



The regular meeting of the council of the Village of Hussar will be held at the Council Chambers and via conference call on Thursday, February 13, 2025 starting at 7:00 p.m.

- 1. CALL TO ORDER**
- 2. ACCEPTANCE OF AGENDA**
- 3. ADOPTION OF THE PREVIOUS MINUTES**
 - (a) January 9, 2025 Regular Council Meeting
- 4. DELEGATION**
 - (a) Resident – Snow removal and sidewalk questions
- 5. POLICY & BYLAW REVIEW**
 - (a) Bylaw Review
 - 542-22 Tax Penalties
 - 564-25 Utility Bylaw NEW
 - 565-25 Garbage Collection Fees NEW
 - 566-25 Rates and Fees NEW
 - (b) Policy Review
 - 5.1 Office Hours of Operations - Changes
 - 5.4 Procurement
 - 5.5 Financial Reserves
 - 5.13 Certificate of Compliance Policy
 - 5.14 Community Groups Policy
 - 5.15 Video Surveillance Policy
- 6. BUSINESS**
 - (a) Dundas – Trees Letter
 - (b) Alberta Association of Police Governance – membership/conference
 - (c) National Standards Waste Survey
 - (d) Palliser Email – Municipal Affairs Statues Amendment Act, 2024
 - (e) Letter from Hussar Ag Society
 - (f) SLGM Mountain Refresher Municipal Administration Leadership Workshop
 - (g) Invitation to Regional Collaboration Meeting
 - (h) Appointment of the Returning Officer
- 7. FINANCIAL**
 - (a) January Bank Reconciliation and Cheque Listing
 - (b) 2024 Budgetary Control Q4
 - (c) 2025 Operational Budget
- 8. COMMITTEE REPORTS**
- 9. CAO, PW & JG REPORT**
- 10. CORRESPONDENCE**
 - (a) RCMP monthly Memo
 - (b) Marigold
 - (c) Letter of Support – Rockyford to Frontier
 - (d) ATCO Gas - Franchise Agreement Reapprovals
 - (e) MP Martin Shields Statement on Re-Election
- 11. CONFIDENTIAL**
 - (a) Hussar Fish and Game Agreement (s. 16(1) of the FOIP Act – Third Party)
- 12. ADJOURNMENT**

Next Meeting: Thursday, March 13, 2025 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES**

Thursday, January 9, 2025

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, January 9, 2025, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank and Coralee Schindel Elizabeth Santerre (CAO) 0 via conference call 3 people in attendance
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm
<u>ACCEPTANCE OF AGENDA</u>	Add; b) Personnel Matter to Item number 11. Confidential (as per s.17(1) of the <i>FOIP Act</i>)
2025-01-09-1111	MOVED by Councillor Frank to accept the Agenda with that addition. CARRIED
<u>DELEGATIONS</u>	(a) STARS – Jackie Seely (b) Jackie Muir Letter (as per s.17(1) of the <i>FOIP Act</i>) NOT PRESENT (c) JG Water Services – Water Services Contract (as per s. 16(1) of the <i>FOIP Act</i>) - Confidential
2025-01-09-1112	MOVED by Councillor Schultz to go in-camera at 7:26pm CARRIED Back from in-camera at 7:57pm
2025-01-09-1113	MOVED by Councillor Schultz to accept and sign the contract with TSG Water for 2025. CARRIED
<u>APPROVAL OF MINUTES</u>	<u>December 12, 2024 Regular Council Meeting</u>
2025-01-09-1114	RESCIND 2024-12-12-1102 as per Councillor Frank, the Thank You Motion to Wheatland County CARRIED
2025-01-09-1115	MOVED by Councillor Frank to send an official letter of Thank You to Wheatland County for doing snow removal in our Village of Hussar. CARRIED
2025-01-09-1116	RESCIND 2024-12-12-1097 as per Councillor Schultz about the Water Rate Increase. CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES

Thursday, January 9, 2025

2025-01-09-1117 MOVED by Councillor Schultz to increase our monthly water rate by \$4, from \$68 to \$72, and to increase our monthly sewer rate from \$16 per month to \$17 per month.

CARRIED

2025-01-09-1118 MOVED by Councillor Frank to accept the previous minutes with those changes.

CARRIED

POLICY & BYLAW
REVIEW

Bylaw Review

The following Bylaw was reviewed without changes;

- 554-23 Garbage Collection

2025-01-09-1119 MOVED by Councillor Schultz that Administration makes the changes to Bylaw 556-24 and brings it back to the next meeting.

CARRIED

- 564-25 Utility Rate Bylaw

2025-01-09-1120 MOVED by Councillor Schultz to give FIRST Reading to Bylaw 564-25 the Utility Bylaw.

CARRIED

2025-01-09-1121 MOVED by Councillor Schindel to make the changes to Utility Rate Bylaw 564-25 #7.2.4 as discussed.

CARRIED

- 565-25 Garbage Collection Fee Bylaw

2025-01-09-1122 MOVED by Councillor Schultz to give Bylaw 565-25 the Garbage Collection Fee Bylaw FIRST Reading.

CARRIED

2025-01-09-1123 MOVED by Councillor Schindel to correct under line 1 it should read Bylaw #554-23

CARRIED

Policy Review

The Following Policies were reviewed without changes;

- 5.2 Faxing and Photocopying
- 7.1 Outstanding Utility Account Transfers to Tax Roll
- 7.2 Outstanding Garbage Services Fees Transfer to Tax Roll
- 7.3 Private Services Repairs Charged to Homeowner
- 7.5 Utility Rate

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, January 9, 2025**

BUSINESS

Meeting Request with Minister McIver – ABmunis Spring Municipal Leaders Caucus 2025

2025-01-09-1124 MOVED by Councillor Frank to accept this as information at this time.
CARRIED

Unsafe Premises – 204 1st Ave East

2025-01-09-1125 MOVED by Councillor Schindel to have our CAO look into the proper procedures to move forward with fencing the premises at 204 1st Avenue East.
CARRIED

FINANCIALS

December 2024 Bank Reconciliation and Cheque Listing

2025-01-09-1126 MOVED by Councillor Schultz to accept the December 2024 Bank Reconciliation and Cheque Listing as presented
CARRIED

**COMMITTEE
REPORTS**

Tim Frank

The Drumheller Solid Waste Board met Thursday December 19th. This meeting ratified our 2025 Budget with a 2025 requisition of \$52.44 per cap. This amount reflects the ongoing cost of our 10 year Approval Renewal Budget. Note our population is stated as 165 as per the Alberta Dashboard Numbers. Also the 2025 Disposal Fees Schedule was accepted with no increase from 2024. The Landfill had its 2024 Compliance Inspection done on November 13th, 2024. A few issues were identified and are being rectified. Airspace and Density calculations were completed at our landfill in Drumheller with highlights being 11,447 tonnes of total waste buried from 2023 to 2024 reporting periods. And this waste was covered using 2,638 tonnes of fill material. I had asked Board for non pickup figures for Transitor at the Hussar Site for the last 6 months and that number was 3 times. EPR discussion raised concerns over timetables and deadlines especially for those entities and municipalities that opted in for collection and pickup. So we are in a holding pattern at DDSWA for now.

Fire Association – Nothing to report

SAWEA – Nothing to report

Cemetery Board – Nothing to report

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES

Thursday, January 9, 2025

Wheatland Regional Corporation - Board Meeting December 18th, Budget presented and finalized for 2025. Ongoing inspections at our water treatment plant as well as a pre audit visit from our auditors happened in December. Discussion and motion to sever communication ties with County water facilities as we are still receiving inputs that need to be handled through County's contracted water treatment personnel. Finally I met with Leah yesterday to sign paperwork for my WRC signing authority at bank.

Les Schultz – No Report

Coralee Schindel – No Report

2025-01-09-1127 MOVED by Councillor Schindel to accept Tim's Committee Report.

CARRIED

CAO, JG WATER

SERVICES REPORT

2025-01-09-1128

CAO and JG Water Services Reports

MOVED by Councillor Schultz to accept CAO and JG Water Services Reports as presented

CARRIED

CORRESPONDENCE

The following Correspondence was discussed;

- (a) RCMP December Newsletter
- (b) Letter from Wild Rose Assessment

2025-01-09-1129 MOVED by Councillor Schindel to accept the correspondence as presented

CARRIED

CONFIDENTIAL

Confidential

- (a) CAO Performance Review (as per s.17(1) of the FOIP Act)
- (b) Personnel (as per s.17(1) of the FOIP Act)

2025-01-09-1130 MOVED by Councillor Schultz to go in-camera at 9:18pm

CARRIED

2025-01-09-1131 MOVED by Councillor Schultz to come out of in-camera

CARRIED

2025-01-09-1132 MOVED by Councillor Schultz to give a 3% increase to the CAO's salary for 2025.

CARRIED

VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, January 9, 2025

ADJOURNMENT

Adjournment

Councillor Schultz adjourns the meeting at 10:55 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

DRAFT

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

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

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

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

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

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

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

1. SECTION 1 – SHORT TITLE

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

2. SECTION 2 – DEFINITIONS

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

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

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

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

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

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

2.7 "Village" means the Village of Hussar.

3. SECTION 3 – PENALTIES ON UNPAID TAXES

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

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

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

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

5. SECTION 5 – RECEIPT OF PAYMENTS

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

6. SECTION 6 – TAX INSTALMENT PAYMENT PROGRAM PENALTIES

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

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

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

7. SECTION 7 – SEVERABILITY

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

8. SECTION 8 – REPEAL & ENACTMENT

8.1 This Bylaw shall rescind Bylaw 508-16.

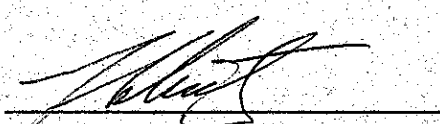
8.2 This Bylaw shall come into effect upon third and final reading.

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

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

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

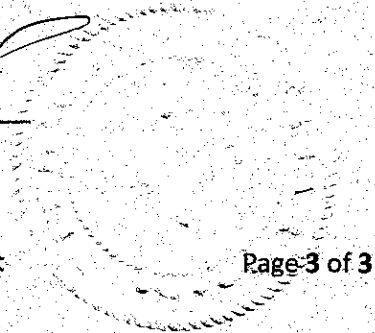
Signed this 21 day of March, 2022.



Mayor



Chief Administrative Officer



VILLAGE OF HUSSAR

BYLAW 564-25

UTILITY BYLAW



BYLAW 564-25
VILLAGE OF HUSSAR
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**BYLAW #564-25
VILLAGE OF HUSSAR**

BEING A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF SUPPLY, REGULATION AND CONTROL OF UTILITY SERVICES IN THE VILLAGE OF HUSSAR.

WHEREAS Section 7(g) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, provides that the Council of a Municipality may pass a bylaw respecting public utilities;

AND WHEREAS Water and Wastewater are defined as a Public Utility;

AND WHEREAS Section 8(c) of the *Municipal Government Act*, R.S.A. 2000, c.M-26, as amended, authorizes a municipality to pass bylaws to establish fees for the purpose of raising revenue respecting public utilities

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

1. SECTION 1 – TITLE

1.1 This Bylaw may be cited as the Village of Hussar “Utility Bylaw”.

2. SECTION 2 - DEFINITIONS

2.1 “Abandon” means to shut off water service at the Curb Stop to allow no water to enter the Private Service at the written request of the Owner using the Water Service Change Application Form, Schedule B of this Bylaw. **All water and sewer charges still apply.**

2.2 “Account” means the arrangement by which the Owner assumes obligation to pay for utility services supplied by the Village of Hussar to the Customer’s premises

2.3 “Appurtenance” means equipment and/or accessories which are a necessary part of operating a utility system or subsystem

2.4 “Authorized Person” means any representative of the Village of Hussar or person approved by the Village of Hussar.

2.5 “Backflow” means the flowing back or reversal of the normal direction of flow in either the Waterworks System or the Customers plumbing system.

2.7 “CAO” means the Chief Administrative Officer for the Village of Hussar.

2.8 “Composition of System or Works” means when the system of works of a public utility involves pipes, wires or other apparatus that connect to a building, the system or works includes the pipes, wires or apparatus:

- i. running up to the building;
- ii. located on or within the exterior walls of the building;
- iii. running from the exterior walls to couplings, stop-cocks, meters and other apparatus placed inside the building by the municipality or the person providing the public utility;
- iv. those couplings, stop-cocks, meters and other apparatus.

2.9 “Control Valve” means a valve located on the Private Service immediately after the Private Service enters the building or residence which when shut off allows no water to enter the building.

2.10 “Council” means the Municipal Council of the Village of Hussar.

2.11 “Curb Stop” means a control valve located on a Service at or near the property line which when shut off allows no water to enter the Private Service.

- 2.12 “Customer” means any applicant, Owner, person(s), corporations, associates or any other municipal corporation, the Government of Alberta, or the Government of Canada whose property is connected to the Waterworks System, who has applied to the Village of Hussar for an account and/or is otherwise responsible for paying said Account for utility services and receives utility services from any Village of Hussar owned infrastructure.
- 2.13 “Hazardous Waste” means any substance that can cause illness, injury, disease or death to any unprotected person, animal or plant as defined by the Environmental Protection Act.
- 2.14 “Hydrant” means a discharge pipe with a valve and spout from where water may be drawn from the water main.
- 2.15 “Install” means to install a new utility Service to a Private Service at the written request of the Owner using the Water Service Change Application Form, Schedule B of this Bylaw.
- 2.16 “Irrigation” means the application of water to plants, trees, shrubs, gardens, lawns, planted pots, sod, or otherwise used to support the horticultural process.
- 2.17 “Manager of Water and Wastewater” means the person(s) designated by the Village of Hussar to manage and maintain the Waterworks System.
- 2.18 “MGA” means the *Municipal Government Act* R.S.A. 2000, Chapter M-26 and all amendments thereto.
- 2.19 “Modify” means to make any changes to an existing Service or Private Service at the written request of the Owner using the Water Service Change Application Form, Schedule B of this Bylaw.
- 2.20 “Occupant” means the person(s) who resides or carries on a business within a premises.
- 2.21 “Owner” means the registered owner of a property under the Land Titles Act.
- 2.22 “Private Service” means the water and sewer lines installed on private property connecting the Service at the property line to the Control Valve inside the premises.
- 2.23 “Public Service or Public Utility” means a system or works used to provide water, sewage disposal and solid waste management services for public consumption, benefit, convenience or use within the Village of Hussar and includes the apparatus that is provided for public consumption, benefit, convenience or use and generally means the water and sewer mains that connect to a Private Service.
- 2.24 “Residential Water Use” means water supplied to a premises that is used primarily for domestic purposes.
- 2.25 “Service” means the lateral waterline which connects the Village’s water main to the Curb Stop located at the property line and includes the Curb Stop.
- 2.26 “Sewer Main” means the sewer pipe in the street, public thoroughfare or easement area granted to the Village which forms part of the Village’s sewer distribution network and delivers wastewater from the Private Service to the wastewater treatment facilities.
- 2.27 “Terminate” means to completely remove a Service connection to a Private Service and to remove or plug the Curb Stop at the written request and expense of the Owner using the Water Service Change Application Form, Schedule B of this Bylaw. ***Water charges would cease at the specified location upon successful completion of the termination of service.***
- 2.28 “Utility” means the water, wastewater or solid waste service provided by the Village of Hussar.
- 2.29 “Village” means the Village of Hussar.
- 2.30 “Water Main” means the water pipe in the street, public thoroughfare or easement area granted to the Village which forms part of the Village’s water distribution network and delivers the Water Supply to the Water Service Connections.

2.31 "Watering" means the distribution of water to the surface or subsurface of lawns, gardens or other outdoor areas by pipes, hoses, sprinklers, or any other method using treated water supplied by the Village through the Waterworks System.

2.32 "Water Supply" means the supply of potable water delivered to a Customer's property through the Waterworks System.

2.33 "Waterworks System" means the system of water mains, pipelines, services, curb stops, hydrants, sewer lines and all appurtenances to the water system of the Village of Hussar established for the supply of utility services to Customers.

2.34 "Water Use Restriction" means the restriction of water usage as declared by the Chief Administrative Officer.

3. SECTION 3 - AUTHORITY

The Village of Hussar has the power and authority to do all things necessary for the general maintenance, management, and operation of the Waterworks System.

4. SECTION 4 - USE AND CONTROL

The use and control of all waterworks, water treatment systems, common wastewater and all sewage disposal systems connected therein in the Village of Hussar shall be in accordance with this Bylaw.

5. SECTION 5 - AREA OF RESPONSIBILITY

All waterworks, sanitary wastewater systems, storm systems, drains and wastewater disposal works belonging to the Village of Hussar now laid down or hereafter laid down shall be under direct control of the Village of Hussar.

6. SECTION 6 - WATERWORKS

6.1 Application for a Private Service Change

6.1.1 An application to install, abandon, modify or terminate the Service shall be made in writing to the Village and signed by the Owner, as per Water Service Change Application Form, Schedule B.

6.1.2 Prior to the installation, modification, abandonment or termination of a Private Service, the Owner shall enter into an agreement with the Village to pay for any and all costs related to the installation, modification, abandonment or termination of the Private Service.

6.2 Installation of a Private Service

6.2.1 Following approval and payment of, or an agreement to pay, all fees for Private Service, an Owner shall authorize the construction of a maximum of one Private Service per lot and shall locate the Curb Stop at or near the property line.

6.2.2 No person shall install or cause to be installed a branch line between a Private Service and the Waterworks System.

6.2.3 The Owner shall be responsible for all costs of connecting the Private Service to the Waterworks System, including costs which may arise as a result of the actual location of the Private Service being different from the approved location of the Private Service.

6.2.4 Where a Public or Private Service passes through disturbed ground, the Owner shall be required to pay all additional construction costs of any required support system or removal of contaminated soils.

- 6.2.5** No person shall extend a Private Service from one lot to another.
- 6.2.6** All water Private Service pipes laid on private property shall be of C.S.A. approved material of equal quality and size of the service pipes between the water main and the property line.

6.3 Refusal to Provide a Private Service

- 6.3.1** The Village may refuse to construct a Private Service to properties which do not abut a water or sewer main.
- 6.3.2** If an Owner applies for installation of a Private Service to a property which does not abut a Water Main, the Village may conditionally approve the application for the Private Service. Without limitation, conditions may include that the Owner shall pay all costs for construction of the Service and the Service shall meet all required specifications.

6.4 Modifications to a Private Service

- 6.4.1** Where the Private Service is inadequate to supply the volume of water required at a building, an application for a larger Private Service may be made in accordance with this Bylaw.
- 6.4.2** Where a Private Service is no longer required, an application shall be made in accordance with this Bylaw to discontinue the Private Service and the Owner shall abandon or terminate the Private Service, at the expense of the Owner.
- 6.4.3** The Village may order the abandonment or termination of the Private Service to properties on which no building exists or which are not in Account. Where the Village has ordered the Private Service to be abandoned or terminated, the Village shall notify the Customer and/or Property Owner of the abandonment or termination and the cost shall be charged to the Property Owner.
- 6.4.4** Any Owner who wishes to have an existing Private Service connection relocated shall apply to the Village in writing for approval. The Village may authorize the work to be completed on the condition that the cost of the project shall be paid by the Property Owner.
- 6.4.5** Following complete Termination of a Service, utility charges will cease for that location.

6.5 Testing

- 6.5.1** A certified Plumber may operate a Curb Stop only for the purpose of:
 - i. testing the Private Service piping, following completion of which the Plumber shall immediately close the Curb Stop and remove the temporary spacer;
 - ii. replacing or repairing a Control Valve;
 - iii. replacing or repairing piping on the Private Service.
- 6.5.2** Any Plumber who causes damage to any Village equipment or the Village Waterworks System shall pay the cost of returning the Village equipment or Waterworks System to its previous state.
- 6.5.3** No person except persons authorized by the Village or Village's Agent shall turn on or off any valve in the Waterworks System.

6.6 Repair

- 6.6.1** The Village shall not be responsible for any damage, loss or injury of any nature or kind resulting directly or indirectly from the installation or repair of a Public or Private Service.
- 6.6.2** The Private Service shall be owned by the Owner of the property which it services and shall be installed, maintained, repaired and replaced by the Owner, as required.
- 6.6.3** The Owner shall take all necessary measures to prevent damage to the Public or Private Service due to any cause, including but not limited to settlement of structures or surrounding soils.
- 6.6.4** The Owner shall maintain the Private Service in a state of good repair, with sufficient protection for freezing, leakage or other water loss.
- 6.6.5** If the Owner fails or refuses to maintain, repair or replace a Private Service as required by this Bylaw, then the Village may:
 - i. turn off the Water Supply until the repairs have been made to stop any water loss; or
 - ii. authorize a Village Agent to enter the property to conduct the required repairs or replacement, the costs of which shall be payable by the Property Owner.
- 6.6.6** In the case emergency repair is required, all work will be scheduled by the CAO and the Manager of Water and Wastewater in a timely manner and the cost of which shall be charged back to the Owner.

6.7 Responsibility

- 6.7.1** The Village shall be responsible for any and all costs related to the Public Service of the Waterworks System unless those costs are included as part of conditions for a Development Permit or otherwise directed by Council and a written agreement has been made with the Property Owner to pay for costs related to the Public Service.
- 6.7.2** The Property Owner shall be responsible for any costs associated with Private Service of the Waterworks System, including but not limited to costs related to frozen lines.
- 6.7.3** Any costs incurred by the Village on behalf of any person shall be recoverable and subject to the same penalties as taxes, as per the MGA and Village of Hussar Policy.

6.8 Hydrants

- 6.8.1** No person except those designated by the Village or Village's Agent or members of a Fire Department shall open, close or interfere with any Hydrant connected to the Waterworks System.
- 6.8.2** No person, except those designated by the Village or Village's Agent, shall connect a hose to a fire Hydrant or use water from a fire Hydrant for any purpose other than emergency fire protection, testing of the fire protection hoses and/or equipment, Fire Department training exercises or testing or repair of a Fire Hydrant.
- 6.8.3** No person shall allow anything to be constructed, erected, or planted adjacent to a Fire Hydrant which may in any way obstruct or interfere with access to, use of or visibility of a fire Hydrant.

6.9 Wells and Other Sources of Water Supply

6.9.1 No well or other source of water except water provided via the Village Waterworks System shall be used in the Village.

6.9.2 The use of any such well or other source of water supply may be declared to be a nuisance and a Public Health and Safety violation and the well or other source of water shall be removed, plugged, filled up or otherwise abated and the costs of such to be paid by the Owner.

6.10 Requests for Curb Stop Shut Offs

6.10.1 The Owner of a serviced location may request to have their Private Service turned off or on at the curb stop if:

- i. the Village receives a minimum of 72 hours written notice;
- ii. the request is submitted through the CAO, who will make the necessary arrangements with the Manager of Water and Wastewater;
- iii. the appropriate fee is paid or payment arrangement has been made; and the curb stop is in working order.

6.10.2 The fee for turning off or on a Private Service at a curb stop location at the request of an Owner will be cost plus a twenty five percent (25%) administration fee, as per Schedule A, Rates.

6.10.3 In the case the curb stop is not in working order, the Village will make repairs as required within six (6) months of the request, the cost of which shall be charged to the Owner.

6.10.4 In the case emergency Service shut off is required; all work will be scheduled by the CAO and the Manager of Water and Wastewater in a timely manner.

7. SECTION 7 - WASTEWATER

7.1 Wastewater

7.1.1 No person shall throw, deposit or leave in or upon any Village sewer, or any trap, basin, grating, manhole or other appurtenance of any Village sewer, any offal, garbage, litter, manure, rubbish, sticks, stones, dirt, or refuse of any kind except feces, urine, necessary closet papers and wastewater properly discharged through a house sewer into the Village wastewater system.

7.1.2 No person shall discharge, or permit to be discharged, into any sewer, any liquid which would prejudicially affect the wastewater or the disposal of sewage or any matter of substance by which the free flow of sewage may be interfered with, or any chemical or trade waste, waste stream, condensing water, heated water or other liquids higher in temperature than seventy seven (77) degrees Celsius.

7.1.3 No person shall make, or cause to be made, any connection with any Village wastewater line or house drain or appurtenance for the purpose of conveying, or which may convey, into the Village wastewater system any flammable or explosive material, storm water, roof drainage, cistern or tank overflow, storm pond water or condensing or cooling water.

7.1.4 No person shall discharge the contents of any privy, vault, manure pit or cesspool directly or indirectly into the Village wastewater system or house drain connected therewith with the exception of the proper disposal of Recreation

Vehicle sewage and grey water at the designated area in the Hussar Campground.

- 7.1.5** No person shall permit wastewater to be discharged onto the land.
- 7.1.6** No person shall turn, lift, remove, raise or tamper with the cover of any manhole, ventilator or other appurtenance of the Village wastewater system except duly authorized employees or Agents of the Village.
- 7.1.7** No person shall cut, break, pierce or tap into the Village wastewater system or appurtenance thereof, or introduce any pipe, tube, trough or conduit into the Village wastewater system except duly authorized employees or Agents of the Village.
- 7.1.8** No person shall interfere with the free discharge of the Village wastewater system or any part thereof or do anything which may impede or obstruct the flow of wastewater or clog up the Village wastewater system or appurtenance thereof.
- 7.1.9** An authorized employee or Agent of the Village shall have the right at any reasonable time to enter a premises connected to the Village wastewater system to determine whether or not any improper material or liquid is being discharged into the wastewater system and said Agent shall be authorized to stop or prevent the discharge into the wastewater system through any private wastewater drain of any material or liquid which is liable to injure the wastewater system or obstruct the flow of sewage.

7.2 Storm Water

- 7.2.1** No person shall cause storm water to enter the wastewater system through the use of sump pumps or any other method.
- 7.2.2** Foundation weeping tiles shall not drain into any wastewater service or onto Village property, including streets and sidewalks
- 7.2.3** No roof drains shall be connected to weeping tiles.
- 7.2.4** All downspouts and drains are to be directed onto owners property and are not to drain into any wastewater service or onto Village property, including streets and sidewalks
- 7.2.5** The Village may require an Owner to install a suitable back water valve or other device for the purpose of cutting off the connection between the wastewater line and the basement or cellar of the residence, the cost of which shall be paid by the Owner.

7.3 Industrial and Commercial

- 7.3.1** No waste or discharge resulting from any trade, industrial, agricultural, or manufacturing process shall be directly discharged into any Village wastewater system without written approval of the Village.
- 7.3.2** As a condition of such approval, the Village may require pretreatment of the effluent as deemed necessary. Any pretreatment facilities shall be completely installed by the Applicant at the Applicant's expense prior to any wastewater connection and shall be thereafter maintained and operated by the Applicant.
- 7.3.3** Grease traps of sufficient size and design shall be placed on the waste pipes of all hotels, restaurants, laundries and any other such places as the Village may direct. Such traps shall be installed prior to a connection to the Village Wastewater System.

8. SECTION 8 - RESTRICTIONS & WATER MISUSE

8.1 Restrictions

- 8.1.1** In the event the CAO believes there is a reason to impose water usage restrictions with the Village, the CAO may invoke measures to restrict, regulate or prohibit water use for any purpose other than for firefighting.
- 8.1.2** The measures to regulate, restrict or prohibit the use of water supplied by the Village to Customers, may include, but are not limited to, restricting the days or time of day for watering, amount of water supplied on an ongoing basis, closing of the water supply during certain times of the day, reducing system pressures or totally prohibiting watering or the use of water by closing off the Water Supply for extended periods of time.
- 8.1.3** The Village shall give notice declaring the restrictions on the use of water for the purpose of conserving water as per Section 8.1.5(iii).
- 8.1.4** In the event there is a reason to require reduced water usage in the Village, the CAO may declare a Water Use Restriction which may be declared to be effective immediately or at a specified date.
- 8.1.5** In the event of the declaration of water use restrictions, the CAO:
- i. shall determine the exact restrictions required and the permitted activities;
 - ii. shall determine the length of time the water use restrictions will stay in force;
 - iii. shall cause a public notice indicating the restrictions of the water use restrictions, the date it will come into effect and the length of time the restrictions will be in force by one or more of the following methods:
 - a. village notice in the Post Office and Village Office;
 - b. notification in the newspaper;
 - c. circulation of newsletters or flyers;
 - d. signage; or
 - e. Village website; and
 - iv. shall, after the reasons for causing the water use restrictions have sufficiently abated, declare an end to the Water Use Restriction and shall cause public notice of same to be given in the manner described in Section 8.1.5(iii).
- 8.1.6** When a Water Use Restriction is in effect, no Customer, Occupant, or Owner shall allow the use of water supplied through the Waterworks System for any activity or application prohibited as per the restrictions set out at the time the Water Use Restriction is implemented.

8.2 Water Misuse

- 8.2.1** No Customer shall waste water by allowing water provided through the Waterworks System to run off a parcel of land.
- 8.2.2** Notwithstanding the prohibitions in this section the CAO may authorize in writing the discharge of water onto a street or sidewalk for the purposes of:
- i. health and safety;

- ii. the installation or maintenance of infrastructure including the flushing of Water Mains, Hydrants and water Service connections;
- iii. preventing the freezing of Water Mains, Hydrants and water Service connections;
- iv. conducting water flow tests;
- v. training programs for firefighters; or
- vi. any other purpose as deemed necessary by the CAO.

8.2.3 No Customer shall waste water supplied by the Village in any way whether by improper or leaky service pipes, fixtures, taps or excessive use of water as determined by the CAO.

9 SECTION 9 - DISCLAIMER OF LIABILITY

9.1 The Village shall not be liable for loss or damage caused by:

- i. the break of any Water or Sewer Main, Pressure Reducing Valve, Hydrant, Waterworks System Valve, Public or Private Service;
- ii. the interference or cessation of the Water Supply in connection with the extension, repair or maintenance of the Waterworks System;
- iii. the interruption to or failure of the Waterworks System to deliver adequate volume or pressure for the supply of water for fire protection purposes; or
- iv. generally for any accident or escape of water or wastewater due to the operation of the Waterworks system.

10 SECTION 10 - UNAUTHORIZED USE

10.1 Except as otherwise permitted in this Bylaw, no person other than employees of the Village or the Village's Agent shall:

- i. operate, handle or interfere with a Water or Sewer Main, Curb Stop, Bypass Valve, Hydrant or other appurtenance of the Waterworks System; or
- ii. make, keep, use or dispose of any key or wrench for the purpose of operating any valve, Curb Stop, Hydrant, chamber or any other appurtenance of the Waterworks System.

10.2 No person shall lay, or cause to be laid, any pipe to connect in any way to the Waterworks System without written consent of the Village.

10.3 No person shall willfully or without authority hinder, disrupt or cut off the Water Supply to any Customer.

10.4 No person shall obstruct or impede free and direct access to any Service, Water Main valve, Curb Stop, Hydrant or other appurtenance of the Waterworks System.

10.5 Where a Customer has not removed any obstruction to any part of the Waterworks System within ten (10) days after being notified in writing to do so, the Village shall remove the obstructions at the expense of the Property Owner.

10.6 No person shall use or obtain water from the Waterworks System without an Account being opened.

10.7 No person shall sell or supply water obtained from the Waterworks System to any person who intends to sell the water or supply water by pipe or hose from the Waterworks System to any premises which could be supplied through its own Private Service.

10.8 No person shall allow the backflow of water or wastewater into the Village Waterworks System.

- 10.9** No person shall enter a fenced area of the Waterworks System or climb on any structure that is part of the Waterworks System without permission from the CAO.
- 10.10** No person shall climb on, damage, destroy, remove, tamper or interfere with any part of the Waterworks System.

11 SECTION 11 - BILLING

11.1 Billing

- 11.1.1** A Utility Bill showing amounts for service including any applicable fees or interest shall be prepared and mailed as of the first (1st) of each month and shall be due on the last day of that month. The water and sewer charges as well as any other charge authorized by a Bylaw of the Village may be combined on a single user bill but each charge shall be itemized separately.
- 11.1.2** Any Customer may pay their utility bill by cash, cheque, or electronic funds transfer. Payments may be made by regular mail, email, in person or dropped off at the Village Office through the door mail slot.
- 11.1.3** Any Customer may choose to be billed annually for utility services. A Utility Statement showing the annual amount for utility service on annual accounts will be mailed as of February 1 of each year and shall be due on March 31 of that year.
- 11.1.4** Every business or dwelling with utility service in the Village must have an Account set up with the Village.
- 11.1.5** Only the Owner of a residence or business shall be allowed to apply for an Account with the Village and shall complete a Utility Account Activation Form, Schedule C.
- 11.1.6** When property ownership changes as per the Land Titles Registry, it is deemed that the Account shall automatically transfer to the new Owner and the Account is set up with the Village, whether or not the Owner has filled out Utility Account Activation Form as per Section 11.1.5.
- 11.1.7** When property ownership changes, any remaining balance on the Utility account is deemed to be transferred to the new Owner and is payable by the new Owner.
- 11.1.8** The utility charges shall apply to each residence or Account whether or not the residence is occupied and whether or not the water is turned off or on at the residence, either at the Curb Stop or Control Valve, unless the Private Service has been terminated as per Section 6.4.5.
- 11.1.9** The Owner as registered with Land Titles shall be responsible to pay all water and sewer charges for all properties registered in their name, whether or not it is the principal residence of the Owner. Any properties rented or leased out are the responsibility of the registered Owner and all utility billings will be directed to the registered Owner of the property.

11.2 Penalties

- 11.2.1** To any monthly Account which remains unpaid at the end of each month for which the Account was rendered shall be added by way of penalty an amount specified by the Village in Schedule A, Rates and that similar accumulated penalty shall be added for each month the account remains unpaid.
- 11.2.2** To Any yearly Account which remains unpaid at the end of the due date for which the Account was rendered shall be moved to monthly billing and added by way of penalty an amount specified by the Village in Schedule A, Rates and

that similar accumulated penalty shall be added for each month the account remains unpaid.

- 11.2.3** Should any Account, or portion thereof, remain unpaid sixty (60) days past the due date of the billing, the Service may be discontinued. Any unpaid utility charges may be added to the tax roll for that property as per the MGA and Village of Hussar policy. Any yearly mortgagee accounts may be added to the tax roll for that property prior to issuing tax assessment notices as per the MGA and Village of Hussar policy.
- 11.2.4** In the case of default of payment of the Account, the Village may enforce payment by action in a court of competent jurisdiction or by distress upon seizure of goods and chattels of the Owner or by making the Water and Wastewater charges in default a charge or lien against the properties served by these utilities, as per the MGA.
- 11.2.5** Any person(s) guilty of a breach of the provisions of this Bylaw shall upon summary conviction be liable to a fine of not less than \$50.00 but not more than \$2,500.00 for each offence, or upon failure to pay assessed fines, not more than 60 days imprisonment.

12 SECTION 12 – SEVERABILITY PROVISION

12.1 if any section of this Bylaw is found to be illegal or beyond the power of Council to enact, such section shall be deemed to be severable from all other sections of this Bylaw.

13. SECTION 13 – EFFECTIVE DATE

13.1 This Bylaw shall come into effect upon third and final reading

13.2 This Bylaw shall rescind Bylaws 539-21, 499-15, 513-17 526-20 and 550-23

READ a first time this 9 day of January, 2025.

READ second time this ____ day of _____, 2025

READ a third time this ____ day of _____, 2025

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**BYLAW 564-25
VILLAGE OF HUSSAR
SCHEDULE A
RATES**

<u>Monthly Water Service</u>	<u>\$72.00 per month</u>
<u>Monthly Sewer Service</u>	<u>\$17.00 per month</u>
<u>Annual Water Service</u>	<u>\$864.00 per year</u>
<u>Annual Sewer Service</u>	<u>\$204.00 per year</u>
<u>Late Fee</u>	<u>3% per month</u>
<u>Curb Stop Shut Off Fee</u>	<u>Actual Cost + 25% Admin Fee</u>

**BYLAW 564-25
VILLAGE OF HUSSAR
FORMS**

SCHEDULE B
APPLICATION FOR SERVICE CHANGE

SCHEDULE C
UTILITY ACCOUNT ACTIVATION



Village of Hussar
 Box 100, 109 – 1 Avenue East
 Hussar, Alberta T0J 1S0
 Phone: 403-787-3766
 Fax: 888-800-4937
 office@villageofhussar.ca
www.villageofhussar.ca

WATER SERVICE CHANGE APPLICATION

NAME OF APPLICANT: _____

ADDRESS: _____

PO BOX #: _____ TOWN: _____

POSTAL CODE: _____ PHONE: _____

EMAIL: _____

I, THE APPLICANT, HEREBY APPLY TO THE VILLAGE OF HUSSAR TO: (pick one)

INSTALL
 MODIFY
 ABANDON
 TERMINATE

THE WATER SERVICE FOR:

(service location)

IN THE VILLAGE OF HUSSAR, ALBERTA.

BY SIGNING THIS FORM, THE APPLICANT ASSUMES FULL RESPONSIBILITY FOR ALL COSTS, CHARGES AND FEES ASSOCIATED WITH THE INSTALLATION, MODIFICATION, ABANDONMENT OR TERMINATION OF WATER SERVICES AS REQUESTED.

The personal information provided as part of this application is collected under the *Municipal Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for the purposes of the Village of Hussar Utility Bylaw. If you have any questions about the collection or use of the personal information provided, please contact the Village Office.

Print name

Signature

Date



Village of Hussar
Box 100, 109 – 1 Avenue East
Hussar, Alberta T0J 1S0
Phone: 403-787-3766
Fax: 888-800-4937
office@villageofhussar.ca
www.villageofhussar.ca

UTILITY ACCOUNT ACTIVATION

NAME: _____

SERVICE ADDRESS: _____

PHONE: _____ EMAIL: _____

BILLING ADDRESS (if different from Service Address):

BOX: _____ ADDRESS: _____

TOWN: _____ POSTAL CODE: _____

BY SIGNING THIS FORM, THE APPLICANT ASSUMES FULL RESPONSIBILITY FOR ALL COSTS, CHARGES AND FEES ASSOCIATED WITH THE INSTALLATION, MODIFICATION, ABANDONMENT OR TERMINATION OF WATER SERVICES AS REQUESTED.

The personal information provided as part of this application is collected under the *Municipal Government Act* and in accordance with the *Freedom of Information and Protection of Privacy Act*. The information is required and will be used for the purposes of the Village of Hussar Utility Bylaw. If you have any questions about the collection or use of the personal information provided, please contact the Village Office.

UTILITY BILLING INCLUDES SERVICE CHARGES FOR WATER, SEWER AND GARBAGE.

CHOOSE ONE:

- ANNUAL BILLING
- MONTHLY BILLING

**BYLAW 565-25
VILLAGE OF HUSSAR**

BEING A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, FOR THE PURPOSE OF AUTHORIZING THE CHARGING OF FEES FOR GARBAGE COLLECTION.

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

AND WHEREAS garbage collection is considered a service provided by the municipality;

AND WHEREAS the Village of Hussar Council voted by resolution to enact a bylaw to establish fees for garbage collection service in Hussar based on a full cost recovery system.

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

This Bylaw may be cited as the Village of Hussar “Garbage Collection Fees Bylaw”

- 1) Garbage will be collected from every residence and business in the Village of Hussar as per Bylaw **554-23** the Garbage Collection Bylaw.
- 2) There will be no rebate or refund issued by the Village for garbage collection fees:
 - a) In the case garbage is not collected weekly for any reason; or
 - b) In the case a resident has prepaid for the service and subsequently moves out of the Village. In this situation, the prepaid fee will continue to apply to the property and it will be the responsibility of the resident to obtain the remainder directly from the next resident of the property.
- 3) The date and time of weekly garbage collection will be determined by the Chief Administrative Officer and any changes will be communicated to the residents in a timely fashion through newsletters, posters, newspaper or any other method deemed appropriate.
- 4) The fees for garbage collection will be based on a full cost recovery system.
- 5) The fees for garbage collection will apply to every residence and business in the Village of Hussar, regardless if the service is used.
- 6) Residents and businesses will not be allowed to opt out of the service.
- 7) Garbage collection fees will not be charged to empty lots.

- 8) Garbage collection fees will be assessed on a monthly basis and will be included on the monthly water/sewer utility statement.
- 9) Despite Section 8, residents who are charged annually for water and sewer service will be charged annually for garbage collection and these charges will be on the same statement.
- 10) To any monthly Account which remains unpaid at the end of each month for which the Account was rendered shall be added by way of penalty an amount specified by the Village in Schedule A, Rates and that similar accumulated penalty shall be added for each month the account remains unpaid.
- 11) As per Village of Hussar policy, all garbage collection fees which remain unpaid sixty (60) days past the due date of the billing will be transferred to the property tax account associated with the service as it is for water and sewer charges. Any yearly mortgagee accounts may be added to the tax roll for that property prior to issuing tax assessment notices.
- 12) The fees for garbage collection are as set out in Schedule A of this Bylaw.
- 13) This Bylaw shall rescind Bylaws 496-15, 514-17, 527-20, and 540-21.
- 14) If any section of this Bylaw is found to be illegal or beyond the power of Council to enact, such section shall be deemed to be severable from all other sections of this Bylaw.
- 15) This Bylaw shall come into effect upon the third and final reading.

READ a first time this 9 day of January, 2025.

READ second time this ___ day of _____, 2025.

READ a third time this ___ day of _____, 2025.

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**BYLAW 565-25
VILLAGE OF HUSSAR
SCHEDULE A
GARBAGE COLLECTION FEES**

- 1) The monthly fee for garbage collection is \$27.00
- 2) The annual fee for garbage collection is \$324.00
- 3) The interest penalty for late payment is 3% per month.

**BYLAW 566-25
VILLAGE OF HUSSAR**

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

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

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

1. SECTION 1 – SHORT TITLE

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

2. SECTION 2 – GENERAL

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

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

3. SECTION 3 – SEVERABILITY

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

4. SECTION 4 – REPEAL & ENACTMENT

4.1 Bylaw 558-24 is hereby repealed.

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

Read a First time this ___ day of _____, 2025

Read a Second time this ___ day of _____, 2025

Read a Third time this ___ day of _____, 2025

Signed this _____ day of _____, _____

Mayor

CAO

Schedule A - Fee Schedule

		2024	2025 updates
Administrative			
Information Requests			
	General Administration		\$30/hour
	FOIP Act	\$ 25 /request	
	FOIP Records Retrieval/preparation	\$ 30 /hour	
NSF Chques			
	1st NSF Cheque	\$ 25 /each	\$ 30
	2nd NSF Cheque	\$ 50 /each	
	No further will be accepted		
Photocopying, etc.			
	Policy 5.2	\$ 0.25 /page	
Council Meeting Package	0-125 pages	\$ 10 /each	
Council Meeting Package	126+ pages	\$ 20 /each	
Printed Land Use Bylaw		\$ 10 /each	
Tax Penalty (July 1)			12%
Tax Penalty (January 1)			12%
Tax Certificate		\$ 40 /each	
Tax Assessment Appeals			\$ 50 /each
Tax Recovery			Actual Cost + xx% Admin Fee
Advertise for Tax Sale (per roll number)			Actual Cost + xx% Admin Fee
Hawker Peddler's License		\$ 50 /each	
Title Search		\$ 10 /each	
Animal License			
Annual License Fee Spayed/Neutered Animal (First 2 Animals)		\$ 15 /each	
Annual License Fee Unaltered Animal (First 2 Animals)		\$ 30 /each	
Annual License Fee Third Animal (Spayed/Neutered)		\$ 60 /each	
Annual License Fee Third Animal (Unaltered)		\$ 100 /each	
Annual License Fee for Transitional Animal (Spayed/Neutered)		\$ 200 /each	
Annual License Fee for Transitional Animal (Unaltered)		\$ 250 /each	
Bylaw Services - Public Request		\$ -	
CAMPGROUND (Policy)			
Powered Site	(site 1-7)	\$ 25 /night	\$ 30
			\$ 175 /7 days
			\$ 600 /30 days
Non-Powered Site	(Site 8-13)	\$ 15 /night	\$ 20
			\$ 140 /7 days
			\$ 400 /30 days
Non-Powered Site	(Group Camping Site 14-20)		\$ 10
			\$ 50 /7 days
			\$ 200 /30 days
Tent		\$ 10 /night	
Group Camping (Reservation Only)		\$ 10 /night/unit	
Camp Shelter (Reservation Only)		\$ 25 /day	\$ 30
Gazebo (Reservation With/Without Power)		\$ 25 /day	\$ 30
Gazebo (When Not Reserved. No Power)		free	
Entire Campground (Reservation Only)	Does not include Group Camping	\$ 300 /night	\$ 325
Entire Campground (Reservation Only)	Includes Group Camping/Ball Diamonds	\$ 350 /night	\$ 400
Monthly Rate (Reservation Only)	Powered Site	\$ 500 /month	above
Monthly Rate (Reservation Only)	Non-Powered Site	\$ 350 /month	above
RV Storage Lot			\$ 25 /month
CEMETERY PLOTS			
Burial Plot		\$ 400 /each	
Columbarium Niche		\$ 1,200 /each	
Memorial Wall Plaque		\$ 250 /each	at cost
Burial Site Supervision (with Site Marking)			\$ 50 /hour
Administrative Fee?			\$ 30 /hour

Columbarium Plaque Services

Cost of Contracted Service +\$30 admin fee

DEVELOPMENT (Land Use Bylaw)

Compliance Certificate	within 1 week of request	\$ 75 /each		Development without permit
	Same Day Service- if submitted prior to noon	\$ 150 /each		
Development Permit				
	Deck Construction	\$ 25 /each		500
	Fence	\$ 10 /each	\$ -	500
	Discretionary uses not listed in fees			25
	Accessory Building	\$ 50 /each		500
	Building Addition	\$ 100 /each	\$ 150	500
	New Construction	\$ 200 /each		2000
	New Construction Discretionary use or variance request		\$ 350	2000
	LUB Amendment (plus Palliser & Advertising fees)		\$ 100	
	Demolition Permit		\$ 250	500
	Change of Permitted use to Discretionary Use		\$ 400	
Subdivision				
	Subdivision Time Extension		\$ 100	
	Servicing Agreement (minor)		\$ 200	
	Servicing Agreement		at cost	
	Development Agreement		at cost	
	Subdivision/Development			
	Appeal Board Hearing		\$ 250	
	Special Meeting of the Subdivision Approval Committee		\$ 250	
Miscellaneous				
	Encroachment Agreements - includes registration???		\$ 1,000	
	Special Meeting of Council		\$ 250	
	Subdivision/Development			
	Appeal Board Hearing		\$ 400	
	Application for Extension of Development Permit		\$ 50	
	Rezoning & Reclassification		\$ 250	

HEN AND QUAIL (Hen and Quail Bylaw)

Hen & Quail License Fee, includes Coop development permit (accessory building)	\$ 50 /each
Annual Hen & Quail License Fee (Jan 1 – Dec 31)	\$ 25 /year
PRINTED Complete information package	\$ 10 /each

PUBLIC WORKS

Mowing of Private Lots Due to Unsightly Premise	\$ 125 /hour
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UTILITIES (Utilities Bylaw and Garbage Collection Fee Bylaw)

Water Service	Monthly	\$ 72 /month
	Annual	\$ 864 /year
Sewer Service	Monthly	\$ 17 /month
	Annual	\$ 204 /year
Garbage Service	Monthly	\$ 27 /month
	Annual	\$ 324 /year
Extra Garbage Bag Tag	(bundles of 5 or 10)	\$ 1 /tag
Penalties	(monthly only)	3% /month

Curb Stop Shut Off Fee Actual Cost + 25% Admin Fee do we want to keep this at 25%

Office Hours of Operation

Date Approved by Council: September 10, 2015

Resolution: 09.09.15

Review Date: November (review with budget)

Related Bylaw: N/A

Amendments: 2017-01-23-16, 2020-06-11-144, 2022-11-10-342; 2023-11-09-707

Purpose

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

Guidelines

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

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

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

The CAO may take the afternoon before Council meeting as preparation for Council meeting, providing nothing urgent is to be taken care of in office. The office may remain open by the Administrative Assistant. If Administrative Assistant is not available, the Village Office will be closed from 1pm-4pm.

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

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

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

Procurement Policy

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: February

Related Bylaws: N/A

Amendments:

Purpose

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

General Guidelines

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

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

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

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

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

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

Procurement up to \$1,000

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

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

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

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

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

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

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

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

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

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

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

Acceptance of a Quote, Proposal or Tender

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

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

Financial Trust & Reserves

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: February

Related Bylaws: N/A

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

Purpose

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

General Guidelines

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

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

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

Reserves

Campground Reserve

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

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

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

Capital Infrastructure Reserve

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

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

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

Cemetery Trust

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

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

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

Equipment Reserve

The Equipment Reserve contains funds for future capital equipment purchases.

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

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

First Responders Trust

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

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

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

Mayors Memorial Trust

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

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

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

Operating Reserve

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

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

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

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

Walking Trail Trust

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

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

Emergency Management Reserve

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

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

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

2028 Centennial Reserve

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

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

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

Certificate of Compliance Policy

Date Approved by Council: August 31, 2022

Resolution: 2022-08-31-280

Review Date: February

Related Bylaw: N/A

Amendments:

Purpose

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

Guidelines

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

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

Certificate of Compliance Application Form**Required Documentation**

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

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

Property Location

Legal Land Description: Lot _____ Block _____ Plan _____

Civic Address: _____

Applicant & Owner information

Applicant Name: _____

Mailing Address: _____

_____ Postal Code: _____

Phone Number: _____

Email Address: _____

Registered Owner(s): _____

Mailing Address: _____

_____ Postal Code: _____

Phone Number: _____

Email Address: _____

Delivery Method

- Regular Mail
 Phone for Pick-up

Contact Name: _____

Phone #: _____

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

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

Office Use Only

Date Received _____

Roll # _____

Fee _____

Land Use District _____

Community Groups Policy

Date Approved by Council: August 31, 2022

Resolution: 2022-08-31-281

Review Date: February

Related Bylaw: N/A

Amendments: 2023-04-17-525

Purpose

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

Guidelines

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

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

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

Video Surveillance Policy

Date Approved by Council: 2022-09-29

Resolution: 2022-09-29-302

Review Date: February

Related Bylaw:

Amendments:

Purpose

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

Policy Statement:

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

Application:

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

ROLES & RESPONSIBILITIES:

The Chief Administrative Officer is responsible for

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

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

All municipal staff shall:

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

SECURITY THREAT ASSESSMENT (Schedule 1)

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

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

PUBLIC CONSULTATION

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

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

DESIGNING AND INSTALLING VIDEO SURVEILLANCE EQUIPMENT

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

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

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

NOTICE OF USE OF VIDEO SURVEILLANCE SYSTEMS

To provide notice to individuals that video is in use:

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

PERSONAL ACCESS TO INFORMATION REQUEST PROCESS

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

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

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

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

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

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

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

PUBLIC RECORDING INSIDE THE VILLAGE OFFICE

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

SCHEDULE 1 - SURVEILLANCE VIDEO SECURITY THREAT ASSESSMENT

To determine the requirements for a Video Surveillance System

Site Name: _____

Location: _____

Proposed Video Location: _____

Requestor: _____

Date: _____

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

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

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

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

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

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

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

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

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

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

Comments _____

 Completed By (Print) Signature Date Position Title

SCHEDULE 2 – NOTICE OF COLLECTION

LOREX[®]



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

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

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

SCHEDULE 3 - LAW ENFORCEMENT OFFICER REQUEST FORM

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

TO: Village of Hussar

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

request a copy of the following record(s):

Date _____ Time Period: _____ to _____

Municipal Facility: _____
(Village Office)

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

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

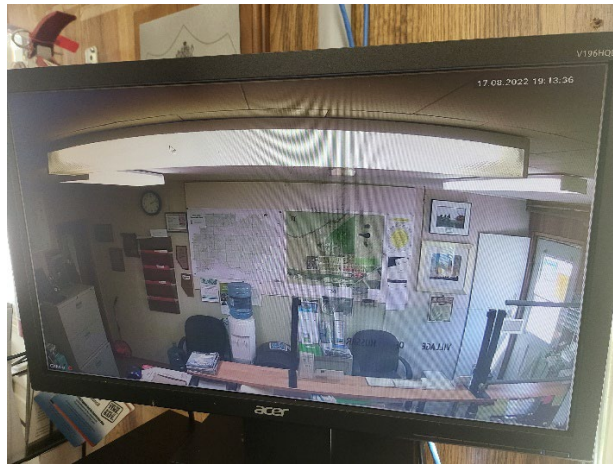
Signature of Officer Date

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

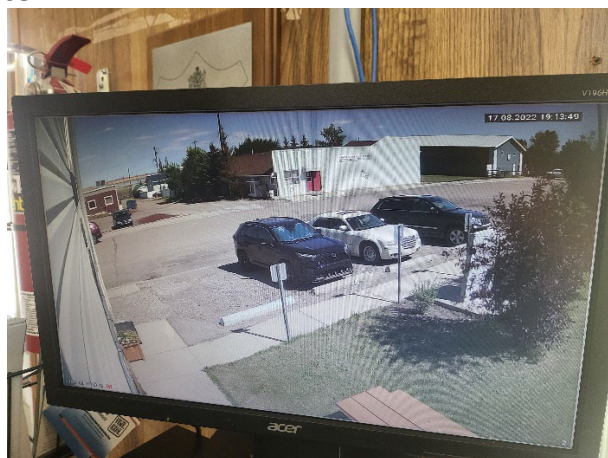
Personal information is collected under the authority of the FOIP for the purpose of creating a record relating to release of video surveillance record to law enforcement agency. Questions about the collection may be addressed to the CAO at the Village of Hussar Office, 109 1st Avenue East, PO Box 100,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

SCHEDULE 4 – COVERAGE OF CAMERA

Camera 1 - Office



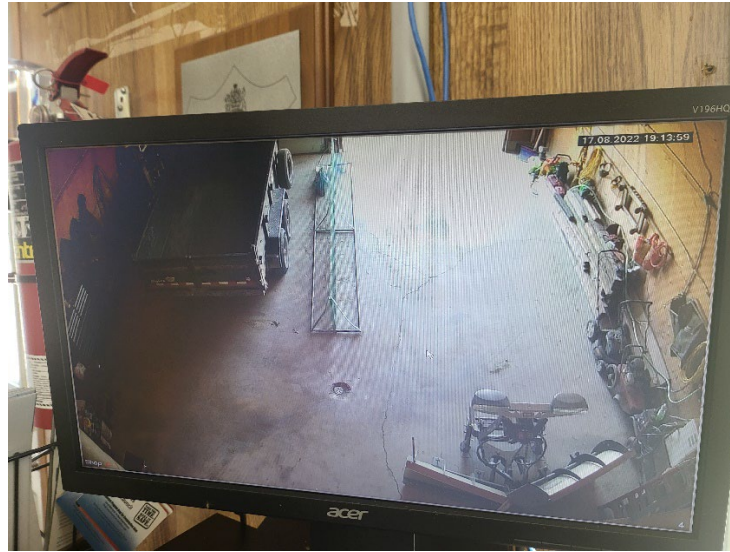
Camera 2 – Outside Office



Camera 3 – Outside Shop



Camera 4 – Inside Shop



Video Surveillance Monitor



Village of Hussar
Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: February 13, 2025
Title: [REDACTED] – trees at the old school site
Agenda Item Number: 6a.

BACKGROUND

The attached letter was submitted to the Village.
There are trees encroaching onto the [REDACTED] farmland.

At this time there has not been a RPR completed. I have reached out to get a quote on the survey and attached those costs estimates with the description of each:

1. Fence Line Survey – 1460+GST
2. Site Plan - 2150+GST
3. Resurvey Plan – 4495+GST
4. Subdivision – like option 3 with some added costs that could vary based on design

RECOMMENDATION:

1. Motion to proceed with the survey option _____ to determine the property line for the grounds and bring back to the meeting after the survey is completed.
2. Motion to accept as information at this time

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Wednesday July 20, 2022, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Coralee Schindel, Tim Frank Kate Brandt, CAO 6 in person and 1 via. conference call	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2022-07-20-235	MOVED by Councillor Frank that the agenda be accepted with the following changes: Add 7(i) August Council Meeting	CARRIED
<u>PUBLIC HEARING 543-22 LUB</u>	<u>Public Hearing Land Use Bylaw 543-22</u> Councillor Schultz called the Public Hearing to order at 7:02 pm <u>Purpose</u> Devin Diano from Palliser explained how the Land Use Bylaw came to be and provided an overview of the changes made to the new bylaw The questions received in the written submission were addressed and a response to the questions will be sent to the residents. There will be a new public hearing before second and third reading. Councillor Schultz adjourned the public hearing at 8:12 pm Councillor Schultz called a 5-minute recess at 8:20 pm Councillor Schultz called the meeting back to order at 8:24 pm	
<u>DELEGATION</u>	<u>Tim & Jackie Muir – Benches for Gazebo Grant</u> The Muir’s presented Council with options for colour and style for the new benches that will be built as part of the Grain Bin Gazebo Grant	
2022-07-20-236	MOVED by Councillor Schindel to accept as information at this time	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>June 30, 2022 Regular Council Meeting</u> MOVED by Councillor Frank that the minutes of June 30, 2022 be accepted as presented	CARRIED
2022-07-20-237		
<u>BYLAW REVIEW</u>	<u>Bylaw Review</u> MOVED by Councillor Frank to give bylaw 548-22 being the Bylaw Enforcement Officer (S. Benoit) first reading	CARRIED
2022-07-20-238		

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

2022-07-20-239 MOVED by Councillor Schultz to give Bylaw 548-22 being the Bylaw Enforcement Officer (S. Benoit) second reading
CARRIED

2022-07-20-240 MOVED by Councillor Schindel that bylaw 548-22 be brought forward for third and final reading
CARRIED UNANIMOUSLY

2022-07-20-241 MOVED by Councillor Frank to give Bylaw 548-22 being Bylaw Enforcement Officer (S. Benoit) third and final reading
CARRIED

The following bylaws were reviewed without changes:
538-21 Procedural Bylaw
521-18 Unsightly Bylaw

POLICY REVIEW Policy Review
2022-07-20-242 MOVED by Councillor Schindel to bring back Policy 4.7 Statutory Holidays to the next council meeting with more information
CARRIED

The following policies were reviewed without changes:
4.8 Mileage & Expenses Reimbursement

BUSINESS EPCOR – Request to salvage service line
2022-07-20-243 MOVED by Councillor Schultz to request EPCOR salvage the service line for site #0040001409745
CARRIED

2022-07-20-244 Muir complaint letter – Roads and Grass
MOVED by Councillor Schindel to make a plan to communicate better to the public on the Village Website regarding proper care and maintenance to our taxpayers as well as any other important information about things that we are working on and this should be updated as needed
CARRIED

2022-07-20-245 Hussar Summer Daze Request
MOVED by Councillor Schultz to pay the Summer Daze Committee \$230.00 plus GST (\$241.50) for the Hydrodig service on the water hydrant
CARRIED

2022-07-20-246 120 2nd Avenue E Driveway
MOVED by Councillor Frank to put forth an offer to the homeowner of \$3,350.00 as a settlement with the provision that liability does not rest with the Village of Hussar after it has been accepted. To meet in the near future to make the offer
CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
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- 2022-07-20-247 ██████████ – trees at the old school site
MOVED by Councillor Schultz to find out if a Real Property Report has been completed on the property to determine the property lines for the grounds and bring it back to a future meeting for discussion
CARRIED
- 2022-07-20-248 Large Item Pick up
MOVED by Councillor Frank to hold the Large Item Pick Up on August 17th, 2022 and items must be pre-registered with the Village for pick up
CARRIED
- 2022-07-20-249 Subdivisions Update
MOVED by Councillor Schultz to ratify the decision to send Palliser a letter as per S. 653.1(3) of the MGA to request the subdivision be put on hold until the resident's complaint letter to Municipal Affairs has been resolved
CARRIED
- 2022-07-20-250 MOVED by Councillor Frank to invite the complainant to a council meeting to clarify Council's position
CARRIED
- 2022-07-20-251 Annexation Application Approval
MOVED by Councillor Schindel to approve the Annexation Application as presented and submit it to the Land and Property Rights Tribunal and send a copy to Wheatland County
CARRIED
- FINANCIAL Financial Reports
REPORTS June 2022 Bank Reconciliation and cheque listing
- 2022-07-20-252 MOVED by Councillor Schultz to accept the June 2022 Bank Reconciliation and Cheque Listing
CARRIED
- 2022-07-20-253 Q2 Budget Variance Report
MOVED by Councillor Schindel to accept as information at this time and bring it back to the next council meeting
CARRIED
- COMMITTEE Councillor Frank
MEETINGS Drumheller and District Solid Waste met on June 16, 2022. Discussion on Operational and Staffing Responsibilities and Organizational Chart. Objective is to delineate responsibilities of Landfill Manager, in relation to staffing requirements. Budget and Variances were reviewed for January to May. A strategic planning committee has been set up to help plan for the future

**VILLAGE OF HUSSAR
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Hussar Rural Fire Association met on June 6, 2022. Tentative Casino planned for the fourth quarter of 2023. Final planning took place for Summer Daze weekend. Bush Buggy fund raising was discussed, as well as new captain badges. Hussar fire Association Financial Authority and Control Policy and Organizational Policy were reviewed. Summer Daze activities went extremely well with Luncheon in conjunction with the Credit Union that was well attended.

Southern Alberta Energy from Waste Association June 1, 2022 update. Mission is to find alternatives to landfill residential waste that will reduce climate change. SAWEA is officially engaged in the formal process of review of the 3 Energy from Waste Consortia. Covanta – EQT Infrastructure, Hitachi Zosen Inova – ACCIONA, and SUEZ – VEOLIA. To date there are over 55 communities consisting of Hamlets, Villages, Small Urban and Rural Municipalities and Waste Authorities in the membership. Processing Capacity will be up to 300K tonnes per year. Potential outputs +/- 50 MW of electricity per year +/- 1M tonnes of process steam. Estimated tipping fees \$50.00 tonne with higher level government support \$90.00 tonne with debt financing. Green house gas reductions- 230k tonnes per year – 7 million over 30 year lifespan of the facility.

Cemetery Board. The Village has chosen a contractor to install the base for Columbarium #4 plus a side walk to connect 3 & 4. Start date is unknown at this time. Watering is proceeding as needed, usually every second day, with rain interruptions. Volunteers are fulfilling their weekly commitments, and Cemetery looks great.

Councillor Schindel

Did not have any meetings to report on

Councillor Schultz

Did not have any meetings to report on but did find more information on the rural health initiative that was discussed during the Regional Partnership Meeting.

Councillor Schultz called a 10-minute recess at 10:04 pm

Councillor Schultz called the meeting back to order at 10:14 pm

CAO REPORT

2022-07-20-254

MOVED by Councillor Schindel to accept the CAO, Public Works and JG Water Services reports as information at this time

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Wednesday, July 20, 2022**

CORRESPONDENCE
2022-07-20-255

MOVED by Councillor Frank to accept the following correspondence as information:

- a) Alberta Community Partnership (ACP) Grant
- b) Loan Application Dates and Requirements
- c) Counselling Alberta
- d) Alberta Lung for every breath
- e) Call to Action Letter to the Government of Alberta

CARRIED

ADJOURNMENT

The meeting was adjourned at 10:44 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Kate Brandt
Chief Administrative Officer

To the Village of Hussar,

I [REDACTED] wrote a letter to you on May 26/2022 about the tree's encroaching on my land around the old school yard and have yet to get a response .
Looking forward to a response.

Thanks,

[REDACTED]

Dated Jan 21/2025

May 26/2022

To Hussar Village ,

I am sending this letter to make you aware that the Trees around the old School site are Encroaching onto our farm land. Would you please consider looking at cutting them back anytime as long as you can stay off the seeded crop land and if not after the crop is off would be fine also.

Thanks,





School Site Quote

Date Tue 2025-02-04 8:57 AM

To Village Office <office@villageofhussar.ca>

 1 attachment (54 KB)

25007 Free Title.pdf;

Hi Liz,

I've put together some options for you to look at. Your current school title is a metes and bounds description. It's a pretty complicated one. I've attached a free copy of the title for reference.

1: Fence Line Survey – We would mark the entire perimeter of the school site with wooden lath. We would place lath every 20 meters on this site. To mark out this site be **\$1460 + GST**

2: Site Plan – We would locate all above ground features on the school site plus any items that are close in the adjacent parcels. These features include power poles, fire hydrants, utility boxes, curbs, sidewalks, asphalt, water valves, manholes, etc. We would also walk a 10m x 10m grid pattern over the site collecting elevation data and locate any significant drainage courses that fall outside of the 10m x 10m grid. You're then provided with a diagram and cad file of the data we collected. To do a site plan on this site is **\$2150 + GST**

3: Resurvey Plan – We would create a modern-day survey plan by replacing your old title with a new one. We would set up your current title and place monuments at the current described locations. Your title will then refer to a lot, block, and plan that's governed by our pins we placed instead of the old metes and bounds description. Your property lines do not change in this option. This option is **\$4495 + GST**

4: Subdivision - This is like option 3. We would do everything the same but would also add in monuments at new locations to create additional parcels within the current school site. Once a design is settled on, we would place the monuments. This price varies based on the design and if right of ways are required as well.

These prices are for each individual item. We can reduce the price if you require multiple options as we only need to set the boundaries of the metes and bounds description once. This quote is for spring time conditions.

Let me know if there's anything else I can help with.

Thanks,

--

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	AAPG Membership and Conference
Agenda Item Number:	6b.

BACKGROUND

Recently some potential members have been receiving distribution updates from the Alberta Association of Police Governance (AAPG), as a glimpse into the communication distribution and invitations for engagement our members receive. An additional benefit of membership is the opportunity to join the AAPG Board, which actively collaborates with the Ministry and advocates on behalf of our members. New Members also receive discounted registrations for their 1st year attendance at our annual Conference & AGM, this year planned for **May 1st thru 3rd in Westlock, AB!** (see attached Conference Program)

Please consider joining our Association by completing the attached Member Application form. Your membership dollars are truly at work and the Membership fees are very affordable **at just \$200 per YEAR** for those communities contracted with a police service of 75 or fewer Civilian (Administration and/or Peace Officers, etc..) and Sworn members (RCMP Detachment or Municipal Service). \$600 per year for those between 76 & 500.

2024 certainly had many twists and turns in Police Governance and Oversight keeping the Alberta Association of Police Governance Board busy. Here are just a *few* of the highlights the Association engaged with:

- Member of the Alberta Interim Police Advisory Board
- ALERT Civilian Advisory Committee disbandment
- TOR & Recruitment of AAPG Special Governance Advisor to the Police Review Commission
- Feedback on Governance & Oversight regulation/legislation for the new Police Act
- Support to the Ministry to provide current police governance contacts for specific Ministry engagements
- Hosting Virtual information sessions in collaboration with the Ministry
- Individual support, and plans on how best to support, new Policing Committees and/or Police Commissions
- Clarification of "Enhanced Security Clearance" for new Policing Committee members

Meanwhile, the need for AAPG has continued more than ever before, with the following on the horizon, or to continue, for 2025:

- The Ministry staff has continued the desire to work together to create training and update stale documents ASAP. How best to update the on-line training module is already underway. ***meanwhile, all members and council can still sign up to take the existing training - if you need to know how to sign up, please contact us.*
- New Policing Committees are coming on-board to meet the March 1st target and some communities are considering Municipal Police options. AAPG supports communities in their decision-making process and through their transition, by providing one-on-one mentorship, example documents or just facilitating peer connections.

Just some of the hot-button issues we expect to tackle!

We happily offer to arrange a virtual meeting or phone call with you and/or your Committee, Group or Council to expand on AAPG activities and the benefits of joining our Association.

Please feel free to visit our website at www.aapg.ca for more details on the activities or our Association or contact us with any questions you might have.

RECOMMENDATION:

1. Motion for CAO to complete membership application and send in the \$600 membership fee
2. Motion for _____ to attend the AAPG conference May 1-3.
3. Motion to accept as information at this time



Alberta Association of Police Governance

2025 Annual Conference & AGM

Hosted in Westlock, AB – May 2nd & 3rd

Supporting excellence in civilian governance and oversight of police services in Alberta by providing our members, and potential members, with an enjoyable opportunity to learn and network.

We invite all those participating in community policing oversight to attend.

This year our Conference venue will be at the Westlock Conference Centre. There are two options for Hotel stay; one is the Conference Venue location with its ease of walking to the Conference from your room, and one is a short drive away that offers newer accommodations. There is also a hotel across the street that offers FAMILY accommodations in a townhouse style room! Must call the hotel to make your discounted reservation and reference the AAPG block rate. Block of rooms are limited and will expire 30-days prior to our event, book early! All room fees include breakfast.

Ramada by Wyndham | P. 780-349-2245

Standard 2 Queen or 1 King	\$149+ applicable fees & taxes
3 Queen (Family) Room	\$169+ applicable fees & taxes
King Suite	\$189+ applicable fees & taxes

Westlock Inn (Conference Venue) | P. 780-349-4483

Standard 2 Queen or 1 King	\$113+ applicable fees & taxes
Executive King	\$125+ applicable fees & taxes

WestJet has provided a Discount Code for those of you wishing to fly into Edmonton; 5% off Econo & 10% off EconoFlex & Premium! Enter Coupon Code 1H6S2DG in the search screen. Valid for travel into Edmonton April 24th thru May 10th.

Along with a schedule filled with Educational Presentations and Round-table sessions, we have prepared the following **Entertaining Events**:

NEW EVENT: Thursday Evening May 1st Early Registration with Meet, Mix & Mingle!

Conference pre-registration 6pm to 7:30pm Thursday evening May 1st at Kerri's Bakery, a former Church now a Café. Come and enjoy a welcome drink with appetizer desserts & snacks (included in your conference fee)!!

Guest Daytime on-your-own Experiences!

Edmonton Skydive Centre (Westlock airport): <https://www.edmontonskydive.com/>

Pioneer Museum & Historical Society: <https://westlockmuseum.com>

Westlock Art Gallery & Studio: <https://westlock.ca/p/art-gallery>

Westlock Theater Society: <https://www.westlockculturalartstheatre.com>

Hidden Valley Golf Course: <https://www.hiddenvalleygolf.ca>

Friday Evening Networking Banquet and Casino FUN Night!

We will start our Networking at the Canadian Tractor Museum, the only museum of this type in Canada which boasts the Biggest Weather Vane, with an hour to have a drink, visit and check out the museum. All attendees will then walk next door (or take the shuttle-van) to the Rotary Spirit Centre 2nd floor for the Prime Rib, Chicken Marsala or Pasta dinner Buffet with wine. Following dinner is the Casino FUN night, where you can continue your networking with \$50,000 in fun-money and learn from the professionals how to play 8 different table games! Fun-money can be exchanged for tickets to a prize draw!

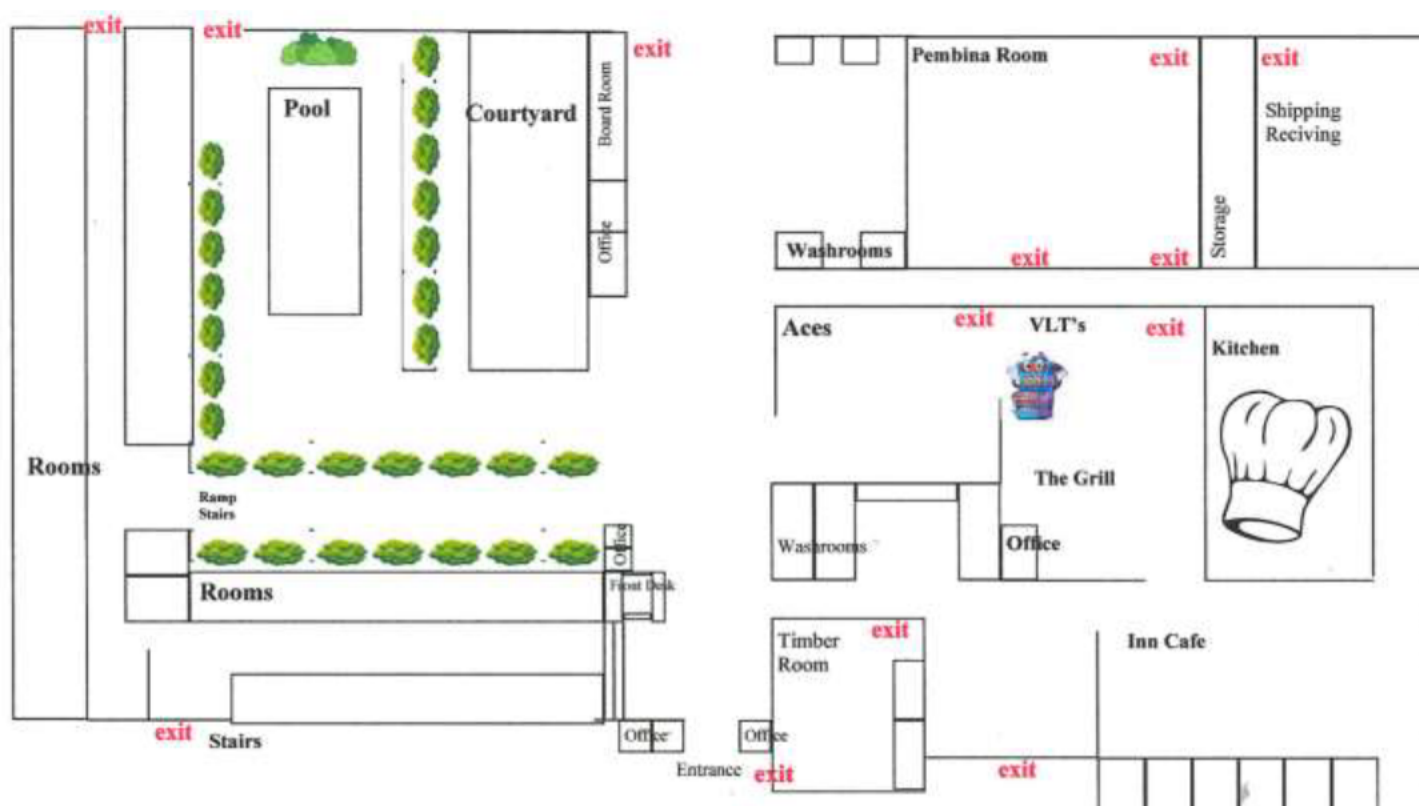
Conference and Banquet attire is Business Casual.

Register by credit card on our website www.aapg.ca/conference or email admin@aapg.ca for E-transfer or invoicing.



AAPG 2025 Conference Program

WESTLOCK CONFERENCE CENTRE FLOORPLAN/LAYOUT



Thursday May 1st, 2025

6:00 pm – 7:30 pm	<p>Mix & Mingle; Kerri's Café & Bakery, 10508 100th Ave., Westlock AB T7P 2J9 Come join us for Early Registration, a welcome drink with appetizer snacks and mini desserts. INCLUDED in Registration fee!</p>
OPTIONAL EVENTS!	<p>Arrive Early and choose your activity from our list of exciting on-your-own Experiences!!! Not included in Conference Registration Fee</p>

Friday May 2nd, 2025

8:15 am – 2pm	Registration: PEMBINA room, Westlock Convention Centre, 10411 100 th St., Westlock AB Silent Auction Open		
7 am – 8:30 am	Breakfast: Included with Hotel Room Only (All-day Coffee/Tea at Venue)		
8:30 am – 9 am	Smudge – for those who wish to attend (Location: Pembina Room) Elder Alexander First Nation		
9 am – 10 am	OPENING CEREMONIES (Location: Pembina Room) RCMP Honour Guard & Piper Entrance for VIPs, Rise for O’Canada, First Nations Elder Blessing Welcome Address: Minister or ADM of Law Enforcement & C/O K-Division (TBC), Town of Westlock Mayor, Westlock Detachment C/O and AAPG Board Chair Ian Sanderson (VIPs and Board attendance recognition)		
10 am – 10:15 am	Health Break: Coffee & Tea with Muffins		
10:15 am – 11:35 am	PRESENTATION (Location: Pembina Room) Emergency Preparedness; Managing Mass Evacuations Policy, Commission/Committee engagement in the process? Communication? What we learned. Presented by: Minister, Jasper Mayor Richard Ireland TBC, Slave Lake RCMP C/Superintendent Roberta McKale		
11:40 – 12:35 pm AAPG	Lunch Buffet Choose your Sandwich, along with Potato Salad and Soup * Location: Pembina Room Noon Presentation: How & Why AAPG was Founded; Founding Board Member TBC		
12:35 pm – 1:55 pm	PRESENTATION (Location: Pembina Room) Public Relations & Social Media Panel: Changing the perception of Police and Transparency to Citizens Public perception vs social media emphasis on negative. Effects of social media on perception of Police, positive message to Service members too! Managing social media from Commission/Committee perspective (15 seconds of public interaction). Small audience is ok. Quality matters. Policies and best practices for social media. Presented by: Speaker Panel: Dr Christopher Schneider Brandon Univ Professor of Sociology, Andrew Knack Edmonton Councillor and Corwin Odland Calgary Police Commission		
2 pm – 3:15 pm Concurrent Sessions Option 1, 2 or 3	Policing Commissions EDUCATION & TRAINING (Location: Pembina Room TBD) New Commission Member Orientation This is an attendee directed session that will discuss the role of a Police Commission, the basics of police oversight and governance, the structure of the municipal police service and board basics. Presented by: Noella Piquette, AAPG Board	Policing Committees & Advisory Members EDUCATION & TRAINING (Location: Board Room TBD) New Member Committee & Policing Advisory Orientation This is an attendee directed session that will discuss the role of Policing Committees, the basics of police oversight and governance, the structure of the RCMP, board basics, and FOIP legislation. Presented by: Ian Sanderson, Chair AAPG	Experienced Members EDUCATION & TRAINING (Location: Timber Room TBD) Data and Reports: How to Glean Trends & Gaps Creating accountability through data and reporting. Evidence based Policing. Goals: what do they look like & how are they measured? How to read financial reports. Presented by: CPC or Town of Barrhead
3:15 pm	Health Break: Coffee & Tea TRAVEL to Networking Event & Banquet		
3:30 pm - 4:45 pm	Networking at the Canadian Tractor Museum for All Attendees + Banquet Guests 9704 96 th Ave, Westlock – Park in Spirit Centre Parking Lot and walk next door (look for the world’s largest weather vane) Mingle through the museum and network with peers while enjoying a beverage. **Following the Networking, walk next door to the Spirit Centre for our Banquet. For those with mobility concerns or if it is raining, there will be a 7-person shuttle van available.		
4:30 pm Doors Open 5:30 pm – Dinner 6 pm – 6:30 pm Dr. Tanguay 6:30 pm – 9 pm Casino FUN 8:30pm – 9:30 pm Cash-in & Prize Draw	BANQUET Extraordinaire; Westlock Rotary Spirit Centre! 9603 100 th St – 2 nd Floor (next door to the Tractor Museum) Enjoy soft music by local artists during supper + Silent Auction Buffet Dinner includes Red & White Wine on your table and a Cash Bar available. <ul style="list-style-type: none"> • Prime Rib Carving, Chicken Marsala & Pasta • Oven Roasted Potatoes, Rice, Vegetables and Salads • Dessert provided by Kerri’s Bakery to finish your evening! EDUCATION on Addiction, triggers and gambling odds. Presented by AAPG Board Member CASINO FUN NIGHT! Receive ‘fun money’ and continue your networking while playing for two hours on several choices of games with dealers who will teach you all the ins and outs of how to play. Take your winnings and trade in for prize draws. Drive Safe back to your hotel.		

Saturday May 3rd, 2024

7 am – 8:30 am 7:45 am – 9:00 am	Breakfast Included with Hotel Room Only (All-day Coffee/Tea at Venue) Registration PEMBINA room, Westlock Convention Centre, 10411 100 th St., Westlock AB		
8 am – 8:50 am	Annual General Meeting (Location: Pembina Room) <i>A representative from ALL AAPG Members should attend – see Agenda</i> Facilitated by: Ian Sanderson, Chair of AAPG		
9 am – 9:45 am	PRESENTATION AI Technology & Privacy; the effects on Police, Policy and Governance (Location: Pembina Room) Body worn cameras, drones, license plate readers & dash-cams; Pros: helps solve crime/Cons: privacy: uneven application & rules governing use, expectation of privacy, technology space & funding in small communities, Fed Gov National standards? Presented by: Alberta Privacy Commissioner (TBC)		
9:45 am – 10 am	Health Break: Coffee & Tea with Pastries		
10 am – 10:55 am Concurrent Sessions Option 1 & 2	Police Commissions <u>ROUND TABLE DISCUSSIONS</u> (Location: Pembina Room TBD) Sharing session; Question & Answer Facilitated by AAPG Police Commission Board Members	Policing Committees & Advisory Members <u>ROUND TABLE DISCUSSION</u> (Location: Timber Room TBD) Sharing session; Question & Answer Facilitated by AAPG RCMP Serviced Board Members	
11 am – Noon Concurrent Sessions Option 1, 2 or 3	Police Commissions <u>EDUCATION & TRAINING</u> (Location: Pembina Room TBD) Role of Police Associations; Understanding the Grievance Process + Commission Communications How to align Chief compensation with service member benefits. Collective Bargaining process - the Commission vs. municipality role (should it be a Provincial responsibility?). Presented by: Brenna Barrett, Edmonton Police Assoc.	Policing Committees & Advisory <u>EDUCATION & TRAINING</u> (Location: Timber Room TBD) Creation of a Policing Committee Panel: Ballpark costs, resources needed to create, challenges to organize, and Bylaw changes needed (if any). Presented by: City of Cold Lake & Town of Morinville with the Ministry Dept of Law Enforcement & Oversight (TBC)	Option 3 <u>EDUCATION & TRAINING</u> (Location: Board Room TBD) Alberta Ombudsman Office LERB and what other complaints the Alberta Ombudsman office can handle. Presented by: Greg Stead, Director of Investigations, Office of the Ombudsman & Public Interest Commissioner
Noon – 1 pm Demonstration	Lunch Hot Buffet Taco Bar * Location: Pembina Room Westlock Detachment Static Display and/or Drone Demo by Inspector Corey Blize, Red Deer RCMP		
1 pm – 2 pm	PRESENTATION Cultural Diversity Training (Location: Pembina Room) 1 in 4 Canadian residents is an immigrant or 1st generation. Training Committee or Commission members, not just officers, to ensure no discrimination, understanding the power differential to ensure members have the courage to speak up, optics of safety (is your meeting a 'safe place' to speak up), using empathy and sense of community, mentorship. Presented by: Devon Clunis, prior Winnipeg Police Chief and first Black Canadian Police Chief in Canada		
2 pm – 2:45 pm	PRESENTATION Encampments and the Unhoused OR FOIP ACT Changes (Location: Pembina Room) Details TBD. Presented by: TBD		
2:45 pm – 3 pm	Health Break: Coffee & Tea with Cookies **SILENT AUCTION CLOSSES (pay at Registration table)		
3 pm – 4:30 pm	PRESENTATION Collectivity OR Individuality (Location: Pembina Room) Info TBD Presented by: Dr Leroy Little Bear, University of Lethbridge		
4:30 pm – 4:50 pm	PRESENTATION Governance E-Learning Update (Location: Pembina Room) Changes to online training module & how to register Presented by: Wendy Moshuk, Ministry of Public Safety & Emergency Services		
4:50 pm – 5 pm	CLOSING ADDRESS (Location: Pembina Room) Please fill out Evaluation Forms!		



CONTACT INFORMATION FOR MEMBERSHIP

Please take a moment to provide contact information and distribution for your Police Commission, Policing Committee, Advisory Group or Municipality.
Remember, AAPG Membership extends to all members of your group.

Police Commission, Policing Committee, Advisory Group or Municipality	
Number of Police Service Personnel Community provides oversight for	POLICE OFFICERS: OTHER [Peace Officers, Civilian Support, etc.]: COMMUNITY POPULATION (rounded is fine):
Mailing Address	
Name of Chief, or Detachment Commander/OIC/S.Sgt.	
MAIN CONTACT NAME & POSITION	**The person selected here AGREES to consent to be added to our email Membership distribution.
MAIN CONTACT Email	
MAIN CONTACT phone number	()
2 nd CONTACT NAME and POSITION TITLE (term expiry, if known)	Example: the Chair or Admin
2 nd CONTACT Email	

EMAIL DISTRIBUTION TO (CONSENT)

As per Canadian Anti-spam and Privacy Legislation, AAPG requires **written** consent to add anyone onto our email distribution list. Your information will not be distributed beyond AAPG Membership & LEO (the Law Enforcement Ministry requires AAPG to provide our Membership list with Main Contact info as part of our Grant funding agreement). You can request removal (unsubscribe/Opt-out) at any time by emailing admin@aapg.ca

MEMBERSHIP Distribution:

Open to members only. We email AGM notices, Ministry updates, ADM All-member meeting invite, Conference announcements, engagement or training opportunities, annual membership invoice and any other relevant information (please provide the name & email address for **anyone** you wish to receive this information).

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	Canadian Municipal Solid Waste Management Study
Agenda Item Number:	6c.

BACKGROUND

The Ontario First Nations Technical Services Corporation is undertaking a research project on behalf of Indigenous Services Canada's Lands and Environment Management Branch titled *The Third-Party Review of Existing Provincial and Municipal Waste Regulations within Canada for the First Nations Solid Waste Management Initiative*, herein referred to as the National Waste Standards Review Project.

The purpose of the National Waste Standards Review is to inform national waste standards for First Nations communities in Canada.

The Project Team invites Hussar to participate in this survey. Please see attached formal letter of invitation. The attached letter contains the link to the survey.

The survey includes questions on:

- the size of the municipality
- waste management plan/strategy
- by-laws / policies regarding solid waste management
- types of waste management facilities and assets
- collection
- accepted waste materials and waste diversion programs
- operations and maintenance activities and costs
- staffing, training
- community education

RECOMMENDATION:

1. Motion for CAO to complete the Canadian Municipal Solid Waste Management survey
2. Motion to accept as information at this time



Hussar

Liz Santerre, Chief Administrative Officer
Village of Hussar
109 - 1 Avenue E. Box 100
Hussar, AB T0J 1S0
office@villageofhussar.ca

Tuesday, November 12, 2024

We are seeking your participation in a Canadian Municipal Solid Waste Management Study to inform solid waste management in First Nations communities in Canada.

Indigenous Services Canada (ISC) is requesting input from Canadian municipalities as part of the National Solid Waste Guidelines Review Project. The information you provide will be instrumental in ensuring proper disposal measures are taken to preserve our shared environment. Lack of effective waste management systems negatively affects both First Nations and Municipalities. ISC recognizes that a gap exists on & off reserve and the need to identify areas for improvement. As partners in mutual environmental protection, we are requesting your participation, to help ISC be better informed regarding future investments, funding needs and any further solid waste system requirements.

This survey, which should take about 20 minutes to complete, seeks to capture elements of your waste management system i.e. how the system functions, Operation and Maintenance costs, operator training requirements etc. This survey is completely optional, and ISC and its project partners appreciate any information you can provide through this process.

You can access the survey through this link: <https://forms.gle/poDnMuerr3a9AUth6>

Should you have any questions or require additional information, please contact Heidi Manitowabi, Regional Solid Waste Specialist at the Ontario First Nations Technical Services Corporation at hmanitowabi@ofntsc.org or (519) 757-7834.

Sincerely,

[Redacted signature]

[Redacted signature]



ONTARIO FIRST NATIONS
TECHNICAL SERVICES
CORPORATION

[Redacted signature]



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	Palliser Email – Municipal Affairs Statues Amendment Act, 2024
Agenda Item Number:	6d.

BACKGROUND

Please see attached the summary of this Act, what the changes mean and how it's different than before. There are a few changes that will impact the adoption of planning bylaws under Part 17 of the MGA:

1. Municipalities are **required** to adopt a bylaw related to public hearings under Part 17 to be conducted by electronic means [s 199(2)] within 6 months of the MASAA coming into effect on **April 30th, 2025**.
 - a. This means all municipalities will be required to offer electronic options for attending all public hearings.
2. S. 199(3) of the MGA specifies what the bylaw must address, and (4) how to deal with closed portions of a public hearing via electronic means.
3. Additional public hearings (i.e. more than one) are no longer permitted pursuant to s 216.4(5.1) if there is a residential component to the development.

Municipalities should be considering how you will meet this requirement by spring. This bylaw will be different for each municipality depending on what type of electronic means you have available and what resources you have. We have not yet found an example of a bylaw passed under s. 199(2) yet, but will continue to try to track one down. I have also reached to Brownlee LLP for their thoughts on this bylaw. They indicated that some of the clients they are assisting with this are approaching the changes through their Procedures Bylaw. If a municipality is interested in seeking legal support with completing this bylaw, you can reach out to [REDACTED]

RECOMMENDATION:

1. Motion for CAO to make the necessary changes to the Procedural Bylaw to reflect the changes required by the Municipal Affairs Statues Amendment Act, 2024 and bring back to the April 2025 meeting
2. Motion to accept as information at this time

Municipal Affairs Statutes Amendment Act, 2024

The *Municipal Affairs Statutes Amendment Act, 2024*, makes changes to two pieces of municipal-related legislation: the *Local Authorities Elections Act (LAEA)* and the *Municipal Government Act (MGA)*. This legislation comes into force on October 31, 2024.

- The **LAEA** establishes the framework for the conduct of elections in Alberta municipalities, school divisions, irrigation districts, and Metis Settlements.
- The **MGA** establishes the rules governing the conduct of local elected officials once on council, as well as the overall administration and operation of municipal authorities in Alberta.

Changes to local election rules under the LAEA

Description of Changes	Previous Status Before Legislation
Aligns candidate eligibility criteria with councillor disqualification criteria in the <i>MGA</i> .	Candidates elected to council may face immediate disqualification due to misalignment with the <i>MGA</i> 's criteria.
Allows municipalities to require criminal record checks for candidates.	No provisions were in place.
Allows union and corporate donations to local candidates, with the same donation limits as individual donors (\$5,000 per municipality per year).	Unions and corporations were prohibited from donating to municipal campaigns in the 2021 campaign. Donations outside of the campaign period (January 1 to December 31 in the year of a general election) were restricted to a maximum of \$5,000.
Allows donations outside the local election year and requires annual reporting of donations.	
Requires third-party advertisers campaigning for or against an issue on a ballot, such as a plebiscite, to register and report finances.	The <i>LAEA</i> only regulated third-party advertising for the promotion or opposition of a candidate during an election.
Limits donations to third-party advertisers to \$5,000 per election period, which begins May 1 of the election year.	The donation limit was \$30,000 for all individuals, unions, and corporations.
Enables regulation-making authority to define local political parties. Registration of local political parties will be limited to Calgary and Edmonton for the 2025 local general election.	No provisions were in place to regulate political parties at the local level.
Repeals the municipal authority to develop a voters list based on enumeration.	Municipalities could prepare a voters list, which had to be shared with all candidates.
Requires municipalities to create a permanent electors register. (This will be done in partnership with Elections Alberta, building off the provincial register of electors).	A permanent electors register is an internal document that assists with the conduct of an election. Municipalities could choose to develop one or not.
Expands the use of special ballots and strengthens special ballot processes.	Special ballots could only be requested for very specific reasons, including physical disability, absence from the municipality, or for municipal election workers.
Limits vouching to the ability to vouch for someone's address.	Vouching was permitted for an individual's age, residence, and identity.
Repeals the ability for a candidate's official agent or scrutineer to object to an elector.	Candidate's official agents or scrutineers could object to an elector; however, the elector could still vote.
Enables regulation-making authority to postpone elections in emergencies.	No provisions were in place to enable the Minister to postpone an election in the event of a natural disaster or emergency.
Prohibits automated voting equipment, such as electronic tabulators.	The <i>LAEA</i> permitted municipalities, by bylaw, to process ballots by automated voting equipment.
Requires recounts if requested by a runner up candidate when the margin is within 0.5 percent of total votes.	Returning officers had discretion regarding recounts.
Clarifies rules and streamlining processes for scrutineers.	Rules and processes were unclear for scrutineers.

Strengthening the accountability of local councils under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires a councillor's seat to become vacant upon disqualification for specific matters.	Municipal councils or electors could only remove a disqualified councillor through the courts if they refuse to vacate their seat.
Requires mandatory orientation training for councillors.	Training for councillors must be offered, but there was no requirement for the councillor to attend the training.
Allows Cabinet to order a vote of the electors to determine whether a councillor should be removed. An elector vote to remove a councillor is limited to councillors who Cabinet consider to be unwilling, unable, or refusing to do the job for which they were elected, or if Cabinet considers such a vote to be in the public interest by taking into consideration illegal or unethical behaviour by a councillor.	Minister could only remove a sitting councillor through the municipal inspection process and only under very specific circumstances.
Allows elected officials to recuse themselves for real or perceived conflicts of interest.	Elected officials could only recuse themselves for matters in which they have a financial interest.
Makes the Minister responsible for validating municipal recall petitions.	A municipality's chief administrative officer was responsible for validating recall petitions.
Enables Cabinet to require a municipality to amend or repeal a bylaw given specific requirements are met (including: the bylaw exceeds the scope of the <i>MGA</i> or otherwise exceeds the authority granted to a municipality under the <i>MGA</i> or any other statute, conflicts with the <i>MGA</i> or any other statute, is contrary to provincial policy, or contravenes the Constitution of Canada).	Cabinet could only intervene with respect to a land use bylaw or statutory plan. No provisions were in place.
Gives Cabinet authority to direct a municipality to take specific action to protect public health and/or safety.	
Allows the Minister to outline joint use planning agreement exemptions, criteria and requirements by regulation.	All criteria for joint use planning agreements were in the <i>MGA</i> .
Specifies that the assessed person for an electric generation system is the operator.	There was a lack of clarity regarding who should be assessed for electrical generation systems.

Accelerating housing development under the *MGA*

Description of Changes	Previous Status Before Legislation
Requires municipalities to offer electronic options for public hearings on planning and development and restricts them from holding extra public hearings when not required by legislation.	No requirements were in place for electronic options. Municipalities could hold extra hearings beyond what was legislated.
Fully exempts non-profit, affordable housing from property taxation.	Limited provisions in place in the <i>MGA</i> .
Enables multi-year residential property tax incentives.	Municipalities could offer multi-year incentives for non-residential development, but not residential development.
Regulation-making authority to define which non-statutory studies may be required for building and development permits. No regulation is currently in place.	No provisions were in place.

Additional resources

- [Municipal Affairs Statutes Amendment Act](#)
- [Municipal Government Act](#)
- [Local Authorities Election Act](#)
- [Local Political Parties and Campaign Expense Limits](#) (Fact Sheet)



PRMS Member Communication - CAO Meeting & More



📎 1 attachment (417 KB)

municipal affairs statutes amendment act fact sheet.pdf;

Hello All,

We're reaching out to share a few important updates:

CAO Meeting- May 29th, 2025 .

Please save the date for our annual CAO meeting scheduled for **May 29th, 2025. Anticipated start time 10:00am- end time TBD. Lunch will be provided.**

Further details on the agenda will be provided in late April-early May. If there are topics of discussion that CAOs would like to focus on or discuss with the group (does not need to be PRMS related), please let me know.

-
Municipal Affairs Statute Amendment Act (Bill 20) which came into force on October 31, 2024.

Please see attached the summary of this Act, what the changes mean and how it's different than before. There are a few changes that will impact the adoption of planning bylaws under Part 17 of the MGA:

1. Municipalities are **required** to adopt a bylaw related to public hearings under Part 17 to be conducted by electronic means [s 199(2)] within 6 months of the MASAA coming into effect on **April 30th, 2025.**
 - a. This means all municipalities will be required to offer electronic options for attending all public hearings.
2. S. 199(3) of the MGA specifies what the bylaw must address, and (4) how to deal with closed portions of a public hearing via electronic means.
3. Additional public hearings (i.e. more than one) are no longer permitted pursuant to s 216.4(5.1) if there is a residential component to the development.

Municipalities should be considering how you will meet this requirement by spring. This bylaw will be different for each municipality depending on what type of electronic means you have available and what resources you have. We have not yet found an example of a bylaw passed under s. 199(2) yet, but will continue to try to track one down. I have also reached to Brownlee LLP for their thoughts on this bylaw. They indicated that some of the clients they are assisting with this are approaching the changes through their Procedures Bylaw. If a municipality is interested in seeking legal support with completing this bylaw, you can reach out to Alifeyah Gulamhusein with Brownlee LLP- agulamhusein@brownleelaw.com

Planning (or other) Circulations During a Postal Strike.

In response to the recent Canada Post strike and the potential for future strikes, we consulted with Brownlee LLP to determine the best approach for handling circulation requirements during a mail strike. Their advice: municipalities do not have the authority, whether through bylaws or other measures, to override the requirements outlined in the Municipal Government Act (MGA) or related regulations. This means that if the MGA or your municipal bylaws specify that a written notice must be provide **via mail**, this requirement remains in effect, regardless of a strike. Brownlee shared an example of a municipality with a major redevelopment project that had to be paused due to its inability to fulfill circulation requirements during the strike.

It is currently unknown whether the Canada Post strike will continue. If another strike does occur, it may have the potential to create challenges and delays in some development, subdivision, and amendment applications depending on the specific wording of your circulation requirements for each process and if the circulation requirements can be still be met. We are recommending reviewing your circulation requirements to be aware of how a mail strike may impact various planning application processes or other municipal processes.

FCM Asset Management Grant Project

Nine PRMS municipalities participated in an asset management grant project back in 2021/2022. This project was recently featured in a FCM case report which included a case study of the Palliser project. Thank you to the municipalities who spent some time with FCM to provide feedback on the project. A link to the report is below:

<https://fcm.ca/en/resources/asset-management-insights-building-legacy-asset-management>

As always, please reach out to myself or staff if there are any questions!

Thanks,

Devin Diano



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	Letter from Hussar Ag Society
Agenda Item Number:	6e.

BACKGROUND

Please find the attached letter received from the Hussar & District Agricultural Society.

RECOMMENDATION:

1. Motion to donation _____ to the Hussar & District Agricultural Society.
2. Motion to accept as information at this time

Hussar & District Agricultural Society

PO Box 1
Hussar, AB
T0J 1S0

January 18, 2025

To community members and boards,

As many are aware the Hussar Ag Society put in a brand-new ice plant for the arena in 2020. We are in the final 9 months of paying off that project with \$40,000 left owing. We have come to truly appreciate the integral position the arena holds in our community. It is certainly a gathering place for our youth, and for all generations who enjoy the ice sports we offer.

At this moment with the increase in building evaluations for insurance premiums (upwards of \$38,000) and the continued high expense on utilities to operate for the year being on average \$100,000, and having to replace our roof top furnace this past summer for \$25,000 on top of this plant payment, we are in need of funds. Even with our arena being almost fully booked by outside teams and local teams we do not have enough funding to be able to reach the final plant payment in October 2025. We greatly appreciate the support shown by local groups/individuals who already donate every year and to those who support us at the Annual Stag Auction.

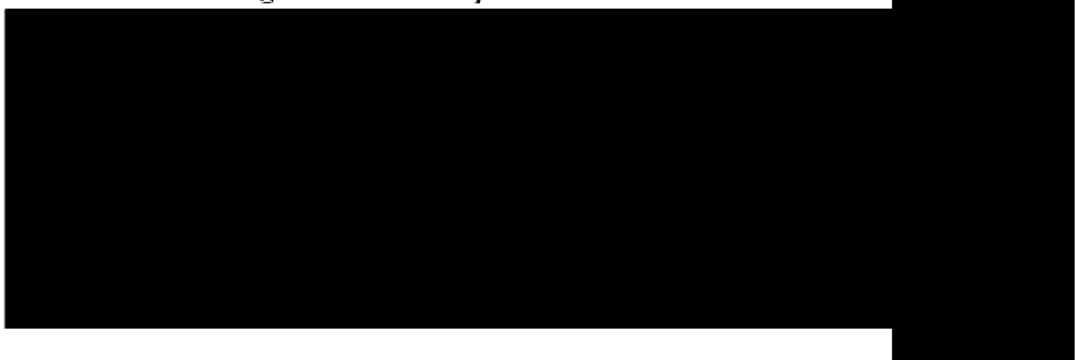
We are actively planning a couple community events for Spring 2025 and will need the communities support in those as well to help us keep operating the arena. Stay tuned for more details on these as the plans get finalized and if you'd be interested in helping us in any way through volunteering, please reach out to a board member or through our email.

With this letter, we humbly ask for your aid at this time to raise \$40,000 to pay off the plant loan, so we can keep the arena open for current and future players/community members to enjoy for years to come. Please feel free to discuss with any member of our board. Charitable tax receipts are available for all eligible donations by request to the treasurer.

Thank you for your consideration.

Warm regards,

Hussar & District Agricultural Society



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	SLGM Mountain Refresher Municipal Administration Leadership Workshop
Agenda Item Number:	6f.

BACKGROUND

This year the Society of Local Government Managers Mountain Refresher Workshop is May 13-16, 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 \$649.00 (Tuesday – Friday) (if registered by March 1 or \$749 if registered after.)
Hotel \$246 plus taxes per night. 3 nights \$738.00 plus taxes.
Mileage 440km roundtrip - \$317.00
Total: \$2021

Last year we received the Larry Majeski Bursary. If it is released again I can reapply 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 13-16, 2024 and apply for the Larry Majeski Bursary
2. Motion to ask Administration to cover the office during May 13-15, 2024.
3. Accept as information at this time

CLGM Society of Local Government Managers



Municipal Administration Leadership Workshop

Society of Local Government Managers of Alberta

Description:

Are you a municipal administrator, departmental manager or government employee looking for a professional educational experience which provides practical skills for dealing with contemporary issues?

Then consider attending the Mountain Refresher, in breathtaking Kananaskis. This event draws senior and junior level CAOs from urban and rural, large and small jurisdictions who value the opportunity to learn from each other as well as from experts in the field.

An informative, educational opportunity awaits you in this beautiful mountain setting. In addition to the Pre-Session LGL/SLGM Program, the Society has planned a two and a half day educational program directed at meeting the needs of municipal administrators, assistants, departmental managers, and government employees looking for a professional educational experience that provides practical skills for dealing with contemporary issues.

Let's meet in Kananaskis.

Documents:

 [Click here \(docs/2025 Registration final.pdf\)](#) to View the Brochure.

Dates:

- **3 day Pre Workshop Forum – Are you ready? LEADERSHIP AT THE APEX**
Solution Seeking in Local, Regional & Indigenous Government
 - (3 day program)
May 11-13, 2025 (Sunday, Monday, and Tuesday)
- **Mountain Refresher, Tuesday, Day 1 - May 13th**
 - Opening Plenary Leading Your Teams Successfully Through Complex Change
 - Trade Show & Welcome Reception (6:00 pm to 10:00 pm)
- **Mountain Refresher, Wednesday, Day 2 - May 14th**
Morning:
 - Managing Public Conversations / Controversy
 - Understanding the Changing Demographics of Ratepayers
 - AI: Empowering Local GovernmentsAfternoon:
 - Managing Public Conversations / Controversy – (repeat session)
 - Flexible Work Arrangements
 - AI: Empowering Local Governments (repeat session)
 - Managing Election Surprises
- **Mountain Refresher, Thursday, Day 3 - May 15th**
 - AGM Breakfast (**SLGM members only**) (7:30 am to 8:45 am)
 - Awards Banquet (6:30 pm to 10:00 pm)Morning:
 - Legal Stream I: “Speak Up! Public Participation under the Municipal Government Act”
 - Small Wins – Why Little Steps are the Path to Big Rewards
 - R & R: Revisiting & Reinventing the Basics of Municipal Management – “Building a C”
 - Lessons from a Leadership instructor turned senior leaderAfternoon:
 - Legal Stream II: “Managing Disputes with Contractors and Consultants”
 - Reclaiming the Clock - Getting More of the Right Stuff Done
 - R & R: Revisiting & Reinventing the Basics of Municipal Management – “Coaching for Conflict” (1/2 day session, afternoon)
 - Lessons from a Leadership instructor turned senior leader (repeat session)

Click **HERE** (<https://mountainrefresher.ca/general-information/optional-activities.html>) for more information and prices.

Get ready for a memorable experience!

Dress:

Business casual
Awards Banquet Semi formal.

Course Material:

Available **ONLINE** (<https://mountainrefresher.ca/sessions/sessions.html>) early May.

Location: When booking your accommodations, please quote conference booking: **SLGM2025**

Book early as there is limited availability at these rates.

Conference Centre, Pomeroy Kananaskis Mountain Lodge

1 Centennial Drive
Kananaskis Village,

Accommodations: Pomeroy Kananaskis Mountain Lodge

Phone: 1.833.440.1964

\$246 (plus applicable tax)

Click [here \(https://www.marriott.com/event-reservations/reservation-link.mi?id=1736274764143&key=GRP&guestreslink2=true&app=resvlink\)](https://www.marriott.com/event-reservations/reservation-link.mi?id=1736274764143&key=GRP&guestreslink2=true&app=resvlink) to book online.

Cost:

Registration Option	before March 1, 2025	on and after March 1, 2025
3 Day Pre Workshop Forum & Mountain Refresher	\$1,492.00	\$1,812.00
3 Day Pre Workshop Forum	\$992.00	\$1,312.00
2 & 1/2 Day Mountain Refresher	\$649.00	\$749.00
Additional Award Banquet	\$50.00 ea	

(all costs are plus GST)

Payment Methods: Payments accepted by credit card only.

Registration Deadline: May 10, 2025

Refund Policy: Cancellations must be in writing and received by April 21, 2025. A \$100 cancellation fee will be withheld.

Instructions

1. Complete the entire on-line form. Fields marked with * are required. Once the form is complete, click the "Register" button at the bottom of this page.
2. After clicking "Register", your registration will be confirmed.
3. After you've registered, payment must be made by credit card. Please refer to the on-screen instructions for your options.

If you experience any difficulties with this form, please contact CivicInfo BC at 250-383-4898.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	Invitation - Regional Collaboration Meeting
Agenda Item Number:	6g.

BACKGROUND

We have been invited to a Regional Collaboration Meeting at the Village of Strathmore.

Please see the attached invitations from Mayor Fule for a meeting to be held on Wednesday, February 26, 2025 to discuss Regional Collaboration. Mayors, Councillors and CAOs from the Villages of Hussar, Rockyford, Standard and Wheatland County are invited.

RECOMMENDATION:

1. Motion to approve the CAO to confirm attendance to the Regional Collaboration Meeting on February 26, 2025 for _____
2. Accept as information at this time

To:

Liz Santerre

Chief Administrative Officer, Village of Hussar

Hussar AB T0J 1S0

Via email: office@villageofhussar.ca

RE: Regional Collaboration Meeting Invitation

Dear CAO Santerre,

Strong intermunicipal relations and collaboration can result in innovative solutions, collective ownership and an improved quality of life for residents. To that end, Strathmore Town Council would like to host a meeting with our neighbours: The Villages of Hussar, Rockyford, and Standard, along with Wheatland County on Wednesday, February 26, 2025.

On behalf of Council, I would like to invite you to join us as a representative, to discuss how we can all thrive together and support each other in a growth environment that enables all to be successful. Dinner will be provided, with further details to follow.

Date: **Wednesday, February 26, 2025**

Time: **Dinner – 5:00 p.m.**
Meeting – 6:00 p.m.

Location: **West Hall, Strathmore Civic Centre – 120 Brent Boulevard, Strathmore, AB**

As municipal leaders we are constantly looking at ways to deepen our relationships within the region. We are excited to explore opportunities for collaboration – to possibly find, and champion, new strategic approaches to regional municipal program and service delivery.

Please contact Johnathan Strathdee, Legislative Services Manager at 403-934-3133 ext. 227 or by email at LSadmin@strathmore.ca to confirm your attendance on or before February 13, 2025. We look forward to hearing from you and hope to see you next month.

Yours sincerely,



Pat Fule

Mayor, Town of Strathmore



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	February 13, 2025
Title:	Appointment of Returning Officer
Agenda Item Number:	6h.

BACKGROUND

We need to appoint the returning officer for the Village.

RECOMMENDATION:

1. Motion to appoint the CAO, Liz Santerre, as the returning officer for the Village of Hussar
2. Accept as information at this time

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE January 31, 2025

STATEMENT BALANCE 222,510.70

ADD: OUTSTANDING DEPOSITS

Cheques Deposited Feb 1 for Jan 31	1,759.52	
on GL twice	<u>10,152.78</u>	-
		<u>11,912.30</u>

LESS: OUTSTANDING CHEQUES

9638 Hussar Property Association	1.00	
9760 Entandum	188.97	
9762 Southern Alberta Energy from (SAEWA)	131.20	
9764 STARS	380.00	
9765 Alberta Municipal Service Corp	3,654.70	
9766 Direct Energy	358.17	
9767 EPCOR Utilities Inc.	238.80	
9768 Palliser Regional	4,000.00	
9769 Canoe Procurement Group	67.10	
9770 Taxervise	435.75	
9771 Telus Communications Inc.	85.94	
9772 Telus	37.75	
9773 Rev - Wheatland County	-	
9774 Y.S Welding	408.31	
		<u>- 11,103.94</u>

OUTSTANDING TRANSFERS

Someone paid 50 cent cash balance was .49 four -	0.01	
Cemetery to be transferred - Niche (Sanders)	- 200.00	
on GL twice	- 54,292.00	
Missed e-transfer fixed in Feb	- 330.00	
MSI to transfer at bank	- 6,913.00	
Need to transfer from cem account to gen at ban -	<u>400.00</u>	
		- 62,135.01

RECONCILED BALANCE	161,184.05
GL BALANCE (3000012700)	<u>161,184.05</u>
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,220.15	Interest	
Community Account (Rate .05)	GL BALANCE	<u>3,220.15</u>	\$ 0.13	
	Variance	-		
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	4,001.84	Interest	Waiting for statement
Community Account (Rate .05)	GL BALANCE	<u>4,301.99</u>	\$ 0.15	
	Variance	- 300.15		
Cemetery Common Share Account 10499317 (3000013000)	STATEMENT	30.58	Interest	Waiting for statement

Common Share	GL BALANCE	<u>30.58</u>	\$ -	
	Variance	-		
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT	1,249.86	Interest	
	GL BALANCE	<u>1,249.86</u>	\$ -	
	Variance	-		
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT	4,763.85	Interest	Waiting for statement
	GL BALANCE	<u>4,770.06</u>	\$ 1.21	
	Variance	- 6.21		
Common Share 10497733 (3000030000) Common Share	STATEMENT	3,000.48	Interest	
	GL BALANCE	<u>3,000.48</u>	\$ -	
	Variance	-		
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT	199,480.28	Interest	
	GL BALANCE	<u>199,480.28</u>	\$ 83.58	
	Variance	-		
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - March 4, 2024)	STATEMENT	1,128.46	Interest	
	GL BALANCE	<u>1,128.46</u>	\$ -	
	Variance	-		
MSI Capital Term Account 723113790213(3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT	-	Interest	
	GL BALANCE	<u>-</u>	\$ -	
	Variance	-		
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT	20,296.10	Interest	\$5 transfer fee
	GL BALANCE	<u>20,301.10</u>	\$ 8.50	
	Variance	- 5.00		
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT	941.25	Interest	
	GL BALANCE	<u>941.25</u>	\$ 0.24	
	Variance	-		
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT	2,387.42	Interest	
	GL BALANCE	<u>2,387.42</u>	\$ 0.10	
	Variance	-		
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT	3,253.53	Interest	
	GL BALANCE	<u>3,253.53</u>	\$ 0.14	
	Variance	-		
CCBF Village Business Save More 723112964231 (3000013700)	STATEMENT	50,222.85	Interest	
	GL BALANCE	<u>50,222.85</u>	\$ 59.65	
	Variance	-		

Village of Hussar
List of Accounts for Approval
Batch: 2025-00001 to 2025-00012

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
9752	2025-01-09	AMSC Insurance Services Ltd.	1,191.54
9753	2025-01-09	TSG Water Services	4,229.81
9754	2025-01-09	Palliser Regional	6,161.04
9755	2025-01-09	Plante, Michelle	325.00
9756	2025-01-09	Reality Bytes Incorporated	52.50
9757	2025-01-09	Wild Rose Assessment Service	507.50
9759	2025-01-16	Direct Energy	916.75
9760	2025-01-16	Entandem	188.97
9761	2025-01-16	Munisoft	4,646.25
9762	2025-01-16	Southern Alberta Energy from	131.20
9764	2025-01-16	STARS Foundation	380.00
9765	2025-01-29	Alberta Municipal Services Corp	3,654.70
9766	2025-01-29	Direct Energy	358.17
9767	2025-01-29	EPCOR Utilities Inc.	238.80
9768	2025-01-29	Palliser Regional	4,000.00
9769	2025-01-29	Canoe Procurement Group of	67.10
9770	2025-01-29	Taxervise	435.75
9771	2025-01-29	Telus Communications Inc.	85.94
9772	2025-01-29	Telus	37.75
9773	2025-01-29	REV - Wheatland County	0.00
9774	2025-01-29	Y.S.Welding	408.31
Total Computer Cheque:			28,866.47

CREDIT INVOICE

Payment #	Date	Vendor Name	Payment Amount
2025-0001	2025-01-30	Wheatland County	0.00
Total Credit Invoice:			0.00

Total AP: 28,866.47

Certified Correct This February 10, 2025

Reeve

Administrator

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
REVENUES						
TAXES						
1000011000 - Municipal Property Taxes			183,426.20	184,229.00	(802.80)	0.4-
1000011200 - Alberta School Foundation Taxes			40,503.61	40,722.54	(218.93)	0.5-
1000011300 - Wheatland Lodge Taxes			1,841.22	1,849.00	(7.78)	0.4-
1000011400 - DI Property Tax Requisition			41.79	41.79		
Total TAXES:			225,812.82	226,842.33	(1,029.51)	0.5-
REVENUE FROM OWN SOURCE						
1000051000 - Property Tax Penalty		1,453.32	6,698.96	7,000.00	(301.04)	4.3-
1000054000 - ATCO Gas Franchise Fee		1,621.81	20,037.31	20,500.00	(462.69)	2.3-
1000055000 - Return On Investments		10.32	215.18	1,000.00	(784.82)	78.5-
Total REVENUE FROM OWN SOURCE:		3,085.45	26,951.45	28,500.00	(1,548.55)	5.4-
ADMINISTRATION REVENUE						
1120041000 - General Services & Supplies		40.00	924.00	800.00	124.00	15.5
1120041100 - Insurance/Lions/Sen/Lib/Ag.Soc.			(92.19)		(92.19)	
1120056000 - Rentals/ Lease Revenue		500.00	3,923.50	3,750.00	173.50	4.6
1120084000 - Provincial Operating Grant			48,406.00	48,406.00		
Total ADMINISTRATION REVENUE:		540.00	53,161.31	52,956.00	205.31	0.4
RCMP & BYLAW SERVICES						
1260051000 - Animal Licenses			725.00	1,000.00	(275.00)	27.5-
1260051500 - Provincial Fines Distribution				160.00	(160.00)	100.0-
Total RCMP & BYLAW SERVICES:			725.00	1,160.00	(435.00)	37.5-
PUBLIC WORKS						
1310041000 - PW Services/Supplies				500.00	(500.00)	100.0-
Total PUBLIC WORKS:				500.00	(500.00)	100.0-
ROADS & STREET LIGHTS						
1320054000 - Fortis Franchise		2,932.81	31,096.83	32,000.00	(903.17)	2.8-
Total ROADS & STREET LIGHTS:		2,932.81	31,096.83	32,000.00	(903.17)	2.8-
WATER SUPPLY/DISTRIBUTION						
1410040000 - Water Billing		5,032.00	84,933.91	85,680.00	(746.09)	0.9-
1410041000 - Water Services/Supplies				100.00	(100.00)	100.0-
1410051000 - Water Penalty		63.10	1,179.92	1,400.00	(220.08)	15.7-
Total WATER SUPPLY/DISTRIBUTION:		5,095.10	86,113.83	87,180.00	(1,066.17)	1.2-
SANITARY SEWAGE SERVICE						
1420040000 - Sewer Billing		1,184.00	20,183.95	20,160.00	23.95	0.1
1420051000 - Sewer Penalty		14.84	421.34	800.00	(378.66)	47.3-
Total SANITARY SEWAGE SERVICE:		1,198.84	20,605.29	20,960.00	(354.71)	1.7-
SOLID WASTE						

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Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
1430040000 - Garbage Collection Billing		1,898.00	31,226.74	32,136.00	(909.26)	2.8-
1430051000 - Garbage Collection Penalty		24.13	475.61	600.00	(124.39)	20.7-
Total SOLID WASTE:		1,922.13	31,702.35	32,736.00	(1,033.65)	3.2-
CEMETERY						
1560041000 - Cemetery Revenue			2,800.00	2,000.00	800.00	40.0
1560055000 - Cemetery Interest		84.71	533.25	5.00	528.25	####.#
1560059000 - Cemetery Donations		1,735.00	2,955.00	1,000.00	1,955.00	195.5
Total CEMETERY:		1,819.71	6,288.25	3,005.00	3,283.25	109.3
PLANNING & DEVELOPMENT						
1610041000 - Development Permits		200.00	960.00	600.00	360.00	60.0
Total PLANNING & DEVELOPMENT:		200.00	960.00	600.00	360.00	60.0
PARKS & RECREATION						
1720041000 - Campground Revenue		28.69	7,008.69	4,700.00	2,308.69	49.1
1720056500 - Fish & Game Club Lease			500.00	500.00		
1720081000 - Grants from Others			3,109.00	2,250.00	859.00	38.2
Total PARKS & RECREATION:		28.69	10,617.69	7,450.00	3,167.69	42.5
Total REVENUES:		16,822.73	494,034.82	493,889.33	145.49	0.0
ASSETS						
Revenue Totals:		16,822.73	494,034.82	493,889.33	145.49	0.0
EXPENDITURES						
2000076000 - Alberta School Foundation Requisition		10,180.64	40,722.54	40,722.54		
2000076500 - Wheatland Lodge Requisition		(751.00)	1,098.00	1,849.00	751.00	40.6
2000076600 - Royal Canadian Mounted Police Requisitio			9,937.00	9,937.00		
COUNCIL & OTHER LEGISLATIVE						
2110013000 - Council EI Premiums		191.89	682.77	800.00	117.23	14.7
2110014000 - Council Training			1,090.00	1,300.00	210.00	16.2
2110015000 - Council Honorarium/Per Diem		4,100.00	14,975.00	14,500.00	(475.00)	3.3-
2110021000 - Council Mileage & Expenses		1,028.69	4,323.24	3,200.00	(1,123.24)	35.1-
2110051500 - Donations/Gifts		511.90	999.90	1,000.00	0.10	
Total COUNCIL & OTHER LEGISLATIVE:		5,832.48	22,070.91	20,800.00	(1,270.91)	6.1-
GENERAL ADMINISTRATION						
2120011000 - Admin Salaries & Wages		3,833.33	45,999.96	46,000.00	0.04	
2120011500 - Contracted Casual Labour			4,062.50	4,000.00	(62.50)	1.6-
2120012000 - AMSC Benefits Employer Contribution		440.24	5,525.00	5,273.00	(252.00)	4.8-
2120012500 - LAPP Employer Contribution		323.92	323.92	3,900.00	3,576.08	91.7

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Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2120013000 - Admin CPP/EI Contributions		326.81	3,626.73	3,700.00	73.27	2.0
2120014000 - Administration Training		300.11	1,052.34	2,000.00	947.66	47.4
2120021000 - Admin Mileage & Expenses			1,839.20	2,100.00	260.80	12.4
2120021500 - Postage/Courier/Freight		515.90	1,410.88	1,500.00	89.12	5.9
2120022000 - Advertising				1,000.00	1,000.00	100.0
2120022500 - Memberships		127.11	1,834.92	1,900.00	65.08	3.4
2120023000 - Accounting/Audit expense			15,500.00	15,700.00	200.00	1.3
2120023500 - Legal Fees			1,789.56	1,000.00	(789.56)	79.0-
2120024000 - Assessment Services		483.33	5,774.97	5,800.00	25.03	0.4
2120024500 - IT Services/Website		393.40	7,283.68	7,600.00	316.32	4.2
2120027000 - Insurance Premiums		640.75	7,992.44	7,831.00	(161.44)	2.1-
2120051000 - Office Supplies & Services		7,726.62	9,966.16	4,500.00	(5,466.16)	121.5-
2120054000 - Admin Utilities		725.58	3,829.65	4,000.00	170.35	4.3
Total GENERAL ADMINISTRATION:		15,837.10	117,811.91	117,804.00	(7.91)	0.0-
FIRE ASSOCIATION						
2230076000 - Fire Association Requisition			8,250.00	8,250.00		
2230076500 - Fire Capital Contribution			1,000.00	1,000.00		
Total FIRE ASSOCIATION:			9,250.00	9,250.00		
EMERGENCY MANAGEMENT						
2240051000 - Emergency Supplies & Services				100.00	100.00	100.0
Total EMERGENCY MANAGEMENT:				100.00	100.00	100.0
AMBULANCE SERVICES						
2250076000 - WADEMSA Requisition			1,312.00	1,312.00		
Total AMBULANCE SERVICES:			1,312.00	1,312.00		
RCMP & BYLAW SERVICES						
2260035000 - Protective Services				550.00	550.00	100.0
Total RCMP & BYLAW SERVICES:				550.00	550.00	100.0
COMMON SERVICES						
2310011000 - Public Works Wages		2,998.60	37,976.26	39,000.00	1,023.74	2.6
2310012000 - Public Works Benefits		405.60	5,266.80	5,265.00	(1.80)	
2310013000 - Public Works CPP/EI		256.23	3,498.06	3,900.00	401.94	10.3
2310014000 - Public Works Training				250.00	250.00	100.0
2310025000 - Equipment Maintenance			9,647.15	9,500.00	(147.15)	1.6-
2310025500 - Contracted Maintenance		1,200.00	1,355.30	1,500.00	144.70	9.7
2310025600 - Building Maintenance			1,960.56	3,500.00	1,539.44	44.0
2310026000 - Equipment Rentals				250.00	250.00	100.0
2310027000 - Insurance Premiums			1,743.00	1,743.00		
2310035000 - Weed Inspector		240.00	240.00	300.00	60.00	20.0
2310051000 - PW General Supplies			1,866.31	2,500.00	633.69	25.4

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
2310051500 - Public Works Tools/Equipment			1,304.97	1,500.00	195.03	13.0
2310052500 - Cardlock Fuel		671.03	4,266.59	4,200.00	(66.59)	1.6-
2310054000 - Public Works Utilites		531.59	5,497.29	5,750.00	252.71	4.4
2310077000 - Transfer to Equipment Reserve				10,000.00	10,000.00	100.0
Total COMMON SERVICES:		6,303.05	74,622.29	89,158.00	14,535.71	16.3
ROADS/STREETS						
2320024000 - Roads Maintenance			467.00	3,000.00	2,533.00	84.4
2320025000 - Roads Contracted Maintenance			5,628.88	6,500.00	871.12	13.4
2320054000 - Utilities - Street Lights		1,867.11	21,093.24	24,000.00	2,906.76	12.1
Total ROADS/STREETS:		1,867.11	27,189.12	33,500.00	6,310.88	18.8
WATER SUPPLY & DISTRIBUTION						
2410021500 - Water Postage & Freight		145.18	639.89	550.00	(89.89)	16.3-
2410023000 - Water Operations Contract		5,335.87	28,977.51	29,500.00	522.49	1.8
2410023500 - Water Testing			2,330.65	250.00	(2,080.65)	832.3-
2410025000 - Water Contracted Maintenance		4,571.35	13,214.68	20,000.00	6,785.32	33.9
2410026000 - Lease Payments			3,261.72	3,250.00	(11.72)	0.4-
2410027000 - Insurance Premiums			1,784.00	1,784.00		
2410051000 - Water Services/Supplies			245.00	155.00	(90.00)	58.1-
2410053000 - Treatment Chemicals		1,014.96	4,645.32	4,800.00	154.68	3.2
2410054000 - Water Utilities		1,940.63	15,613.32	22,000.00	6,386.68	29.0
Total WATER SUPPLY & DISTRIBUTION:		13,007.99	70,712.09	82,289.00	11,576.91	14.1
WASTEWATER						
2420023000 - Sewer Operations Contract		1,333.97	7,244.41	7,500.00	255.59	3.4
2420025000 - Contracted Maintenance		425.00	4,627.02	3,700.00	(927.02)	25.1-
2420027000 - Insurance Premiums			1,051.00	1,051.00		
2420051000 - Sewer Services/Supplies				120.00	120.00	100.0
2420054000 - Sewer Utilities		416.91	3,299.14	4,500.00	1,200.86	26.7
Total WASTEWATER:		2,175.88	16,221.57	16,871.00	649.43	3.9
GARBAGE COLLECTION/DISPOSAL						
2430011000 - Garbage Collection Wages		290.00	3,306.00	3,600.00	294.00	8.2
2430025000 - Transfer Site Maintenance		1,785.19	7,745.07	8,700.00	954.93	11.0
2430035000 - Transfer Site Labour		2,285.40	9,486.75	7,900.00	(1,586.75)	20.1-
2430054000 - Transfer Site Utilities		151.73	485.37	550.00	64.63	11.8
2430076000 - Drum Solid Waste Requisition			9,014.40	9,015.00	0.60	
2430077000 - Drum Solid Waste Loan Payment 10y			653.76	653.76		
2430078000 - SAEWA Requisition			262.40	105.00	(157.40)	149.9-
Total GARBAGE COLLECTION/DISPOSAL:		4,512.32	30,953.75	30,523.76	(429.99)	1.4-
FAMILY/COMMUNITY SERVICES						
2510076000 - FCSS Requisition			1,375.22	1,376.00	0.78	0.1

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Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-12-31

Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
Total FAMILY/COMMUNITY SERVICES:			1,375.22	1,376.00	0.78	0.1
CEMETERY						
2560011000 - Cemetery Wages				300.00	300.00	100.0
2560021500 - Cemetery Postage/Freight		(37.34)	(5.59)		5.59	
2560025000 - Cemetery Maintenance			(322.35)	687.00	1,009.35	146.9
2560051000 - Cemetery Goods & Services		(307.00)	29,195.22	27,761.00	(1,434.22)	5.2-
2560054000 - Cemetery Utilities		88.41	1,022.75	1,200.00	177.25	14.8
Total CEMETERY:		(255.93)	29,890.03	29,948.00	57.97	0.2
PLANNING & DEVELOPMENT						
2610022000 - Planning & Development Advertising				1,000.00	1,000.00	100.0
2610023000 - Planning & Development Consulting			630.00	630.00		
2610076000 - Palliser Requisition			4,000.00	4,000.00		
Total PLANNING & DEVELOPMENT:			4,630.00	5,630.00	1,000.00	17.8
PARKS/RECREATION						
2720011000 - Campground Wages			3,006.40	3,000.00	(6.40)	0.2-
2720025000 - Campground Maintenance			4,449.82	5,000.00	550.18	11.0
2720027000 - Campground Insurance			381.00	381.00		
2720051000 - Campground Services & Supplies		388.87	388.87	1,000.00	611.13	61.1
2720054000 - Campground Utilities		340.63	3,954.12	4,700.00	745.88	15.9
Total PARKS/RECREATION:		729.50	12,180.21	14,081.00	1,900.79	13.5
OLD SCHOOL GROUNDS						
2730011000 - School ground wages			964.26	500.00	(464.26)	92.9-
2730025000 - School ground maintenance			1,937.50	1,400.00	(537.50)	38.4-
Total OLD SCHOOL GROUNDS:			2,901.76	1,900.00	(1,001.76)	52.7-
COMMUNITY SERVICES/CULTURE						
2740076000 - Marigold Requisition			1,059.44	996.00	(63.44)	6.4-
2740076500 - Hussar Library Contribution			500.00	500.00		
6410023000 - Water Capital Engineering			479.81		(479.81)	
6420023000 - Sewer Capital Engineering			479.82		(479.82)	
6420025000 - Sewer Capital Upgrades			2,500.00		(2,500.00)	
9999999999 - Suspense Account			2,287.43		(2,287.43)	
Total COMMUNITY SERVICES/CULTURE:			7,306.50	1,496.00	(5,810.50)	388.4-
Total EXPENDITURES:		59,439.14	480,184.90	509,097.30	28,912.40	5.7
Expense Totals:		59,439.14	480,184.90	509,097.30	28,912.40	5.7
Net Surplus (Deficit):		(42,616.41)	13,849.92	(15,207.97)	29,057.89	191.1

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Village of Hussar
Budgetary Control
For the Period 2024-01-01 - 2024-12-31

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Account # / Description	Committed	Current	Year to Date	Budget	Variance	%
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Accounts Printed: 120

2025 Operating Budget

General

Account #	Description	2023 Budget	2024 Budget	2024 Actual	2025 Budget
1000011000	Municipal Property Taxes	(175,770.18)	(184,229.00)	(183,426.20)	(192,834.00)
1000011200	Alberta School Foundation Taxes	(40,808.73)	(40,722.54)	(40,503.61)	(40,722.54)
1000011300	Wheatland Lodge Taxes	(1,541.00)	(1,849.00)	(1,841.22)	(1,849.00)
1000011400	DI Property Taxes	(30.81)	(41.79)	(41.79)	(41.95)
1000051000	Property Tax Penalty	(10,000.00)	(7,000.00)	(6,698.96)	(7,000.00)
1000054000	ATCO Gas Franchise Fee	-	(20,500.00)	(20,037.31)	(17,264.00)
1000055000	Return on Investments	(1,000.00)	(1,000.00)	(215.18)	(300.00)
1000084000	Provincial Conditional Grant				
2000023000	Infrastructure Study				
2000076000	Alberta School Foundation Fund	40,808.73	40,722.54	40,722.54	40,722.54
2000076200	DI Property Tax Requisition	30.81	41.79	41.79	41.95
	Wheatland Lodge Taxes		-		-
2000076500	Wheatland Lodge Requisition	1,541.00	1,849.00	1,098.00	1,849.00
2000077000	Operating Contingency	-			
2000079000	Transfer to Reserves				
		(186,770.18)	(212,729.00)	(210,901.94)	(217,398.00)

Council

Account #	Description	2023 Budget	2024 Budget	2024 Actual	2025 Budget
2110013000	Council CPP Deductions	950.00	800.00	682.77	750.00
2110014000	Council Training	1,300.00	1,300.00	1,090.00	1,300.00
2110015000	Council Honorarium/Per Diem	14,500.00	14,500.00	14,975.00	15,000.00
2110021000	Council Mileage & Expense	3,500.00	3,200.00	4,323.24	4,400.00
2110051500	Donations/Gifts	1,000.00	1,000.00	999.90	1,000.00
		21,250.00	20,800.00		22,450.00

Elections and Census

Account #	Description	2023 Budget	2024 Budget	2024 Actual	2025 Budget
2121122000	Election & Census Advertising	-	-	-	1,500.00
2121151000	Election & Census Supplies	-	-	-	1,000.00
		-	-		2,500.00

Administration

Account #	Description	2023 Budget	2024 Budget	2024 Actual	2025 Budget
1120041000	General Services And Supplies	(800.00)	(800.00)	(924.00)	(1,000.00)

1120056000 Rentals/ Lease Revenue	(3,200.00)	(3,750.00)	(3,923.50)	(3,750.00)
1120059000 Dividends/Rebates				
1120084000 Provincial Operating Grant	(48,406.00)	(48,406.00)	(48,406.00)	(48,406.00)
1720081000 Grants from Others - Bursary SLGM	-	-	(1,200.00)	-
2120011000 Admin Salaries & Wages	43,500.00	46,000.00	45,999.96	47,610.00
2120011500 Contracted Casual Hours	4,800.00	4,000.00	4,062.50	4,200.00
2120012000 AMSC Benefits Employer Contribution	4,672.00	5,273.00	5,525.00	5,600.00
2120012500 LAPP Employer Contribution	750.00	3,900.00	323.92	4,003.00
2120013000 Admin CPP/EI Contributions	3,700.00	3,700.00	3,626.73	3,750.00
2120014000 Administration Training	2,500.00	2,000.00	1,052.34	2,200.00
2120021000 Admin Mileage & Expenses	2,500.00	2,100.00	1,839.20	2,100.00
2120021500 Postage/Courier/Freight	1,500.00	1,500.00	1,410.88	1,300.00
2120022000 Advertising	1,000.00	1,000.00	-	1,000.00
2120022500 Memberships	1,800.00	1,900.00	1,834.92	1,900.00
2120023000 Banking Charges & Audit expense	14,500.00	15,700.00	15,500.00	16,400.00
2120023500 Legal Fees	1,000.00	1,000.00	1,789.56	1,300.00
2120024000 Assessment Services	5,700.00	5,800.00	5,774.97	5,900.00
2120024500 IT Services/Website	5,000.00	7,600.00	7,283.68	8,000.00
2120027000 Insurance Premiums	7,732.00	7,831.00	7,992.44	9,500.00
2120051000 Office Supplies & Services	6,000.00	4,500.00	9,966.16	4,500.00
	-		^the appeal	
2120054000 Admin Utilities	3,750.00	4,000.00	3,829.65	4,000.00
2120080000 Admin - Amortization Expenses	560.00	560.00	560.00	560.00
	<u>58,558.00</u>	<u>65,408.00</u>	<u>63,918.41</u>	<u>70,667.00</u>

Fire

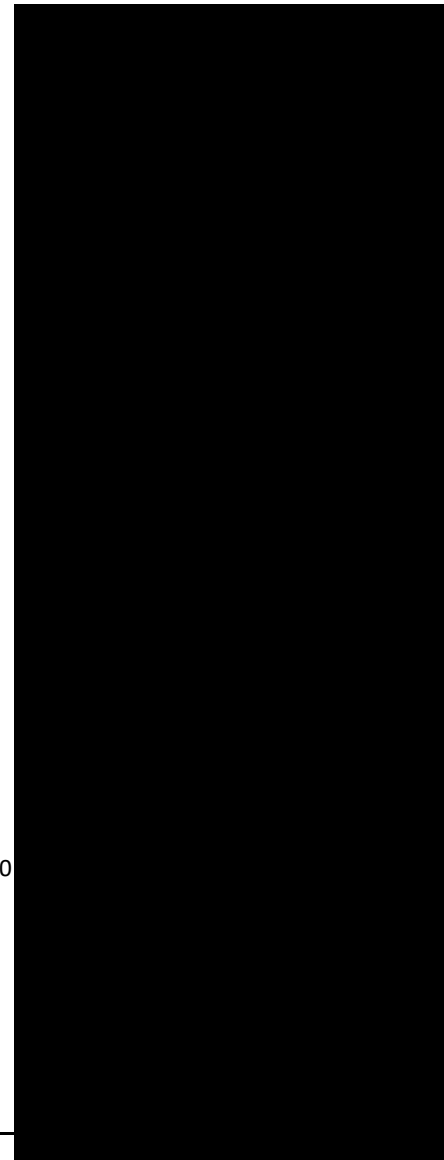
Account #	Description	2023 Budget			
1000011500	Fire Association Requisition				
1230056500	Fire Department Payments				
2230022500	Radio License	-	-	-	-
2230076000	Fire Association Requisition	8,150.00	8,250.00	8,250.00	8,250.00
2230076500	Fire Capital Contribution	1,000.00	1,000.00	1,000.00	1,000.00
		<u>9,150.00</u>	<u>9,250.00</u>	<u>9,250.00</u>	<u>9,250.00</u>

2028 Centennial Event

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

Emergency Management

Account #	Description	2023 Budget			
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2240051000	Emergency Supplies & Services	100.00	100.00	100.00	100.00
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Ambulance/Emergency Services

Account #	Description	2023 Budget			
1250011400	WADEMSA Requisition				
2250076000	WADEMSA Requisition				
		<u>1,312.00</u>	<u>1,312.00</u>	<u>1,312.00</u>	<u>1,312.00</u>
		1,312.00	1,312.00	1,312.00	1,312.00

RCMP & Bylaw Enforcement

Account #	Description	2023 Budget			
1260051000	Animal Licenses	(600.00)	(1,000.00)	(725.00)	(800.00)
1260051500	Provincial Fines Distribution	(160.00)	(160.00)	-	(160.00)
2000076600	RCMP	6,410.00	9,937.00	9,937.00	9,937.00
2260035000	Protective Services	550.00	550.00	-	550.00
		<u>6,200.00</u>	<u>9,327.00</u>	<u>9,212.00</u>	<u>9,527.00</u>
		6,200.00	9,327.00	9,212.00	9,527.00

Public Works

Account #	Description	2023 Budget			
1310041000	PW Services/Supplies	(1,000.00)	(500.00)	-	(500.00)
1720081000	Grants from Others - Summer Student)	(1,800.00)	(2,250.00)	(1,909.00)	(2,000.00)
2310011000	Public Works Wages	40,000.00	39,000.00	37,976.26	38,100.00
2310012000	Public Works Benefits	5,088.00	5,265.00	5,266.80	5,265.00
2310013000	Public Works CPP/EI	3,725.00	3,900.00	3,498.06	3,700.00
2310014000	Public Works Training	500.00	250.00	-	250.00
2310025000	Equipment Maintenance	4,500.00	9,500.00	9,647.15	5,000.00
2310025500	Contracted Maintenance	1,500.00	1,500.00	1,355.30	1,500.00
2310025600	Building Maintenance	2,500.00	3,500.00	1,960.56	4,500.00
2310026000	Equipment Rentals	500.00	250.00	-	250.00
2310027000	Insurance Premiums	1,733.00	1,743.00	1,743.00	2,100.00
2310035000	Weed Inspector	250.00	300.00	240.00	500.00
2310051000	PW General Supplies	3,000.00	2,500.00	1,866.31	2,500.00
2310051500	Public Works Tools/Equipment	2,700.00	1,500.00	1,304.97	1,500.00
2310052500	Cardlock Fuel	4,500.00	4,200.00	4,266.59	4,500.00
2310054000	Public Works Utilities	5,750.00	5,750.00	5,497.29	5,750.00
2310077000	Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00	10,000.00
2310080000	Common - Amortization Expense	7,930.00	7,930.00	7,930.00	7,930.00
		<u>91,376.00</u>	<u>94,338.00</u>	<u>90,643.29</u>	<u>90,845.00</u>
		91,376.00	94,338.00	90,643.29	90,845.00

Roads

Account #	Description	2023 Budget			
1320054000	Fortis Franchise	(31,000.00)	(32,000.00)	(31,096.83)	(33,000.00)

2320023000 Roads Engineering	-			
2320025000 Roads Contracted Maintenance	9,000.00	6,500.00	5,628.88	7,000.00
2320024000 Roads Maintenance	1,500.00	3,000.00	467.00	3,000.00
2320054000 Utilities - Street Lights	21,000.00	24,000.00	21,093.24	24,000.00
2320080000 Roads - Amortization Expense	70,130.00	70,130.00	70,130.00	70,130.00
	<u>70,630.00</u>	<u>71,630.00</u>	<u>66,222.29</u>	<u>71,130.00</u>

Water

Account #	Description	2023 Budget			
1410040000	Water Billing	(79,516.00)	(85,680.00)	(84,933.91)	(90,720.00)
1410041000	Water Services/Supplies	(100.00)	(100.00)	-	(100.00)
1410041500	Bulk Water Sales	-	-	-	-
1410051000	Water Penalty	(1,050.00)	(1,400.00)	(1,179.92)	(1,200.00)
2410021500	Water Postage & Freight	500.00	550.00	639.89	650.00
2410023000	Water Operations Contract	27,600.00	29,500.00	28,977.51	30,500.00
2410023500	Water Testing	250.00	250.00	2,330.65	2,400.00
2410025000	Water Contracted Maintenance	24,000.00	20,000.00	13,214.68	20,000.00
2410026000	Lease Payments	3,166.00	3,250.00	3,261.72	3,360.00
2410027000	Insurance Premiums	1,699.00	1,784.00	1,784.00	4,150.00
2410051000	Water Services/Supplies	152.00	155.00	245.00	250.00
2410053000	Treatment Chemicals	4,800.00	4,800.00	4,645.32	4,800.00
2410054000	Water Utilities	17,000.00	22,000.00	15,613.32	20,000.00
2410077000	Transfer to Reserves	1,499.00	4,891.00		5,910.00
2410080000	Water - Amortization Expense	38,630.00	38,630.00		38,630.00
		<u>38,630.00</u>	<u>38,630.00</u>	(15,401.74)	<u>38,630.00</u>

Wastewater

Account #	Description	2023 Budget			
1420040000	Sewer Billing	(29,664.00)	(20,160.00)	(20,183.95)	(21,420.00)
1420051000	Sewer Penalty	(1,000.00)	(800.00)	(421.34)	(500.00)
2420023000	Sewer Operations Contract	7,000.00	7,500.00	7,244.41	7,800.00
2420025000	Contracted Maintenance	3,675.00	3,700.00	4,627.02	3,700.00
2420027000	Insurance Premiums	1,001.00	1,051.00	1,051.00	1,123.00
2420051000	Sewer Services/Supplies	120.00	120.00	-	120.00
2420054000	Sewer Utilities	3,500.00	4,500.00	3,299.14	4,500.00
2420077000	Transfer to Reserves	14,872.00	4,040.00		4,677.00
2420080000	Sewer - Amortization Expense	22,338.00	22,338.00		22,338.00
2420083000	Debenture Interest	496.00	-		-
		<u>22,338.00</u>	<u>22,289.00</u>	(4,383.72)	<u>22,338.00</u>

Solid Waste

Account #	Description	2023 Budget			
1430040000	Garbage Collection Billing	(31,512.00)	(32,136.00)	(31,226.74)	(34,020.00)

1430051000 Garbage Collection Penalty	(500.00)	(600.00)	(475.61)	(500.00)
2430011000 Garbage Collection Wages		3,600.00		3,600.00		3,306.00		3,600.00
2430025000 Transfer Site Maintenance		7,000.00		8,700.00		7,227.46		8,700.00
2430035000 Transfer Site Labour		7,875.00		7,900.00		8,835.35		7,900.00
2430054000 Transfer Site Utilities		525.00		550.00		429.26		550.00
2430076000 Drum Solid Waste Requisition		7,646.29		9,015.00		9,014.40		8,653.00
2430077000 Transfer to Reserves		4,611.96		2,212.00				4,331.00
2430078000 SAEWA Requisition		99.75		105.00		262.40		132.00
2430077000 Loan Interest		654.00		654.00		653.76		654.00
		-		-		1,973.72)		-

WFCSS

Account #	Description	2023 Budget	2024 Budget	2024 Budget	2024 Budget
2510076000	FCSS Requisition	1,500.00	1,376.00	1,375.22	1,376.00

Cemetery

Account #	Description	2023 Budget	2024 Budget	2024 Budget	2024 Budget				
1560041000	Cemetery Revenue	(2,000.00)	(2,000.00)	(2,800.00)	(2,000.00)
1560055000	Cemetery Interest	(5.00)	(5.00)	(533.25)	(5.00)
1560059000	Cemetery Donations	(1,000.00)	(1,000.00)	(2,955.00)	(1,000.00)
1560077000	Transfer from Reserves/Perpetual Account	(6,000.00)	(27,143.00)	((5,282.00)
2560011000	Cemetery Wages		225.00		300.00		-		200.00
2560021500	Cemetery Postage/Freight		-		-		-		-
2560025000	Cemetery Maintenance		687.00		687.00		-		687.00
2560051000	Cemetery Goods & Services		6,693.00		27,761.00		29,195.22		6,000.00
2560054000	Cemetery Utilities		1,200.00		1,200.00		1,022.75		1,200.00
2560080000	Cemetery Amortization Expense		200.00		200.00				200.00
			-		-				-

Planning & Development

Account #	Description	2023 Budget	2024 Budget	2024 Budget	2024 Budget				
1610041000	Development Permits	(650.00)	(600.00)	(960.00)	(600.00)
1610084000	Provincial Grant		-		-		-		-
2610022000	Planning & Development Advertising		1,000.00		1,000.00				1,000.00
2610023000	Planning & Development Consulting		-		630.00		630.00		630.00
2610076000	Palliser Requisition		3,000.00		4,000.00		4,000.00		4,000.00
			3,350.00		5,030.00		3,670.00		5,030.00

Campground

Account #	Description	2023 Budget	2024 Budget	2024 Budget
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1720041000 Campground Revenue	(4,000.00)	(4,700.00)	(7,008.69)	(6,000.00)
1720056500 Fish & Game Club Payments	(500.00)	(500.00)	(500.00)	(500.00)
1720059000 Campground Donations		-		-		-		-
1720081000 Grants from Others		-		-		-		-
2720011000 Campground Wages		3,000.00		3,000.00		3,006.40		3,000.00
2720025000 Campground Maintenance		5,000.00		5,000.00		4,449.82		5,000.00
2720027000 Campground Insurance		364.00		381.00		381.00		381.00
2720051000 Campground Services & Supplies		1,000.00		1,000.00		388.87		1,000.00
2720054000 Campground Utilities		4,500.00		4,700.00		3,954.12		4,500.00
2720077000 Transfer to Campground Reserve		-		-		-		-
2720080000 Parks & Rec - Amortization Expense		43,768.00		43,768.00				43,768.00
		<u>53,132.00</u>		<u>52,649.00</u>		<u>4,671.52</u>		<u>51,149.00</u> 0

School Grounds

Account #	Description	2023 Budget			
2730011000	School ground wages	1,000.00	500.00	964.26	800.00
2730025000	School ground maintenance	1,500.00	1,400.00	1,937.50	1,500.00
		<u>2,500.00</u>	<u>1,900.00</u>	<u>2,901.76</u>	<u>2,300.00</u>

Library

Account #	Description	2023 Budget			
1740056500	Library Payments				
2740076000	Marigold Requisition	1,245.00	996.00	1,059.44	1,100.00
2740076500	Hussar Library Contribution	500.00	500.00	500.00	500.00
2740080000	Culture Amortization Expense	1,480.00	1,480.00	1,480.00	1,480.00
		<u>3,225.00</u>	<u>2,976.00</u>	<u>3,039.44</u>	<u>3,080.00</u>

Operating Budget

		<u>197,230.82</u>	<u>185,036.00</u>		<u>185,036.00</u>	
Less: Amortization Expenses	(185,036.00)	(185,036.00)	(185,036.00)
Add: Debenture Principal Payments		8,805.18		-		-
Add: Transfer to Capital Reserves						
TOTAL OPERATING BUDGET		<u>21,000.00</u>	<u>-</u>		<u>-</u>	

Approved this ___ day of _____, 2025

Les Schultz, Mayor

CFWR meeting Feb. 6th, 2025

- A consent agenda was accepted which includes previous meeting minutes and some financials and investment review committee minutes.
- The radio station Strathmore Now news reported on CFWR's Blog post and reported all the information in it. It was a surprise because its a first time for free advertising.
- The loan report says there are 16 loans out right now for a total of \$1,447,475.00. There are 2 loans in arrears and one of them will hinge on the sale of the building to pay arrears, and the other is a youth loan, and the client may send random payments but will not communicate with CFWR by email or phone.
- The renovations on the lower level of the office are approx. \$32,000 over budget at the moment but mostly due to new codes and things that were not factored in the original budget.
- 11 loans have been paid out this fiscal to the amount of \$736,333.00
- The March meeting has been changed from the 6th to the 13th, which is our council meeting date, so I will miss that one.
- The May meeting has been changed from the 8th to 22nd.

Wheatland Housing Management Body

Meeting held Jan. 16, 2024.

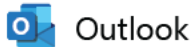
- I joined a regular WHMB meeting by zoom and it worked ok for the most part but a lot of conversation was being missed by both parties as I could hear a couple people clearly, but they were having issues with some mics on the owl system, and I was missing a lot of info. When they went into camera, I just left the meeting. Anything pertinent I will catch up on when I get the minutes from that meeting. I also had 2 other in person, in camera personnel committee meetings during the day and have another on Feb. 14th at 10 AM. dealing with interviews for a Member at Large for the Board.
- Also, I have a letter from WHMB that will be sent to the Alberta Ministers of Housing, to be distributed to Council about the stage we are at in the process of the new lodge project.

WADEMESA meeting Jan. 28, 2025

- The Chair gave a small report on a zoom meeting that the chair and vice-chair and interim CAO had with AHS. They are still trying to claw back our reserves that we have built up over a number of years, yet there is nowhere in the contract that says they have the ability to do so. They request statements and audits which they should already have but everyone agrees to re-send it all and wait for another response and go from there. Also to have our Auditor send a letter as well that will show everything is being properly done.
- Interim CAO reports that the call volume as of DEC. 31, 2024, was 3002 calls.
- The dispatch upgrade to the system is completed.
- Medic 2 is still not back from repairs after hitting a deer back in Oct. of 2024.
- There was a contract extension negotiated to carry forward until Sept. 30, 2026. And privacy details had to be added to the contract to deal with the issues of ConnectCare that is now used.
- Ryan expressed that he is thankful for the opportunity as interim CAO.
- Requisition discussion. Currently the per capita rate is at \$8.00 but Donna is going to bring us a more detailed look at the breakdown in numbers for the next meeting before the board decides if the rate needs to be changed due to the higher cost of everything.
- Next meeting is Feb. 18, 2025.


TSGWaterservices Montly Summary For Jan 2025

- 2025-01-08 Located valve 124 1st Ave West. Checked for leaks no water confirmed ,valve was operational, problem being in house.
- 2025-01-16 CL2 pump wasn't working ,replaced bad valves cleaned, got operational, added 4 L CL2 to top of tank
- 2025-01-19 high level alarm at Lift station, cleaned floats and reset
- 2025-01-23 Heater in WTP isnt working, need to replace induction fan assembly, contrator called to repair.
- 2025-01-28 Coverage for [REDACTED] vacation 4 Days (28th -31st)
- 2025-01-31 Note: The Heater in the WTP was repaired Jan 31,2024, by contractor



Media Release - Local Jan 30th, 2025



 1 attachment (9 MB)
Schmidt-DSC_6415 (003).jfif;

Jan. 30, 2025

Bassano Detachment RCMP employees honoured with King Charles III Coronation Medal

Bassano, Alta. - One employees from the Bassano Detachment RCMP were among 135 Alberta RCMP members who were recognized with the prestigious King Charles III Coronation Medal during ceremonies held on Jan. 14 in Devon, Alta., and Jan. 23 in Cochrane, Alta.

Those awarded include:

- Sgt. Joe Schmidt, Detachment Commander

Created to commemorate the coronation of King Charles III, the medal was awarded to 30,000 Canadians who made significant contributions to their communities, provinces, or the country as a whole. Recipients were selected for their outstanding achievements, impactful work, and contributions that reflected positively on Canada, both domestically and internationally.

The recipient from the Bassano Detachment RCMP were recognized for their exceptional dedication to their communities and their unwavering commitment to service. Their achievements included innovative contributions to the RCMP, leadership in reconciliation efforts and cultural change, and participation in domestic operations that directly supported Canadians. In addition to their service, their involvement in volunteerism and community engagement was also recognized as an example of leadership both within the RCMP and the communities they serve.

P.S. – This feels completely awkward for me to send out, but I was advised I was required to on the Detachment's behalf.

It was an honour to receive this and be nominated.

Regards,
Joe



Bassano RCMP Detachment December 2024 Monthly Report

Prepared by:



January 8th, 2025

Brief Overview - During the Month of December 2024, Bassano RCMP:

General Duties:

- 1) Received a total of **52** Events/Calls for service, a snap shot of some being:
 - a. 4 - Traffic motor vehicle collisions investigations, including one with serious injuries and a stolen van
 - b. 12 - Erratic driving, stranded drivers, animals on roadway files
 - c. 8 – Speeding and other TSA tickets were issued
 - d. 3 – Check wellbeing / Mental Health related files
 - e. 3 – Assault with Weapon and Domestic Assault related calls

** These events are all separate from one another and there were numerous others calls. However, this covers a brief overview of the types of files that were attended. **

- 2) Bassano and Brooks RCMP Members completed 80 proactive patrols throughout Bassano, Gem, Hussar, Rosemary and outlying campgrounds, Dam, etc throughout the 24-hour coverage.
- 3) Bassano Front Counter received 11 criminal record checks during December.

Community Policing:

- 1) Bassano Members attended multiple Christmas Concerts at colony schools leading up to the Christmas break.
- 2) Bassano Members spent quite a bit of time throughout December assisting Bassano school with ongoing issues between a group of students and their parents regarding some online bullying/harassment. Several meetings and mediations occurred toward a successful outcome for all parties involved and a path moving forward.
- 3) Bassano Members completed numerous school zone enforcement measures at Bassano, Rosemary and Gem schools. Members also visited numerous Hutterite Colonies as well. No safety concerns were noted as all vehicles and pedestrians were following the rules of the road and acting safely.
- 4) Sgt. Schmidt met with Bassano Council on Dec 9th, 2024. A concern was brought forward about 19 students being stranded and having to stay at the school overnight during the November winter storm and closure of Hwy #1 during a fatal MVC.

This was an issue unknown to Sgt. Schmidt at the time who spoke with the Bassano School Principal. She advised they have mitigation plans in place for just such an event and those were utilized during that time. All the out-of-area students have billet homes assigned to them to circumvent any stress on the children.

During that event, 6 children were required to remain in Bassano overnight with their assigned billets. Several others waited at their billets or teachers' homes after parents were informed and just delayed in picking them up once the highway opened up at 6pm.

This genuine concern was communicated to Bassano Members as a consideration to assist in notifying the school as soon as possible in further instances when this could occur. The school advised they were aware of the situation quite quickly as it unfolded due to the media notifications that were occurring from on scene.

Bassano Detachment Staffing:

Currently Bassano Detachment is still working in alignment with Brooks Detachment, both utilizing resources and call attendance. As both face resources challenges and new recruits are developing their skillset, experience and taking on more complex workloads and investigations. The benefit of the 24/7 coverage has allowed for numerous rural patrols at higher property crime times of day in the late evening/early morning hours. Trending data reflects this in a reduction in all crime percentages.

Bassano Detachment has 3 working Constables, Sergeant Commander and Public Service Employee. The newest Bassano regular Member, Cst. MacKenzie completed his Field Coaching Program early this month! Congrats!

Bassano's newest Member, Cdt. Ryleigh Mulvihill is set to graduate Depot mid January and has an anticipated start date of Jan 29th, 2025. We are excited to receive Cdt. Mulvihill as she will be replacing a Bassano Member recently leaving the force for medical reasons.

Miscellaneous Files from December 2024:

Theft/Mischief to Gas Compound:

On December 5th, 2024 at 8:20 am, Bassano RCMP responded to a report of a cut fence and cut open battery box located at a Co-Op Gas compound on Range Rd 193, 2.5 kms north of Hwy 1 near Makepeace. 2 batteries from the box were stolen and total loss and damage valued at \$2000.00. There was no exact time frame of when this took place.

There was no video surveillance and no physical evidence left on scene. RCMP Criminal Analysts were notified to track this offence and confirmed similar M.O. incidents targeting well site batteries occurring near Bow Island/Redcliff areas recently with out suspect(s) identified at this time. Analysts are tracking these property offences in an effort to identify involved individuals.

Assault with a Weapon/Theft:

On December 9th, 2024, at 9:15 am, Bassano RCMP responded to a report of an Assault with a Weapon. Police attended a rural farm near Range Road 205 and Hwy 1, where a home owner was assaulted with a crow bar while trying to intervene as a male broke into his car. The victim suffered a minor injury. The suspect is believed to have been a hitchhiker or walking west bound on Hwy 1 prior to arriving at the farm just off Hwy 1. The suspect left on foot and hours of searching did not locate him. The male suspect is described as 50-60 years old, wearing blue jeans, a black jacket, black toque/gloves and had a yellow back pack. Efforts to ID the suspect and the investigation are on going.

Ice Road Chaos on Hwy #1:

On December 22nd, 2024 - Bassano RCMP responded and assisted to numerous vehicles and semi-trucks in the median of Highway 1. Between Bassano and Brooks were over 25 cars and at least 8 commercial vehicles that ended up in the median or jack-knifed on the roadway throughout the morning and afternoon. The adverse driving conditions caused by melting ice and then freezing rain created a skating rink on the roadways. Highway crews and Tow Trucking Companies were hard at work rescuing the vehicles as they created an additional safety hazard on the roadways. Highway 1 was shut down at various times to retrieve the commercial vehicles still partially on the freeway. Luckily, there were no serious injuries or damages in the collisions. Driving behavior for the conditions played a part in all the incidents either to speed, lack of distance in between vehicles and lack of proper winter tires.

Rollover Motor Vehicle Collision / Stolen Vehicle: File 2024-1857495

On December 23rd at 8:40 am, Bassano RCMP responded to a report of a single vehicle rollover on Hwy 1 near Hwy 56. The minivan was travelling west bound on Hwy 1 just east of Hwy 56, when it lost control on the icy road and swerved into the median. The minivan was occupied by 3 people, a female driver and 1 male and 1 female passengers.

The minivan rolled several times, trapping the male passenger inside who was later cut out by Bassano and Standard Fire Dept. All occupants suffered serious but nonlife-threatening injuries and were transported to hospital by EMS, one requiring STARS helicopter. They remain in serious but stable condition.

Later the investigation determined the minivan was stolen from Medicine Hat the previous evening. The registered owner has been notified. The investigation is continuing for the determining factors around the collision, theft and criminal charges.



Bassano (Provincial) Crime Statistic Summary – January to December

2025/01/06

Bassano (Provincial) – Highlights

- **Break & Enters** are showing a 11.1% decrease when compared to the same period in 2023 (January to December). There were 1 fewer actual occurrences (from 9 in 2023 to 8 in 2024).
- **Theft of Motor Vehicles** decreased by 0.0% when compared to the same period in 2023 (January to December). There were 0 fewer actual occurrences (from 6 in 2023 to 6 in 2024).
- **Theft Under \$5,000** decreased by 51.6% when compared to the same period in 2023 (January to December). There were 16 fewer actual occurrences (from 31 in 2023 to 15 in 2024).

Bassano (Provincial) – Criminal Code Offences Summary

Crime Category	% Change 2023 – 2024 (January to December)
Total Persons Crime	10.5% Decrease
Total Property Crime	12.1% Decrease
Total Criminal Code	18.5% Decrease

From January to December 2024, when compared to the same period in 2023, there have been:

- 6 fewer Persons Crime offences;
- 13 fewer Property Crime offences; and
- 37 fewer Total Criminal Code offences;

Bassano (Provincial) – December, 2024

- There were 0 Thefts of Motor Vehicles in December: 0 cars, 0 trucks, 0 minivans, 0 SUVs, 0 motorcycles, 0 other types of vehicles, and 0 vehicles taken without consent.
- There were 0 Break and Enters in December: 0 businesses, 0 residences, 0 cottages/seasonal residences, 0 in some other type of location, and 0 unlawfully being in a dwelling house.
- There were a total of 0 Provincial Roadside Suspensions in December (0 alcohol related and 0 drug related). This brings the year-to-date total to 3 (3 alcohol related and 0 drug related).
- There were a total of 0 files with the Spousal Abuse survey code in December (December 2023: 6). This brings the year-to-date total to 29 (2023: 28).
- There were 33 files with Victim Service Unit referral scoring in Bassano Provincial: 0 accepted, 5 declined, 0 proactive, 0 requested but not available, and 28 files with no victim.

The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.



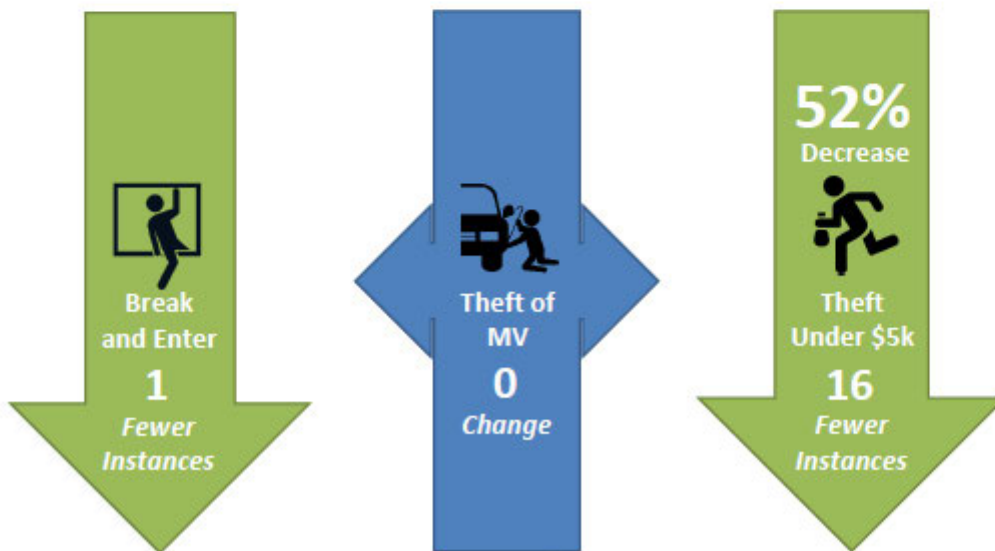
Bassano Provincial Crime Gauge

2024 vs. 2023
January to December

Criminal Code Offences



Select Property Crime



The data contained in this document was obtained from PROS, which is a live database. As such, some of the information presented could differ slightly from any past or future reports regarding the same time period.

Public Consultation on the Draft Strategic Plan to establish a RCMP Transparency and Trust Multi-Stakeholder Forum

Questions and Answers

Q: Why is it important that I participate?

A: Public trust in policing is essential to ensure the RCMP is an organization that is more open, trusted, efficient, and responsive. We recognize that a key component in achieving these goals is community participation, including our responsibility to collaborate and reflect on community insights in the development of our policy instruments and governing bodies.

Q: When I log on to PlaceSpeak, is the RCMP collecting my private information?

A: No, the RCMP will not be collecting private information, but only opinions and ideas from members of the public who wish to participate in the consultation without any link to identifiable information. PlaceSpeak commits and is architected to segregate the private information you use to create your account from feedback that you provide in consultations.

For information on the RCMP's privacy practices, please contact:

[RCMP Access to Information and Privacy Branch](#)

atipb@rcmp-grc.gc.ca

Q: What will the RCMP do with my comments and feedback?

A: Your valuable comments and feedback will be used to guide draft policies, programs, and services of the RCMP. We will keep communities informed on decisions and recommendations made promptly through this consultation on our RCMP web page (coming soon).

Q: How long will the RCMP keep my comments and feedback?

A: At minimum, the RCMP will retain comments and feedback obtained through the public consultation tool in accordance with the retention period set out for the type of document under review.

Q: Do I have to register with PlaceSpeak to provide my comments?

A: Yes, it is a requirement to identify that participants are actual people from a Canadian community. PlaceSpeak's key purpose is to connect you with proponents of consultation in your area that require

verification that you reside within specific boundaries. Private information is never shared with, or displayed to, other visitors or users of the site. PlaceSpeak provides preferences for you to control how your private information is shared on the site and who can see your residential location.

Q: Who is leading this work in the RCMP?

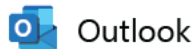
A: In 2021 the RCMP created an Open Government and Data Governance directorate, dedicating full-time resources to the advancement of Open Government at the RCMP. At its core, the Open Government and Data Governance directorate's work is to advance our collective efforts of enhancing trust in our data (Data and Information Governance) and trust in our organization (Open Government / Enterprise Transparency). Transparency at the RCMP, enabled by an Open Government / Enterprise Transparency approach, offers up opportunities to enhance accountability, foster trust, drive innovation and change, enhance services and policies, foster evidence-based decision making, nurture community policing and become a more efficient and responsive public safety organization as a whole.

Q: Who do I contact if I am having issues with the consultation tool?

A: PlaceSpeak provides access to a direct messaging chat box to ask your questions. In addition, you can send your questions through the Contact Us page, by email to info@placespeak.com or by phone at 1-844-907-6977.


Q: What is the purpose of the Transparency and Trust Multi-Stakeholder Strategic Plan?

A: As committed in [Canada's 5th National Action Plan on Open Government](#), the RCMP has developed a draft strategic plan to establish its own Transparency and Trust Multi-Stakeholder Forum. The strategic plan provides readers with context around the global, national, and organizational necessity of a consultation body. It outlines the mandate, role, and next steps in its implementation.



Draft Strategic Plan for a RCMP Transparency and Trust Multi-Stakeholder Forum and are looking for your feedback.



 1 attachment (126 KB)

QsAs_MSF_EN.pdf;

Good day respective Community Partners and Council Members,

The RCMP's Open Government Office responsible for enterprise transparency needs your help! They have launched a public consultation on the [draft Strategic Plan for a RCMP Transparency and Trust Multi-Stakeholder Forum](#) and are looking for your feedback.

Your Call to Action

We are excited to share that our strategic plan for a RCMP Transparency and Trust Multi-Stakeholder Forum consultation is live on PlaceSpeak, an independent online engagement platform. This is an opportunity for you to be actively involved in our decision-making, helping us increase public trust and align with RCMP's mandates for transparency. The strategic plan provides context around the global, national, and organizational necessity of a consultation body, outlining the mandate, role, and next steps with the implementation of the RCMP's own Transparency and Trust Multi-Stakeholder Forum.

The consultation will last three weeks, where participants have until **February 14th, 2025**, to submit their feedback on the strategic plan. We look forward to hearing from you as your feedback will directly contribute to shaping the future of RCMP policy and governance instruments and more. Check out the consultation and participate here: [PlaceSpeak - Strategic Plan to Establish a RCMP Multi-Stakeholder Forum](#).

It is important to note that the RCMP is committed to hearing from you while protecting your privacy. This consultation will be done using a third-party vendor, [PlaceSpeak](#). PlaceSpeak is an independent engagement platform that verifies the participants are not AI generated users, ensuring that we are gaining meaningful feedback data from real voices in our Canadian communities. The platform prioritizes user security, safeguarding participants' personal information throughout the process.

Consultation Background:

In 2023, the RCMP published its first [RCMP Transparency and Trust Strategy and Action Plan](#) and have been working hard to advance our mandate and vision to create an open by default RCMP that is a more trusted, efficient, and responsive public safety department. Committed to [Canada's 5th National Action Plan on Open Government \(2022-24\)](#) and aligning with the [RCMP's renewed core values](#), we are dedicated to **Acting with Integrity** and **Taking Responsibility** by being transparent about our actions and decisions and holding ourselves accountable. The draft Transparency and Trust Multi-Stakeholder Forum Strategic Plan enables us to continuously

involve the public in decision-making and increase public trust to further enhance transparency, integrity, participation, and accountability within the RCMP.

For more information or questions please do not hesitate to contact the Open Government Office at: EnterpriseTransparency-Transparenceauseindelorganisation@rcmp-grc.gc.ca. In addition, please refer to our **Questions and Answers** attached.

Thank you,
Joe





Bassano Provincial Detachment Crime Statistics (Actual) January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	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		4	4	3	1	1	-75%	0%	-0.9
Other Sexual Offences		2	24	2	2	0	-100%	-100%	-2.6
Assault		15	28	9	32	16	7%	-50%	0.6
Kidnapping/Hostage/Abduction		1	0	3	0	3	200%	N/A	0.4
Extortion		0	0	0	1	1	N/A	0%	0.3
Criminal Harassment		6	10	8	5	15	150%	200%	1.3
Uttering Threats		13	5	10	16	15	15%	-6%	1.5
TOTAL PERSONS		41	71	35	57	51	24%	-11%	0.6
Break & Enter		30	11	7	9	8	-73%	-11%	-4.6
Theft of Motor Vehicle		2	7	3	6	6	200%	0%	0.7
Theft Over \$5,000		1	0	4	5	3	200%	-40%	0.9
Theft Under \$5,000		21	13	25	31	15	-29%	-52%	0.6
Possn Stn Goods		3	4	6	2	8	167%	300%	0.8
Fraud		14	29	11	18	18	29%	0%	-0.3
Arson		0	0	3	1	2	N/A	100%	0.5
Mischief - Damage To Property		15	14	13	27	18	20%	-33%	1.9
Mischief - Other		14	16	12	8	16	14%	100%	-0.4
TOTAL PROPERTY		100	94	84	107	94	-6%	-12%	0.1
Offensive Weapons		1	0	8	0	1	0%	N/A	0.0
Disturbing the peace		12	7	7	11	3	-75%	-73%	-1.4
Fail to Comply & Breaches		1	2	11	13	8	700%	-38%	2.5
OTHER CRIMINAL CODE		4	13	14	12	6	50%	-50%	0.3
TOTAL OTHER CRIMINAL CODE		18	22	40	36	18	0%	-50%	1.4
TOTAL CRIMINAL CODE		159	187	159	200	163	3%	-19%	2.1



Bassano Provincial Detachment

Crime Statistics (Actual)

January to December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	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	1	N/A	N/A	0.2
Drug Enforcement - Trafficking		1	0	0	0	2	100%	N/A	0.2
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		1	0	0	0	3	200%	N/A	0.4
Cannabis Enforcement		1	0	1	0	0	-100%	N/A	-0.2
Federal - General		1	1	2	3	1	0%	-67%	0.2
TOTAL FEDERAL		3	1	3	3	4	33%	33%	0.4
Liquor Act		2	5	2	0	3	50%	N/A	-0.3
Cannabis Act		1	2	0	1	1	0%	0%	-0.1
Mental Health Act		30	27	29	19	30	0%	58%	-0.8
Other Provincial Stats		39	27	36	44	22	-44%	-50%	-1.7
Total Provincial Stats		72	61	67	64	56	-22%	-13%	-2.9
Municipal By-laws Traffic		0	1	0	1	1	N/A	0%	0.2
Municipal By-laws		7	7	8	4	5	-29%	25%	-0.7
Total Municipal		7	8	8	5	6	-14%	20%	-0.5
Fatals		0	0	0	1	2	N/A	100%	0.5
Injury MVC		10	11	7	11	13	30%	18%	0.6
Property Damage MVC (Reportable)		39	33	62	50	48	23%	-4%	3.5
Property Damage MVC (Non Reportable)		13	9	19	10	16	23%	60%	0.7
TOTAL MVC		62	53	88	72	79	27%	10%	5.3
Roadside Suspension - Alcohol (Prov)		0	9	1	1	3	N/A	200%	-0.2
Roadside Suspension - Drugs (Prov)		0	0	1	0	0	N/A	N/A	0.0
Total Provincial Traffic		432	500	408	299	333	-23%	11%	-39.9
Other Traffic		8	5	4	2	4	-50%	100%	-1.1
Criminal Code Traffic		18	9	7	7	10	-44%	43%	-1.8
Common Police Activities									
False Alarms		13	12	7	11	11	-15%	0%	-0.5
False/Abandoned 911 Call and 911 Act		13	8	10	13	12	-8%	-8%	0.3
Suspicious Person/Vehicle/Property		40	38	40	23	24	-40%	4%	-4.7
Persons Reported Missing		8	5	26	4	3	-63%	-25%	-1.1
Search Warrants		0	0	0	1	0	N/A	-100%	0.1
Spousal Abuse - Survey Code (Reported)		25	39	22	28	29	16%	4%	-0.3
Form 10 (MHA) (Reported)		14	3	0	3	3	-79%	0%	-2.2



Bassano Provincial Detachment Crime Statistics (Actual) December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	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	0	0	0	0	N/A	N/A	0.0
Other Sexual Offences		0	0	0	0	0	N/A	N/A	0.0
Assault		1	1	1	4	1	0%	-75%	0.3
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		1	1	0	0	0	-100%	N/A	-0.3
Uttering Threats		2	1	1	0	0	-100%	N/A	-0.5
TOTAL PERSONS		4	3	2	4	1	-75%	-75%	-0.5
Break & Enter		2	0	0	1	0	-100%	-100%	-0.3
Theft of Motor Vehicle		0	0	0	0	0	N/A	N/A	0.0
Theft Over \$5,000		0	0	0	0	0	N/A	N/A	0.0
Theft Under \$5,000		2	1	1	1	3	50%	200%	0.2
Possn Stn Goods		0	0	0	0	1	N/A	N/A	0.2
Fraud		0	3	1	1	0	N/A	-100%	-0.2
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		2	0	1	4	1	-50%	-75%	0.2
Mischief - Other		1	0	0	2	1	0%	-50%	0.2
TOTAL PROPERTY		7	4	3	9	6	-14%	-33%	0.3
Offensive Weapons		1	0	3	0	0	-100%	N/A	-0.2
Disturbing the peace		0	2	1	1	0	N/A	-100%	-0.1
Fail to Comply & Breaches		0	0	1	1	0	N/A	-100%	0.1
OTHER CRIMINAL CODE		0	0	1	2	0	N/A	-100%	0.2
TOTAL OTHER CRIMINAL CODE		1	2	6	4	0	-100%	-100%	0.0
TOTAL CRIMINAL CODE		12	9	11	17	7	-42%	-59%	-0.2



Bassano Provincial Detachment

Crime Statistics (Actual)

December: 2020 - 2024

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

January 6, 2025

CATEGORY	Trend	2020	2021	2022	2023	2024	% Change 2020 - 2024	% Change 2023 - 2024	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
Total Drugs		0	0	0	0	0	N/A	N/A	0.0
Cannabis Enforcement		0	0	1	0	0	N/A	N/A	0.0
Federal - General		0	0	0	0	0	N/A	N/A	0.0
TOTAL FEDERAL		0	0	1	0	0	N/A	N/A	0.0
Liquor Act		0	0	0	0	0	N/A	N/A	0.0
Cannabis Act		0	0	0	0	0	N/A	N/A	0.0
Mental Health Act		2	2	3	2	1	-50%	-50%	-0.2
Other Provincial Stats		3	3	8	4	2	-33%	-50%	-0.1
Total Provincial Stats		5	5	11	6	3	-40%	-50%	-0.3
Municipal By-laws Traffic		0	0	0	0	0	N/A	N/A	0.0
Municipal By-laws		0	0	2	1	0	N/A	-100%	0.1
Total Municipal		0	0	2	1	0	N/A	-100%	0.1
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		0	2	0	0	1	N/A	N/A	0.0
Property Damage MVC (Reportable)		2	3	8	8	3	50%	-63%	0.7
Property Damage MVC (Non Reportable)		0	1	5	2	0	N/A	-100%	0.1
TOTAL MVC		2	6	13	10	4	100%	-60%	0.8
Roadside Suspension - Alcohol (Prov)		0	0	0	0	0	N/A	N/A	0.0
Roadside Suspension - Drugs (Prov)		0	0	0	0	0	N/A	N/A	0.0
Total Provincial Traffic		21	28	27	22	14	-33%	-36%	-2.0
Other Traffic		0	1	0	1	0	N/A	-100%	0.0
Criminal Code Traffic		0	1	0	1	0	N/A	-100%	0.0
Common Police Activities									
False Alarms		1	3	2	0	2	100%	N/A	-0.1
False/Abandoned 911 Call and 911 Act		1	0	2	1	1	0%	0%	0.1
Suspicious Person/Vehicle/Property		3	0	2	1	2	-33%	100%	-0.1
Persons Reported Missing		0	0	0	0	1	N/A	N/A	0.2
Search Warrants		0	0	0	0	0	N/A	N/A	0.0
Spousal Abuse - Survey Code (Reported)		1	2	3	6	0	-100%	-100%	0.2
Form 10 (MHA) (Reported)		2	0	0	0	0	-100%	N/A	-0.4

Board Updates

January 25, 2025 Board Meeting Highlights

Policy Approval & Decision

Policies reviewed & approved:

- Appointment of Marigold Board Members Policy
- Records Management Policy

Library Service Points policies:

- Finance Policy
- Public Access to the Internet Policy

Financial Statements

Unaudited financial statements to December 31, 2024 were accepted as presented.

Marigold Board Orientation 2025

A Marigold Board Orientation Session will be held on **Tuesday, March 25, 2025** at 3:00 PM virtually on TEAMS.

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

Library Staff & Board Trustee Satisfaction Survey

COO Laura Taylor presented an overview of the 2024 Library Staff & Board Member Satisfaction Survey.

Marigold management staff review the survey results to organize and address the comments, areas for improvement, and suggestions for change. See the attached "Library Staff & Board Member Satisfaction Survey Results 2024 Summary Results" for more details.

“Thank you for all that “you” do to support member libraries. Not everything is visible or evident or “quantifiable,” but it is nevertheless very much appreciated.”

“A terrific team of professionals; it’s a pleasure to work in a library that is supported by the Marigold staff.”



Upcoming Board Meetings:

Saturday, April 12, 2025 9:30 AM
Marigold Library System & Western Irrigation
District Community Room, Strathmore

Saturday, August 23, 2025 9:30 AM
Marigold Library System & Western Irrigation
District Community Room, Strathmore

Questions?

Contact CEO Lynne Price
lynne@marigold.ab.ca

Marigold Library System

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

Marigold Board Updates — January 25, 2025

COO Updates—Laura Taylor



Laura shared that the Friends of the Canmore Library donated \$5,000 to Marigold to purchase in-demand eBooks and eAudiobooks.

Demand for interlibrary loan of books, DVDs, and other library collection items continued to increase in 2024. An on-call Shipping & Receiving Clerk was hired due to increased workload and staff capacity. A full time position was also posted.

In January, Laura made a presentation to the High River Library Board, and recorded a digital presentation for the University of Alberta Master of Library Studies program.

CEO Updates—Lynne Price



Lynne presented Marigold's 2024 achievements to the Board. She acknowledged the Marigold Board contributions to reviewing policy and agreements, ensuring fiscal stewardship to members, and maintaining stability within the organization.

Staff were acknowledged for a successful Marigold Conference, establishing the Content Bank, evaluating the Value of Your Investment Reports, website enhancements, collections and IT projects, acquiring TRACpac+ and much more. See the addendum titled "2024 Highlights & Achievements" for a comprehensive list of achievements.

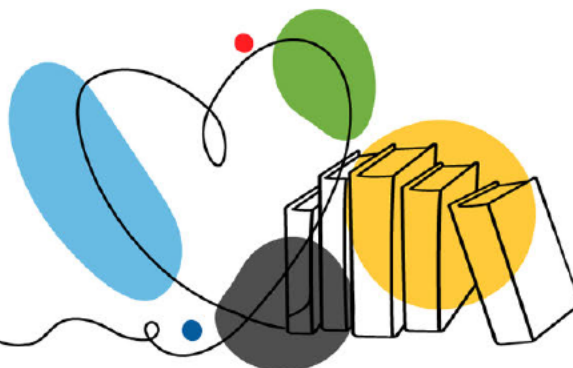
In 2025, Marigold will continue to work towards an effective and sustainable service model and seek new ways to engage with member library staff and local Library Boards.

Marigold Conference—Save the Date!

Balance, Books, and Belonging

Best Western Premier Calgary Plaza
Hotel and Conference Centre

MAY 26, 2025



Library Staff and Board Member Satisfaction Survey 2024 Summary Results



Honestly, I thought about every question and I tried my best to be critical, but I absolutely think that the services and support are the best I have ever received.



The Marigold Library System Staff & Board Member Satisfaction Survey is distributed annually to the Marigold community including member library staff and volunteers, local library board and society members, and Marigold Library Board members. Marigold management staff review the results of the survey and identify strategies to improve or enhance services and support to Marigold stakeholders using the 2025 budget and “Connecting Communities: 2023-2025 Marigold Plan of Service” as guides.

This document provides an overview of the key findings and insights presented in the report.



Thank you for all that “you” do to support member libraries. Not everything is visible or evident or “quantifiable,” but it is nevertheless very much appreciated.

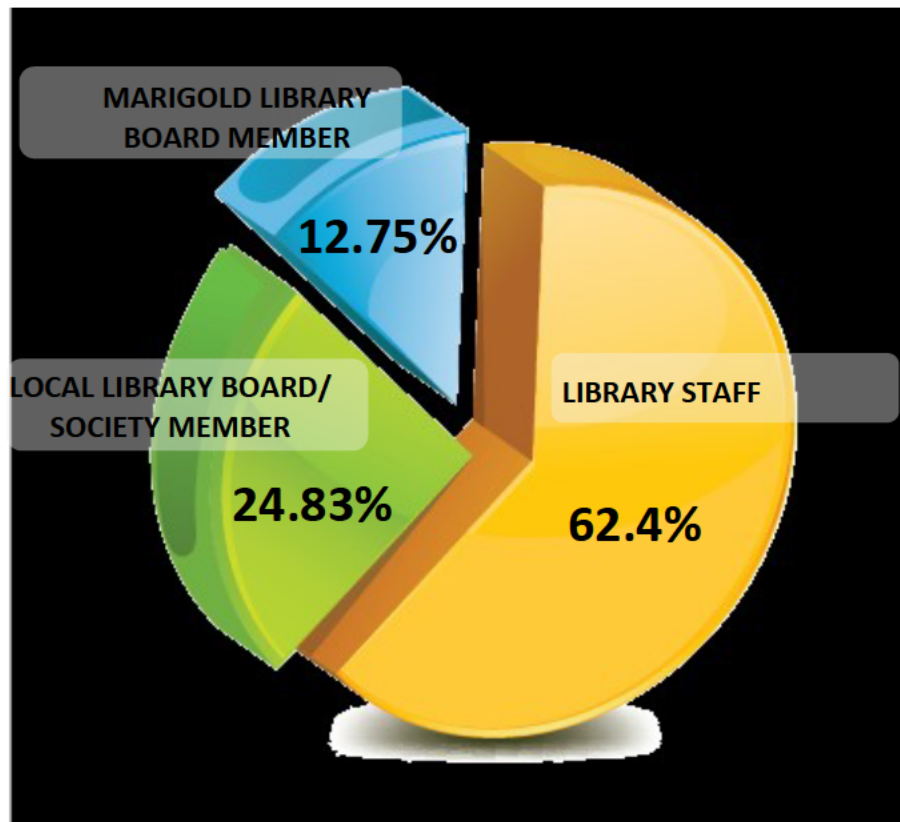


Who responded:

Survey questions were answered by a total of 149 individuals— library managers, staff, volunteers, and board members.



A terrific team of professionals; it’s a pleasure to work in a library that is supported by the Marigold staff.



What library staff and board members love about Marigold:

- Marigold HQ staff
- The Marigold Library System Conference and training
- Increased member engagement, communications, and marketing
- Delivery services and the scope of shared collections available to patrons
- Professional support from HQ
- Onsite IT support and HelpDesk



“ I am really happy you brought back the PD newsletter! It is the best! I've found tons of relevant content both for myself and my staff this past year. ”



Ways that Marigold can enhance or modify service and support:

- Improve clarity around Marigold's core service offerings
- Increased networking opportunities with peers across Marigold
- Increase member engagement when making service decisions
- More training support for library staff and local boards, including reader's advisory for library staff
- Expanding eBook and eAudiobook collections
- Improved online library catalogue and website templates (in progress!)



“ I think Marigold is one of the best regional systems in Alberta, hands down. The decision to end [library specific] printing services is my primary disappointment. I have noticed a new energy from Marigold in the past year and would applaud many of the decisions, particularly with regards to updating the website, catalogue, and other technological enhancements. The direction and momentum is exciting. ”



2024 Highlights & Achievements

Marigold Library System

2024 was a year of increased use at public libraries across Marigold Library System and a year focused on engagement and assessment for Marigold Headquarters. Across Marigold, patron demand increased the number of books, DVDs, video games, and more borrowed from library collections.

At the April 2024 meeting, the Board decided to proceed with the Municipal Affairs official population to invoice member levies going forward. While this reduced Marigold's revenue in 2024, the decision prioritized the needs of member municipalities and library boards and established a clearer process to inform budget planning for all stakeholders going forward.

Marigold reviewed service offerings in terms of funding and staff capacity, which led to the discontinuation of some services that were no longer viable or widely used. The decision to discontinue some services and when to do so were difficult to make. Despite these challenges, 2024 saw numerous accomplishments - big and small.

We increased member engagement with library managers, which led to responsive service expansion and the launch of new initiatives. A Content Bank was created to provide library staff with pre-made promotional materials and social media content for events like Freedom to Read Week and Canadian Library Month. Enhancements developed for the library websites in 2024 included Library Board Calendars and room booking software were implemented.

Many libraries increased their Library of Things collections, which allows patrons to borrow a variety of items that are hard to store or expensive, such as tools, sports equipment, cooking appliances, and hobby items like telescopes or pasta makers. Marigold adds this information into the library software so library users can quickly find the items and borrow them. Staff also collaborated with Airdrie staff and book suppliers to help ensure Airdrie's opening day collection will be ready for residents to borrow when their new facility opens in 2025!

The Marigold Library Board is a dedicated group of people who invest much time and complete a significant body of work each year to ensure the stability and fiscal health of our organization. We are grateful to the representatives appointed by our member municipalities to serve on the Marigold Board and for their contributions.

2024 saw the most well-attended Marigold Conference in our history. It was a great day of professional development and networking with 269 member library staff and trustees.

The Consultation team completed weeding projects in Cochrane and Chestermere, and inventory projects in Irricana, Linden, Okotoks, Youngstown, Oyen, High River, Banff and Bighorn.

The Delivery Services team continues to work behind the scenes, and library staff look forward to our van drivers' arrival at their library each week.

We rolled out an Ozobot coding kit, STEM kits, additional StoryWalks and more as part of Marigold’s Kits & Games offerings at the request of member library staff. Library staff can borrow these items for local programming, which saves libraries additional costs and staff time. Our summer student, Emily Manderville, returned for another year of fun children’s programs at a variety of member libraries. This year featured pirates, treasure hunts, and more!

Marigold also hosted three SAIT practicum students and welcomed the SAIT Library Technician class to headquarters for a tour in the fall. This is a valuable opportunity for students to learn about the collaboration and efficiency of regional library systems, and how we work closely with member libraries to support their service to their communities.

Since Marigold is a member of The Regional Automation Consortium (TRAC), library staff across the region participated in the investigation and recommendations for acquiring a new online library catalogue to improve the patron and library staff experience—TRACpac+ will be coming in the third quarter of 2025!

Marigold IT completed several important projects. They supported several libraries in construction and renovation projects, including Airdrie Public Library, Morrin Municipal Library, and Rumsey Community Library. Richard Kenig, Director of IT Services, has liaised with contractors, municipalities, and the Municipal Affairs Public Library Services Branch throughout these projects. IT staff completed the switches and UPS battery backup installations at all member libraries, which required overhauling our network design, updating appliances at each site, and swapping in new hardware. These projects will improve power quality, reliability, and monitoring at the sites where they have been installed, so IT staff can proactively respond to power interruptions.

Marigold staff collaborated with the other regional libraries to prepare the first Alberta library system salary survey. The salary survey provides library boards with comparative salary ranges for communities of different sizes and for different positions.

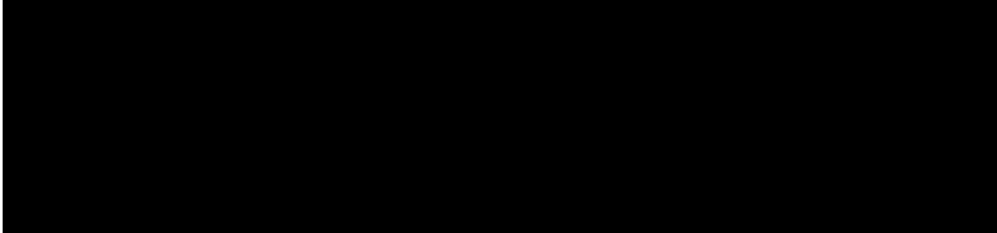
Looking ahead to 2025, we continue to work towards the most effective and sustainable service model. We will seek new forums for engagement and feedback from member library staff, and we aim to be proactive and responsive. We will seek new opportunities to collaborate and engage with our members and make a meaningful difference.

MISSION:

Empowering communities through exceptional library service and support.

VALUES:

Stewardship, Responsiveness, Connection and Sharing.



January 28, 2025



Re: Partnership & Service Expansion Proposal Between Frontier Diagnostics and Strathmore Hospital

Dear Minister LaGrange,

The Village of Rockyford is submitting this letter in support of Frontier Diagnostics and their proposal to establish a Diagnostic Imaging Center at Strathmore Hospital which will include the installation of a CT scanner. The Village of Rockyford is committed to improving health outcomes for our citizens and advanced diagnostic imaging services will provide a significant positive impact.

Access to high-quality, timely diagnostic imaging is essential for early detection, accurate diagnosis, and effective treatment of many critical health conditions. The inclusion of a CT scanner in the Strathmore Hospital would be a tremendous asset, as currently our citizens must travel long distances to access advanced diagnostics. The great distances our local farmers, ranchers and townspeople face when needing diagnostic imaging is a barrier to good health outcomes. Our people will no longer need to travel long distances for CT scans, which can be particularly burdensome for the elderly, those with mobility issues, and underserved populations. Local access to these services will reduce wait times critical for optimum care.

We firmly believe that the opening of a Diagnostic Imaging Center by Frontier Diagnostics will significantly strengthen the hospital's ability to deliver comprehensive care to the larger community. The convenience and accuracy of having advanced imaging services available on-site will ensure everyone receives the best care possible in a timely and efficient manner.

The Village of Rockyford fully supports this proposal and strongly encourages you to consider the many benefits it will bring to our healthcare system and the people we serve. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your time and consideration.



ATCO Gas and Pipelines Ltd.
 Fifth Floor, 10035 105 St.
 Edmonton, Alta. T5J 2V6

Attention: Michelle Marti
 Business Analyst

**ATCO Gas and Pipelines Ltd.
 Franchise Agreement Reapprovals
 Proceeding 29709**

1. On December 12, 2024, ATCO Gas and Pipelines Ltd. applied to the Alberta Utilities Commission for reapproval of natural gas franchise agreements with 53 municipalities, effective January 15, 2025, as set out in Table 1. These franchise agreements are required to be reapproved by the Commission in accordance with amendments to the *Municipal Government Act* and *Gas Utilities Act* that came into force earlier in 2024.¹ The Commission set out the process for these franchise agreement applications in Bulletin 2024-12,² and subsequently announced amendments to Rule 029: *Municipal Franchise Agreements* intended to facilitate these approvals.³

2. Notice of the proposed franchise agreement reapprovals was advertised in each of the 53 municipalities. The details are summarized in Table 1. No objections or concerns related to the proposed franchise agreements were received.

Table 1. Municipal franchise agreements reapprovals requested

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Village of Acme	Newspaper - The Capital	October 9, 2024	20.00	28536-D01-2023	28536-D01-2023	20
Village of Barnwell	Newspaper - Taber Times	September 4, 2024	13.00	27563-D01-2022	27563-D01-2022	10
Village of Barons	Direct mailout	September 26, 2024	14.97	26310-D01-2021	26310-D01-2021	10
Town of Bassano	Newspaper - Brooks Bulletin	October 2, 2024	25.00	21763-D01-2016	21763-D01-2016	10
Village of Beiseker	Newspaper - Rocky View Weekly	August 27, 2024	16.00	24998-D01-2019	24998-D01-2019	10

¹ On June 20, 2024, sections 2(1) and (8), 3, and 5 of *The Utilities Affordability Statutes Amendment Act, 2024* (formerly Bill 19), were proclaimed. This legislation mandates that the Commission must approve every natural gas franchise agreement within 270 days of the bill coming into force.

² Bulletin 2024-12: Process for franchise agreement and franchise fee approvals under new legislation.

³ The Commission announced an amended Rule 029 in Bulletin 2024-18.

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Village of Big Valley	Newspaper - The ECA Review	October 31, 2024	12.00	21230-D01-2016	21230-D01-2016	10
Town of Bow Island	Newspaper - The 40 Mile County Commentator	October 15, 2024	17.00	20562-D01-2015	28695-D01-2023	10
Town of Bowden	Newspaper - The Albertan	September 3, 2024	22.00	22481-D01-2017	22481-D01-2017	10
Hamlet of Burdett, County 40 Mile No. 8	Newspaper - The 40 Mile County Commentator	October 8, 2024	15.00	25267-D01-2020	25267-D01-2020	10
Town of Canmore	Newspaper - Rocky Mountain Outlook	August 29, 2024	35.00	21163-D01-2015	28688-D01-2023	20
Village of Carbon	Direct Mailout - inserted with utility bills	November 1, 2024	16.00	26301-D01-2021	27037-D01-2021	10
Town of Cardston	Newspaper - Temple City STAR	November 7, 2024	20.00	22616-D01-2017	27951-D01-2023	10
Town of Carstairs	Newspaper - The Albertan	September 3, 2024	25.00	22617-D01-2017	22617-D01-2017	10
Town of Coaldale	Newspaper - Sunny South News	September 10, 2024	20.00	26548-D01-2021	28891-D01-2024	10
Town of Coalhurst	Newspaper - Sunny South News	October 1, 2024	12.45	26025-D01-2020	28696-D01-2023	20
Town of Cochrane	Newspaper - Cochrane Eagle	September 26, 2024	20.00	20965-D01-2015	20965-D01-2015	10
Village of Coutts	Direct mailout	September 27, 2024	20.00	23845-D01-2018	23845-D01-2018	10
Village of Cowley	Newspaper - Shootin' the Breeze	September 4, 2024	13.79	28772-D01-2024	28772-D01-2024	20
Village of Cremona	Newspaper - The Albertan	October 22, 2024	23.00	20625-D01-2015	27857-D01-2022	10
Town of Crossfield	Newspaper - Rocky View Weekly	August 27, 2024	20.00	25941-D01-2020	28688-D01-2023	10
Municipality of Crowsnest Pass	Newspaper - Crowsnest Pass Herald	November 6, 2024	25.00	26676-D01-2021	26676-D01-2021	10
Village of Delburne	Newspaper - ECA Review	August 29, 2024	21.60	22374-D01-2017	22374-D01-2017	10

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Town of Diamond Valley	Newspaper - Western Wheel	August 28, 2024	15.00	27748-D01-2022	27748-D01-2022	10
Town of Didsbury	Newspaper - The Albertan	September 10, 2024	25.00	22451-D01-2017	22451-D01-2017	10
Village of Duchess	Newspaper - Brooks Bulletin	October 9, 2024	15.00	26549-D01-2021	26549-D01-2021	10
Village of Elnora	Newspaper - ECA Review	October 17, 2024	16.00	21310-D01-2016	21310-D01-2016	10
Village of Foremost	Newspaper - 40 Mile County Commentator	October 8, 2024	21.00	21058-D01-2015	21058-D01-2015	10
Town of Fort Macleod	Newspaper - Macleod Gazette	September 4, 2024	12.50	27550-D01-2022	27550-D01-2022	15
Hamlet of Gasoline Alley, Red Deer County	Newspaper - Red Deer County News	October 1, 2024	19.50	25268-D01-2020	25268-D01-2020	10
Hamlet of Granum, M.D. Willow Creek	Newspaper - Macleod Gazette	September 4, 2024	0.00	28952-D01-2024	28952-D01-2024	10
Village of Hussar	Direct mailout, Facebook, notice board	October 30, 2024	27.50	27089-D01-2022	27089-D01-2022	10
Town of Innisfail	Newspaper - The Albertan	September 10, 2024	27.00	28047-D01-2023	28047-D01-2023	10
Town of Irricana	Newspaper - Rocky View Weekly	October 15, 2024	14.18	27251-D01-2022	27857-D01-2022	10
City of Lethbridge	Newspaper - Lethbridge Herald	October 16, 2024	27.00	28205-D01-2023	28205-D01-2023	10
Village of Linden	Newspaper - The Capital	November 6, 2024	15.23	22234-D01-2016	22234-D01-2016	10
Village of Longview	Website, social media & office notice board	October 4, 2024	20.00	26939-D01-2021	26939-D01-2021	10
Town of Magrath	Newspaper - Westwind Weekly	September 19, 2024	15.00	27956-D01-2023	27956-D01-2023	10
Town of Milk River	Newspaper - Lethbridge Herald	October 8, 2024	30.00	20805-D01-2015	20805-D01-2015	10
Town of Okotoks	Newspaper - Western Wheel	September 11, 2024	35.00	24023-D01-2018	28697-D01-2023	10
Town of Olds	Newspaper - The Albertan	September 3, 2024	30.00	22640-D01-2017	22640-D01-2017	10

Municipality	Notice method	Notice date	Franchise fee percentage	Disposition number of most recent franchise agreement approval	Disposition number acknowledging current franchise fee	Term length (years)
Town of Penhold	Newspaper - Penhold Reporter	November 1, 2024	25.00	23729-D01-2018	23729-D01-2018	10
Town of Picture Butte	Website, social media & office notice board	September 19, 2024	18.00	21816-D01-2016	21816-D01-2016	10
Town of Raymond	Newspaper - Westwind Weekly	November 21, 2024	15.00	25882-D01-2020	25882-D01-2020	10
Village of Rockyford	Website, social media & office notice board	October 24, 2024	30.00	21227-D01-2016	21227-D01-2016	10
Village of Rosemary	Website, social media & office notice board	November 6, 2024	17.00	21377-D01-2016	27870-D01-2022	10
Hamlet of Springbrook, Red Deer County	Newspaper - Red Deer County News	October 1, 2024	10.50	28058-D01-2023	28058-D01-2023	10
Village of Standard	Newspaper - Strathmore Times	October 23, 2024	4.00	26880-D01-2021	27857-D01-2022	10
Town of Stavely	Website, social media & office notice board	November 20, 2024	11.00	26473-D01-2021	26473-D01-2021	12
Village of Stirling	Newspaper - Westwind Weekly	October 3, 2024	12.00	26857-D01-2021	26857-D01-2021	10
Town of Strathmore	Newspaper - Strathmore Times	October 16, 2024	35.00	26531-D01-2021	26531-D01-2021	15
Town of Trochu	Newspaper - The Capital	October 23, 2024	20.00	20931-D01-2015	20931-D01-2015	10
Town of Vauxhall	Newspaper - Vauxhall Advance	September 5, 2024	12.00	25012-D01-2019	28688-D01-2023	10
Town of Vulcan	Website, social media & office notice board	October 8, 2004	35.00	26550-D01-2021	26550-D01-2021	10

3. The Commission is satisfied that the notice requirements of Rule 029 have been met.

4. Under each franchise agreement, ATCO Gas will continue to collect a franchise fee from its customers that reside in the listed municipalities and remit the amounts collected to the municipalities. These fees are a specified percentage of ATCO Gas's revenue from its distribution tariff, excluding amounts collected or refunded through other rate riders, as detailed in ATCO Gas's franchise fee rider schedule.⁴ The municipalities grant ATCO Gas the exclusive right to provide natural gas distribution services within the municipal service area. This includes constructing, operating and maintaining the natural gas distribution system, and using designated portions of roads, rights-of-way and other municipal lands necessary for these activities.

5. When previously reviewing and approving these franchise agreements, the Commission determined the franchise agreements were necessary and appropriate for the public convenience and in the public interest, pursuant to Section 49(2) of the *Gas Utilities Act*. The Commission continues to accept that the right granted to ATCO Gas by the municipalities listed in Table 1 is necessary and proper for the public convenience and properly serves the public interest based on the following:

- The municipality's council has determined to continue to grant the utility the right to provide natural gas distribution service in the municipality.
- The municipality and the utility consent to the franchise agreement, and the terms are unchanged from the previously approved agreement.
- No person has objected to the franchise agreement.
- The franchise agreement complies with the requirements set out in the applicable legislation and Rule 029, including that the term does not exceed 20 years.

6. In considering the franchise fee, the Commission's role is not to substitute its view on an appropriate franchise fee for that of the municipality but only to determine whether or not the level of the fee would result in an unreasonable burden on customers' utility bills.⁵ In this case, the franchise fee for each municipality is below the 35 per cent maximum franchise fee previously approved by the Commission,⁶ and the franchise agreement with each municipality has not changed from the one that was previously approved by the Commission. Based on the foregoing, the Commission continues to find the franchise fee for each municipality to be reasonable, and it reapproves each natural gas franchise agreement as requested.

⁴ The current franchise fee percentage for each respective municipality is included in an appendix to the disposition listed in the column "Disposition number acknowledging current franchise fee" in Table 1.

⁵ Decision 2003-065: Town of Bow Island, Review of Proposed Standard Natural Gas Franchise Agreement with ATCO Gas and Pipelines Ltd., Application 1281638, September 9, 2003, page 6.

⁶ The Alberta Energy and Utilities Board, predecessor to the Commission, in Decision 2003-065, page 8, considered that the maximum franchise fee of 35 per cent was not unreasonable. In Decision 20069-D01-2015: AltaGas Utilities Inc. et al., Approval of New Standard Natural Gas Distribution System Franchise Agreement Template, Proceeding 20069, March 20, 2015, paragraph 32, the Commission approved the continuation of the 35 per cent franchise fee cap.

7. The Commission may, no later than 60 days from the date of this disposition and without notice, correct typographical, spelling and calculation errors and other similar types of errors and post the corrected disposition on its website.

(original signed by)

[REDACTED]



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Martin Shields

Member of Parliament
Bow River

Martin Shields Will Not Seek Re-Election for Member of Parliament in Next Federal Election

February 7, 2025

FOR IMMEDIATE RELEASE

BROOKS, AB – “The Bow River Riding is a fantastic part of Canada. The beautiful Bow River divides the riding North from South. Bow River is home to nearly 120,000 residents in over sixty communities, big and small, stretching from the community of Linden in the North, Taber in the South, Tilley on the East, and Chestermere on the West. I have had the tremendous privilege of being the Member of Parliament for Bow River over the last decade. This is an opportunity that very few people have, and I am honoured to have received the overwhelming support and trust of Bow River constituents.

I will not be seeking re-election in the next federal election; it is time for a new representative to serve the interests and the people of this riding.

I would like to thank my family for their support and selfless sacrifices. They have been by my side to help with advice, attending events, driving, acting as photographer, parade team member, and my biggest cheerleaders. They deserve more thanks and recognition than I can give them, for their years of endless support and encouragement.

My staff team, both in the Riding and Ottawa, have been incredible. The support I have received from my team – through their assistance with information, scheduling, transportation, communication and attending events both with me and on my behalf – has been integral to my role as an elected representative. Without their dedication and hard work, I would not have been able to serve the Riding to the extent that I have. They are a phenomenal team that has made it possible for me to be a successful MP.

My local EDA Board has supported me throughout the years by keeping me informed about what is happening in their communities and attending events with me. I have been very fortunate to have had an extraordinary President of the Board during my terms as Member of Parliament, this relationship is invaluable.



HOUSE OF COMMONS
CHAMBRE DES COMMUNES
CANADA

Martin Shields

Member of Parliament
Bow River

It has been an immense pleasure to work alongside my fellow Conservative MPs as we served as the official opposition, especially my Alberta colleagues. This country has bright Conservative leaders and I look forward to watching their success in the years to come.

I have had the opportunity to work together with the Members of the Alberta Legislature, with six MLAs representing distinct parts of the Bow River Riding, including the current Premier as the MLA who represents my home community of Brooks. It has been my pleasure to collaborate with them and serve our communities together.

There is a larger group of elected leaders in the Bow River riding that deserve recognition as fantastic community leaders. These are the Mayors, Reeves, Chief, and Council Members of the villages, towns, cities, counties, municipal districts and Nation. They are leaders of Democracy, residing closest to the people they represent. I have profound respect for them and have greatly valued our working relationships. It has been an extraordinary experience to interact with them in their communities and participate in many of their community events like council meetings, milestone celebrations, parades, fundraisers, rodeos or just dropping by for a visit.

The Bow River riding is home to many marvelous people, and it has been my true pleasure to have the opportunity to meet so many of them.

Thank you for the privilege of being your representative.”

Sincerely,

Martin Shields, MP
Bow River