library System  
2026 \$4.50 per capita to be paid directly to Marigold Library System

IN WITNESS THEREOF, the undersigned being one of the Parties set out in Schedule A - Parties which shall be admitted to Marigold Library System, has duly executed this amendment to the Agreement:

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(Member Municipality) Authorized Signature

Date

Print Name and Title \_\_\_\_\_ (Seal)

---

(Member Library Board or Intermunicipal Library Board\*) Authorized Signature

Date

Print Name and Title \_\_\_\_\_

**Retain one copy for your files and forward one original copy signed by both parties to Marigold Library System.**

\*Established pursuant to the Province of Alberta *Libraries Act and Regulation R.S.A. 2000 Chap. L-11.*

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

February 6, 2024

Dear Liz,

Enclosed with this letter is Schedule C – Requisition for Marigold Library System, outlining the per capita levy rates that will appear on requisitions in 2025 and 2026. Since your municipality is a member of Marigold Library System, as per the Agreement by and between the Parties comprising the Marigold Library System (enclosed for reference), the Marigold Library Board is submitting Schedule C for municipal and library board approval.

The proposed levy rates were given careful consideration by the Marigold Board. As we prepare the 2025-2026 budget projections, we anticipate increased costs for utilities, equipment, digital subscription contracts, library collections, software licensing contracts, salaries, and supplies. The Board has approved a revised levy schedule for municipalities with library boards that will be a \$0.13 per capita levy increase (\$6.59 per capita for 2025), and a \$0.16 increase from 2025 to 2026 (\$6.75 per capita for 2026). The library board levy will remain the same for 2025 and 2026 at \$4.50 per capita.

Marigold strives to respond to the needs of our members and support our service population in 42 municipalities. We are the operational hub for the system. Our services do not overlap with what public libraries provide to their communities. Marigold provides the IT infrastructure (including internet and wi-fi), collections, a delivery system, the library software system, and so much more that allow your residents to access library services and resources, whether in a library or online. Marigold has been able to sustain services, although rising costs and inflation will continue to impact our service provision capacity.

Marigold maximizes the financial investment of our members by pooling resources, through bulk purchasing, and by capitalizing on partnerships to obtain the most valuable products and services at the lowest cost. Marigold membership provides more than any one library or municipality could achieve, and at a fraction of the cost of doing it alone.

Following our AGM in April, Marigold will distribute Value of Your Investment reports for member municipalities and library boards. These reports demonstrate how your levy investment has been spent. The value of membership to your community members is significant. The provincial government deemed library services to be essential to daily living. Marigold, in collaboration with our member libraries, will continue to provide cost-effective services for diverse communities in rural and urban areas. The value of Marigold is to enhance the depth and breadth of quality public library resources to your community, no matter where you live.



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We appreciate the support for library services that your municipality provides. Thank you for your consideration of the attached Schedule C documents.

Pending approval, please complete the municipal signature, and coordinate with the library board to obtain the library board signature. Once complete, please retain a copy for your files, and forward a copy signed by both parties (the municipality and library board) to Marigold Library System. If you need any assistance coordinating the signatures with the library board, please let us know.

[REDACTED]

Please contact me with any questions or for further information.

Sincerely,



Lynne Price, CEO  
Marigold Library System

