

VILLAGE OF HUSSAR  
MUNICIPAL PLANNING COMMISSION MEETING  
MINUTES

Thursday, July 11, 2024

The Municipal Planning Commission meeting of the Council of the Village of Hussar was held in Council Chambers on Thursday, July 11, 2024, commencing at 10:27 pm

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IN ATTENDANCE

Councillors: Tim Frank, Coralee Schindel  
Elizabeth Santerre (CAO)

CALL TO ORDER

2024-07-11-948

The meeting was called to order by Councillor Schindel at 10:27 pm

CARRIED

ACCEPTANCE OF  
AGENDA

2024-07-11-949

MOVED by Councillor Frank that the agenda be accepted as presented

CARRIED

DEVELOPMENT  
PERMIT

Development Permit 2024-003

Discretionary Use Commercial New Build

2024-07-11-950

MOVED by Councillor Schindel to approve the Development Permit  
2024-003 Discretionary Use Commercial New Build

CARRIED

ADJOURNMENT

2024-07-11-951

MOVED by Councillor Schindel to adjourn the Municipal Planning  
Commission Meeting at 10:30pm

CARRIED

These minutes approved this 12 day of December, 2024.



Coralee Schindel  
Deputy Mayor



Elizabeth Santerre  
Chief Administrative Officer

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

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

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<u>IN ATTENDANCE</u>	Councillors: Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 0 person via conference call 0 people in attendance	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2024-07-11-918	MOVED by Councillor Frank to accept Agenda with addition 5.(i) Housing Board Letter of Support	CARRIED
<u>APPROVAL OF MINUTES</u>		
2024-07-11-919	<u>June 13, 2024 Regular Council Meeting</u> MOVED by Councillor Schindel to approve the June 13, 2024 Regular Council Meeting minutes	CARRIED
2024-07-11-920	<u>June 13, 2024 Municipal Planning Commission Meeting</u> MOVED by Councillor Schindel to approve the June 13, 2024 Municipal Planning Commission Meeting minutes	CARRIED
<u>POLICY &amp; BYLAW REVIEW</u>	<u>Bylaw Review</u> <ul style="list-style-type: none"><li>• 543-22 Land Use Bylaw</li></ul>	
2024-07-11-921	MOVED by Councillor Schindel to direct CAO to inquire of Palliser if the updates to the Land Use Bylaw number 543-22 for Council's consideration would incur any additional costs if it's considered a revision/rewrite or if it's just minor changes, if where we are on the revisions timeline for when we would normally revise our land use bylaw, if council has input on all changes, if the public has input and if we'll follow the process of bylaw public meeting second and third reading as usual with those changes.	CARRIED
2024-07-11-922	AMENDMENT by Councillor Schindel to include to bring back to the next meeting	CARRIED

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- 553-23 Procedural Bylaw

2024-07-11-923      MOVED by Councillor Frank to have our CAO contact Municipal Affairs in regards to the following addition to 10.2 under the Procedural Bylaw 553-23 stating - all letters, complaints or correspondence addressed to Council or CAO shall be considered public information unless requested to be confidential or FOIP'able  
CARRIED

2024-07-11-924      MOVED by Councillor Schindel to direct the CAO to correct grammatical errors as discussed regarding 4.5 as well as to work on removing G from 9.2 and creating a new section regarding MPC's and how those will be handled procedurally going forward  
CARRIED

2024-07-11-925      MOVED by Councillor Schindel to have our CAO strike part 6.1 Public Meetings from Bylaw 553-23 Procedural Bylaw  
CARRIED

- 557-24 Regional Emergency Management Committee

2024-07-11-926      MOVED by Councillor Schindel to defer bylaw 557-24 Regional Emergency Management Committee Agency Bylaw to the next meeting  
CARRIED

Policy Review

The following Policies were reviewed without changes;

- 4.9 Overtime
- 4.10 Performance Review

BUSINESS

2024-07-11-927      EPR – Extended Producer Responsibility  
MOVED by Councillor Frank that the Village of Hussar remains registered but opts out of the Circular Material Service Model  
CARRIED

2024-07-11-928      MOVED by Councillor Frank to accept this Master Service Agreement as information and have councillors check through it and bring forth any questions or thoughts to our CAO and brought back if there are any changes  
CARRIED

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2024-07-11-929 September 2024 Alberta Municipalities Convention  
MOVED by Councillor Frank that Councillor Schindel attends the  
September 2024 Alberta Municipalities Convention in Red Deer Alberta  
CARRIED

2024-07-11-930 MOVED by Councillor Frank that Councillor Schindel reaches out to  
other councillors to formulate questions for Municipal Affairs Minister  
McIver  
CARRIED

2024-07-11-931 MOVED by Councillor Schindel to have a 10 minutes recess starting at  
8:01pm.  
CARRIED

2024-07-11-932 MOVED by Councillor Schindel to come back from recess at 8:05  
CARRIED

WRC – Brownlee Response

Councillor Frank requests to accept as information

2024-07-11-933 Wheatland Housing Management Body – Request for funds  
MOVED by Councillor Frank to approve the creation of WHMB Capital  
Reserve Fund  
CARRIED

2024-07-11-934 MOVED by Councillor Schindel to direct our CAO to respond in writing  
to the WHMB the following answers to their requests; Question 1: Yes  
Question 2: One vote per municipality. Question 3: Yes Question 4:  
Yes, 1 million dollars for operation costs or large repairs, with the  
addition that included in policy requests that these excess reserve funds  
only be used for Capital Maintenance and additions not new builds.  
Question 5: Yes.  
CARRIED

Rock Chip Insurance Claim

Councillor Schindel accepts as information

Rock Damage Window reconsideration request

Councillor Schindel accepts as information

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2024-07-11-935 Quote for water line scope – 1<sup>st</sup> Ave East  
MOVED by Councillor Schindel to defer the request for decision  
regarding the water line scope bids until the next meeting  
CARRIED

2024-07-11-936 Parade of Garage Sales – use campground  
MOVED by Councillor Schindel to have CAO propose a formal  
agreement  
CARRIED

2024-07-11-937 MOVED by Councillor Schindel to bring Campground Policy back to the  
next Council meeting for discussion  
CARRIED

2024-07-11-938 Letter of Support – Wheatland Housing Management Body  
MOVED by Councillor Frank that the Village of Hussar sign this Letter of  
Support to the Minister of Health Adriana LaGrange for the support of  
the Wheatland Housing Management Body and Hospice  
CARRIED

FINANCIAL  
2024-07-11-939 June 2024 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Frank to accept as information  
CARRIED

2024-07-11-940 Q2 Budget Variance Report  
MOVED by Councillor Frank to bring our Rates and Fees Bylaw back to  
include the new Cemetery rates at the next meeting. Columbarium  
Niches in the new Columbarium will not be sold until the Rates and Fees  
Bylaw is finalized and the new rate comes in.  
CARRIED

2024-07-11-941 MOVED by Councillor Frank to accept the report as presented  
CARRIED

2024-07-11-942 Term Renewal  
MOVED by Councillor Frank to have the following changes made to our  
term account when they are due, Mayor's Memorial Trust account to  
be put into a 14 month term account at 4.6%.  
CARRIED

COMMITTEE  
REPORTS  
2024-07-11-943 MOVED by Councillor Frank that the Committee Reports are entered  
into the meeting minutes  
CARRIED

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Tim Frank

- The Drumheller and District Solid Waste Association met June 20<sup>th</sup>. Discussion on quarterly variances re budget. Discussion on Master Service Agreement - to be sent out to respective Councils to review. Major discussion on EPR and how it will work for DDSWA. Recycling volumes review to date. DDSWA needs a mechanism to charge for hard to handle or unusual loads. re Bedsprings from hotels. Motion put forth to allow director and executive to move forward with a new pricing arrangement. Zoomed into EPR Webinar June 21, and second EPR Webinar on Monday June 24<sup>th</sup>.

-The Hussar Fire Association will meet October 4<sup>th</sup>.

-SAWEA Nothing to report.

- Cemetery Board -Columbarium delivered and installed yesterday. (10<sup>th</sup> of July) Watering has started every other day, excluding windy or rainy days.

- Wheatland Regional Corporation - WRC meeting June 19<sup>th</sup>. Notable discussions on Redland tie in to WRC Regional Water Line. County will take the lead from this point on in facilitating the tie in to residents. Discussion on tie in to new Colony and technical requirements needed. Wheatland County officially subcontracting their water services to another company. WRC still supplies water.

-SAWEA Nothing to report.

- Ab Munis Summer Leaders Course- June 14<sup>th</sup> On Line Zoom presentation held in Stoney Plain Ab Munis serves 275 Municipalities and 800 NFP Associations. Main topics were about Water Conservation, Assessments, and Funding. Interesting figures showing Alberta Liters / Cap went from 282 L/C in 2001 to 195 in 2021. Compared to Manitoba at 164 and Saskatchewan at 208. Note this is person specific for residential users. Discussion on water loss in systems - with target being no more than 10%. Talked about conservation strategies, and huge difference between large municipalities and smaller ones to effect change or having the ability to do so. Discussion on Provincial Infrastructure funding per cap of \$420.00 in 2011 to \$186.00 in 2024 where all of our infrastructure is getting very old and being in need of updates. Can be very challenging when you have more and more demand for services, with less money to fix or support it. Talked about getting residents on side, how to raise funds yourself, or even what one can defer. One comment from a municipality that couldn't afford to make firebreaks in forested areas. Also discussion on local elections changes. Party Politics in Calgary and Edmonton. Recall and recusal. But more basic discussion on attracting new candidates to run Municipally. How to explain council to

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prospective candidates, Why serving on council is important, and how can we educate candidates.

Les Schultz

WADMSA, the yearly Audit was presented by Gregory Harriman and there were no issues, and it was a good clean Audit. The only thing they suggested was to create a Capital Asset Policy so Donna will do this and bring it to the board. Contract negotiations are ongoing with AHS for a new contract and also the contract negotiations with the Union are ongoing and both will resume in September 2024 as everyone breaks for the summer. Call volumes as of May were 1228 calls which is down 26% and probably because they are not going to Calgary as much, which is a good thing as they are in the local area more. There was a request from AHS for the return of funds that we have in reserves but there is nothing in the existing contract that says they can do this, it was sent to a lawyer, and they agree that there is nothing in the contract to say that AHS can claw back any unused funds. We should not be punished for being thrifty and using the money wisely and being able to put some away for emergent issues. Next meeting is September 16th. Community Futures Wild Rose, the AGM was on June 20th at the Strathmore Legion and was a great time with the Annual Report being given and we had a great meal and entertainment, and some clients shared their success stories with us. I have copies of the Annual Report for our CAO and fellow councillors. Next meeting is Sept 5<sup>th</sup>. Wheatland Housing Management Body, our last meeting was June 27<sup>th</sup> with not a lot on the agenda except operations which are running quite smoothly. The work has begun on the roof replacement. There was some discussion on the misinformation about the new lodge project on Facebook and that some people are just hearing about it and its location now, when in truth it has been discussed and planned for about 6 years. Newsletters and press releases and more community presentations are planned to keep everyone better informed on the progress. The plans and budget have been resubmitted to the province for consideration in the next round of funding, they said our previous application was strong. A letter is being sent to all partner municipalities to decide on making a Capital Reserve Fund. Next meeting will be at the call of the Chair.

Coralee Schindel

WFCSS Meeting - June 26, 2024 @ 7:00pm

The copier lease has come due, and the offer is for a newer model. The offer keeps in line with the budget and reduces service costs. Also, comes with a 55" Professional Digital Display. CAO C. Gaudet is planning ideas for what we can do with the display. Transportation grant update

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- not approved. CAO C. Gaudet enquired what the application needed in order for WFCSS to qualify. The application looked really good, but needed to highlight the vastness of our county. They encouraged WFCSS to keep applying when more opportunities arise. A new revision of the WFCSS Policy Handbook was reviewed. Some big changes have been made, in part to support the changes to staffing. Moving forward there will be two part time staff roles. This way there is more staff for coverage and each staff will have their own focuses. Section 2.0 Reserves was amended before approval, as there is still discussion around numbers needed to maintain and what the reserves are intended to cover. GICs were discussed as the term is due in September for one of them. Discussion centered around if all GICs should be renewed or made accessible for utilization. More will have to be discussed in the fall. For now the GIC in September will not be renewed and we will look into options for building interest on it, while having the finances accessible for programs. A motion was made to use a portion for Transportation support in the fall. Finances are in good standing. Collective Cooking - Is now finished for the Summer. Had 4 well attended sessions. Feedback was great. Looking forward to starting again in the fall. Planning for sessions in September and October, including some themed sessions teaching about newcomers' food cultures. Culinary Confidence - Cooking classes held in partnership with Wheatland Youth Network. Focusing on different meal types each session, there were 5 sessions in total. Ends June 24th, had 10 participants. Interagency Resource Book and Restart Luncheon - preparations have begun to gather updated info for the resource book and restart luncheon. Hoping to have a guest speaker from Gov Alberta Income Support. Client Annual Home Visits - will begin in late June. June calendar showing programming attached. Next meeting - September 25, 2024 @ 7:00pm

CAO REPORT  
2024-07-11-944

CAO, Public Works and JG Water Services Reports  
MOVED by Councillor Frank to have our Administration query JG Water Services about our water consumption for the last 3 months

CARRIED

2024-07-11-945

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

CARRIED



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CORRESPONDENCE The following Correspondence was discussed;

- CCBF Letter
- AB Munis CEO Retirement
- Response from Adriana Lagrange – WHMB

2024-07-11-946      MOVED by Councillor Frank to accept the correspondence as presented  
CARRIED

ADJOURNMENT  
2024-07-11-947

Adjournment  
Councillor Schindel adjourns the meeting at 10:26 pm

CARRIED

These minutes approved this 12 day of December, 2024.

Coraschindel  
Coralee Schindel  
Deputy Mayor

Elizabeth Santerre  
Elizabeth Santerre  
Chief Administrative Officer