



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

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. ADOPTION OF THE PREVIOUS MINUTES

- (a) February 9, 2023 Regular Council Meeting and February 28, 2023 Special Meeting Minutes

4. DELEGATION

- (b) Summer Daze Committee
- (c) Gazebo Project Grant
- (d) Dog Park

5. POLICY & BYLAW REVIEW

- (a) Bylaw Review
 - 539-21 Utility Bylaw
 - 542-22 Tax Penalties
 - 549-22 Urban Hen Bylaw
- (b) Policy Review
 - 2.1 Campground Policy
 - 2.4 Weed Spraying on Municipal Property
 - 3.6 Public Participation
 - 5.3 Rates and Fees
 - 5.5 Financial Reserves – Changes
 - 5.6 Tangible Capital Assets
 - 5.8 Donation Policy
 - 5.9 Credit Card Use
 - 5.14 Community Groups Policy - Changes

6. BUSINESS

- (a) FCM Annual Conference and Trade Show 2023

7. FINANCIAL

- (a) February 2023 Bank Reconciliation and Cheque Listing
- (b) Interim Working Budget 2023 – Changes updated

8. COMMITTEE REPORTS

9. CAO, PW & JG Water Services Monthly Reports

10. CORRESPONDENCE

- (a) Letter of Support - Relocation of Camrose Casino
- (b) Rural Charities AGLC Gaming Revenues Equality

11. CONFIDENTIAL

- (a) Municipal Sustainability Initiative MOA (as per s. 21(1) of the *FOIP*)

12. ADJOURNMENT

Next Meeting: Thursday, April 13, 2023 in Council Chambers

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, February 9, 2023**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, February 9, 2023, commencing at 7:00 pm

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel (via conf. call) Elizabeth Santerre (CAO) 4 in person + 1 person via conference call	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:04 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2023-02-09-432	MOVED by Councillor Frank that the agenda be accepted with one addition; 6 (h) Sprayer Unit	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>January 12, 2023 Regular Council Meeting</u>	
2023-02-09-433	MOVED by Councillor Schultz that the minutes of January 12, 2023, be accepted as presented	CARRIED
	<u>January 24, 2023 Special Meeting</u>	
2023-02-09-434	MOVED by Councillor Schultz that the minutes of January 24, 2023 be accepted as presented	CARRIED
<u>DELEGATION</u>	<u>Community Groups</u> Discuss details of 5.14 Community Groups Policy	
<u>BYLAW REVIEW</u>	<u>Bylaw Review</u> The following Bylaw was reviewed without change: <ul style="list-style-type: none">• 542-22 Tax Penalties	
2023-02-09-435	MOVED by Councillor Schindel to have 549-22 Urban Hen Bylaw changes made as discussed and brought back to a future meeting	CARRIED
<u>POLICY REVIEW</u>	<u>Policy Review</u>	
2023-02-09-436	MOVED by Councillor Schultz to approve Policy 2.1 Campground Rental & Reservation	CARRIED
2023-02-09-437	MOVED by Councillor Schultz to approve Policy 5.3 Rates & Fees	CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, February 9, 2023**

The following Policy were reviewed without changes:

- 5.4 Procurement Policy
- 5.13 Certificate of Compliance Policy

2023-02-09-438	MOVED by Councillor Frank to make the changes to Policy 5.5 Financial Reserves as discussed	CARRIED
2023-02-09-439	MOVED by Councillor Schindel to accept Policy 5.12 Cell Phone Policy with changes as made	CARRIED
2023-02-09-440	MOVED by Councillor Schultz to have administration make the changes to 5.14 Community Groups Policy as discussed and bring back to a future meeting hopefully the next meeting	CARRIED
2023-02-09-441	MOVED by Councillor Frank to have the CAO draft a sign “Restricted Area - Employees Only” and put it in place in a location that provides proper protection from video	CARRIED
2023-02-09-442	MOVED by Councillor Schultz to go take a 7 minute Recess at 8:42 pm	Not Carried
2023-02-09-443	Back from Recess at 8:45 pm	
<u>BUSINESS</u>	<u>Asset Management Workshop for Elected Officials</u>	
2023-02-09-444	MOVED by Councillor Frank to accept as information	CARRIED
	<u>Meet the Minister Letter</u>	
2023-02-09-445	MOVED by Councillor Schultz to accept as information	CARRIED
	<u>Letter from Hussar Fish and Game Association</u>	
2023-02-09-446	MOVED by Councillor Schultz to agree to pause the trust account payments for the Hussar Fish and Game Association for 2023 and 2024	CARRIED
2023-02-09-447	MOVED by Councillor Schindel to allow the Hussar Fish and Game Club to do a controlled burn of weeds in collaboration with the Fire Department	CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, February 9, 2023**

2023-02-09-448 Munisoft Paymate
MOVED by Councillor Frank to purchase the Paymate program through
Munisoft with an initial cost of \$700 and a yearly \$165 fee afterwards
CARRIED

2023-02-09-449 Letter of Municipality Commitment to the Wheatland Housing
Management Body
MOVED by Councillor Schultz to direct the CAO to prepare these letters
to send to the Wheatland Housing Management Body as our Letter of
Municipality Commitment to support the proposed housing project
CARRIED

2023-02-09-450 Request for Survey work at Hussar Gate Station (Stn 50561)
MOVED by Councillor Frank to approve the survey work at the ATCO
Station site for ATCO's upcoming work there
CARRIED

2023-02-09-451 2023 Capital Works Project 1st Ave
MOVED by Councillor Frank to accept as information at this time
CARRIED

2023-02-09-452 Sprayer Unit
MOVED by Councillor Frank to direct the CAO to have our Maintenance
Supervisor revamp the Sprayer Unit we have and make it into a water
tank with hose
CARRIED

FINANCIAL Financial Reports
REPORTS January 2023 Bank Reconciliation and cheque listing
2023-02-09-453 MOVED by Councillor Schultz to accept the January 2023 Bank
Reconciliation and Cheque Listing as presented
CARRIED

Operating Budget 2023
Decide to meet at a Special Meeting on February 28th at 7pm to work on
budget

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, February 9, 2023**

COMMITTEE
REPORTS

Tim Frank

Regional Water Meeting on January 21st, Board met and discussed the Brownlee Review of the WRC's bylaws and unanimous shareholder agreement. The proposed Redland Servicing model for a customer was discussed. Operations and Service agreement with Wheatland County was presented and will be looked at by Wheatland County and Tim has an upcoming budget meeting on February 15th. Tim also has an upcoming Fire Association AGM and Board meeting the 27th of February.

Coralee Schindel

WFCSS met on January 25th, 2023. The Wellness bags have been packaged and delivered. There were 200 for Strathmore and 100 for Wheatland County. Bags were designed to encompass more than just senior citizens this time around. Good Food Boxes still doing really well. New payment options are available and updated pamphlets will be available at the office. Senior Power is set for Friday Oct 13th 2023. The grant funding requests were due February 1st, 2023. WRREH grant funding was approved in full and should have been received end of January. We've been asked to share it on our social medias. Lunch & Learn February featuring Doctor Sheshani re; Elder Abuse. WREMP ESS expected to complete end of February all their budgets. Going forward, Crystal and the community will be notified before inspection. Collective Cooking is coming back. The coordinator who worked with Lynn, Joanne, will be joining us. First session will be April 15th in Standard and second will be May 27th also in Standard. It's \$5 per person per meal. Crystal said that she's looking forward to starting it up after summer break as well and having that as an ongoing program in other communities. WCFB is reaching out to the Village to discuss possible locations for food hamper exchanges. Building Welcome packages for newcomers to Wheatland County. Tech Event will be held at 4 locations which will be announced as well as dates.

CAO REPORT
2023-02-09-454

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

CARRIED

**VILLAGE OF HUSSAR
REGULAR COUNCIL MEETING
MINUTES
Thursday, February 9, 2023**

CORRESPONDENCE

2023-02-09-455 MOVED by Councillor Schultz to accept the following correspondence as presented

- (a) Bassano RCMP Community Policing Report
- (b) AHS Announcement – Letter from Mauro Chies
- (c) Letter from Fox Creek to Minister Jason Copping
- (d) Assessment Bulletin
- (e) Wheatland County Land Use Bylaw Amendments
- (f) Marigold Notes to Council
- (g) Fortis invite to Virtual Information Session on Electric Vehicle Chargers
- (h) Letter from Sundowners
- (i) WADEMDA 2023 Fire Dispatch Requisition
- (j) Town of Smokey Lake 2023 Letter of support - Camrose Casino Appeal to AGLC

CARRIED

2023-02-09-456 MOVED by Councillor Schultz to bring the meeting into closed session to discuss a resident request (as per s. 17(1) of the *FOIP Act*)

CARRIED

2023-02-09-457 MOVED by Councillor Schultz to bring the meeting out of closed session

CARRIED

ADJOURNMENT The meeting was adjourned at 10:05 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

**VILLAGE OF HUSSAR
SPECIAL COUNCIL MEETING
MINUTES
Tuesday, February 28, 2023**

The Special Meeting of the council of the Village of Hussar was held in Council Chambers on Tuesday, February 28, 2023, commencing at 7:00 pm

IN ATTENDANCE Councillors: Les Schultz, Coralee Schindel, Tim Frank
Elizabeth Santerre (CAO)

CALL TO ORDER The meeting was called to order at 7:05 pm

SIGNING OF WAIVER OF NOTICE OF SPECIAL MEETING

ACCEPTANCE OF
AGENDA

2023-02-28-458 MOVED by Councillor Schindel that the agenda be accepted with the following changes;

3. (e) Rescind motion to change meeting date

CARRIED

BUSINESS

2023-02-28-459

Term Deposit Renewal – Connect First Credit Union

MOVED by Councillor Schindel to re-invest deposit #151-37870 for a 2 year term at 1.70% if that is the percentage at the time of re-investing and this would be for our Walking Trail account

CARRIED

2023-02-28-460

MSI Capital Term

(Technical Difficulties @ 7:16pm)

MOVED by Councillor Frank to withdraw that term and put it into our operating account for the time being

CARRIED

2023-02-28-461

Hussar Water and Wastewater Upgrade

MOVED by Councillor Frank to accept this as information and to invite John to a meeting coming up so he can give us a picture of what we need and maybe with quotations

CARRIED

2023-02-28-462

EFT Quote

MOVED by Councillor Schindel to accept this regarding Munisoft EFT's as information at this time

CARRIED

**VILLAGE OF HUSSAR
SPECIAL COUNCIL MEETING
MINUTES
Tuesday, February 28, 2023**

2023-02-28-463 Council Communication with Village Residents and Groups
MOVED by Councillor Schindel that we look into current policies we have that may need to be updated to include policies regarding council communication with Village residents and groups on both Social Media and other forms of communication, either update it or we would need to make a new policy regarding that as discussed
CARRIED

2023-02-28-464 Rescind motion to change meeting date
MOVED by Councillor Frank to rescind that motion of a date change motion #2022-12-07-373
CARRIED

FINANCIALS

2023 Operating Budget
Discuss the 2023 Budget

Councillor Schultz called a 10 minute recess at 8:40 pm

Councillor Schultz brings the meeting back to order

Continue to discuss the 2023 Budget

ADJOURNMENT The meeting was adjourned at 9:35 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

VILLAGE OF HUSSAR

BYLAW 539-21

UTILITY BYLAW



**BYLAW 539-21
VILLAGE OF HUSSAR
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**BYLAW #539-21
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 or through the Bulk Water facility.

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.

2.6 "Bulk Water" means potable water offered for sale on a bulk basis through the Bulk Water facility located at 98 1st Avenue East, Hussar.

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 Bulk Water

- 6.9.1** The Village shall maintain a Bulk Water fill station for the supply of Bulk Water for consumption, irrigation, landscaping, building or construction.
- 6.9.2** Any person acquiring water from the Bulk Water fill station shall be deemed to have an Account with the Village and shall pay Bulk Water fees in accordance with Schedule A, Rates of this Bylaw.
- 6.9.3** The Village shall not be responsible for the water quality once the water is received by the Customer from the Bulk Water station.
- 6.9.4** The Bulk Water station will have water available for sale from the months of March to October.
- 6.9.5** The Village may cease Bulk Water sales at any time for any reason, without notice.
- 6.9.6** Customers may request Bulk Water services by contacting the CAO or the Manager of Water and Wastewater as per the contact information posted at the Bulk Water station.
- 6.9.7** All Bulk Water Customers are required to accurately complete the log sheet located inside the Pump House and will be billed accordingly, as per Schedule C, Bulk Water Log Sheet.

6.10 Wells and Other Sources of Water Supply

- 6.10.1** No well or other source of water except water provided via the Village Waterworks System shall be used in the Village.
- 6.10.2** 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.

6.11 Requests for Curb Stop Shut Offs

- 6.11.1** 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.
- 6.11.2** 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.
- 6.11.3** 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.
- 6.11.4** 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.
- 7.2.3** No roof drains shall be connected to weeping tiles.
- 7.2.4** 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, including Bulk Water, 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 D.
- 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 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.
- 11.2.3 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.
- 11.2.4 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

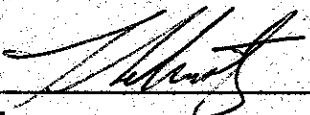
- 13.1 This Bylaw shall come into effect upon third and final reading
- 13.2 This Bylaw shall rescind Bylaws 499-15, 513-17 and 526-20.

READ a first time this 21 day of December, 2021.

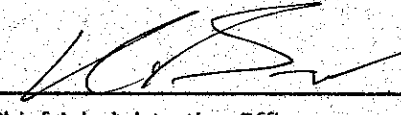
READ second time this 21 day of December, 2021.

READ a third time this 21 day of December, 2021

Signed this 5 day of January, 2021.



Mayor



Chief Administrative Officer

**BYLAW 539-21
VILLAGE OF HUSSAR
SCHEDULE A
RATES**

<u>Monthly Water Service</u>	<u>\$57.00 per month</u>
<u>Monthly Sewer Service</u>	<u>\$40.00 per month</u>
<u>Annual Water Service</u>	<u>\$684.00 per year</u>
<u>Annual Sewer Service</u>	<u>\$480.00 per year</u>
<u>Late Fee</u>	<u>3% per month</u>
<u>Bulk Water</u>	<u>\$0.05 per gallon</u>
<u>Curb Stop Shut Off Fee</u>	<u>Actual Cost + 25% Admin Fee</u>

**BYLAW 539-21
VILLAGE OF HUSSAR
FORMS**

**SCHEDULE B
APPLICATION FOR SERVICE CHANGE**

**SCHEDULE C
BULK WATER**

**SCHEDULE D
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



BULK WATER LOG SHEET

Name: _____

Company: _____

Billing Address: _____ City: _____ Postal Code: _____

Phone #: _____ Fax #: _____ Cell #: _____

Date	Volume (Quantity)	Liters/ Gallons/ Cubes	Office Use Only		
			Total Gallons	Cost	TOTAL
				.05 per gallon	
				.05 per gallon	
				.05 per gallon	
				.05 per gallon	
				.05 per gallon	
				.05 per gallon	
				.05 per gallon	
				.05 per gallon	
				TOTAL COST	

EMERGENCY CONTACT NUMBERS

Village Office – (403) 787-3766
 JG Water Services – (403) 934-0273



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 #542-22
VILLAGE OF HUSSAR**

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

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

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

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

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

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

1. SECTION 1 – SHORT TITLE

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

2. SECTION 2 – DEFINITIONS

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

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

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

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

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

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

2.7 "Village" means the Village of Hussar.

3. SECTION 3 – PENALTIES ON UNPAID TAXES

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

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

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

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

5. SECTION 5 – RECEIPT OF PAYMENTS

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

6. SECTION 6 – TAX INSTALMENT PAYMENT PROGRAM PENALTIES

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

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

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

7. SECTION 7 – SEVERABILITY

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

8. SECTION 8 – REPEAL & ENACTMENT

8.1 This Bylaw shall rescind Bylaw 508-16.

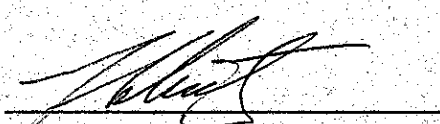
8.2 This Bylaw shall come into effect upon third and final reading.

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


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

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

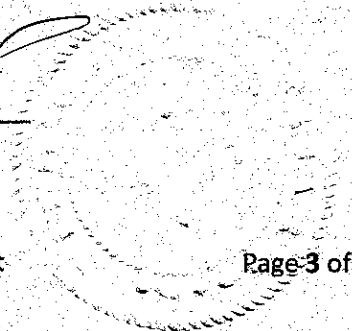
Signed this 21 day of March, 2022.



Mayor



Chief Administrative Officer



**BYLAW 549-22
VILLAGE OF HUSSAR**

A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF CHICKENS AND QUAIL IN URBAN AREAS

WHEREAS pursuant to Section 7 of the *Municipal Government Act* the council of a municipality may pass bylaws for municipal purposes respecting; the safety, health and welfare of people and the protection of people and property; wild and domestic animals and activities in relation to them; and the enforcement of bylaws;

WHEREAS pursuant to Section 8 of the *Municipal Government Act*, the council of a municipality may, in a bylaw, regulate or prohibit and to provide for a system of licenses, permits and approvals.

NOW THEREFORE the 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 cited as the Village of Hussar “Urban Hen & Quail Bylaw”.

2. SECTION 2 – PURPOSE

2.1 The purpose of this bylaw is to regulate and control the keeping of chickens and quail within Urban Areas

3. SECTION 3 – DEFINITIONS

3.1 **Abattoir** means a facility where animals are slaughtered for consumption as food for humans.

3.2 **Act** means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments thereto.

3.3 **Adjoining Neighbour** means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street.

3.4 **Animal Health Act** means Statutes of Alberta 2007, Chapter A-40.2.

3.5 **Chief Administrative Officer** means the person holding the office of Chief Administrative Officer of the Village of Hussar.

3.6 **Coop** means a fully enclosed weatherproof structure with an attached outdoor enclosure

3.7 **Council** means the Council of the Village of Hussar.

3.8 **Enforcement Officer** means a Bylaw Officer appointed by the Village of Hussar pursuant to the Municipal Government Act, R.S.A. 2000, c.M-26, as amended to enforce the bylaws of the Village of Hussar and includes Peace Officers and the members of the Royal Canadian Mounted Police (RCMP).

3.9 **Hen** means a domesticated female chicken that is at least four (4) months old. This can include bantam chickens

3.10 **Hen & Quail Keeper** means a person having any right of custody, control or possession of a Hen or quail.

- 3.11 **Hen & Quail License** means a license issued under this bylaw that authorizes the keeping of hens and quails on a specific property within an Urban area within the Village.
- 3.12 **Licensing Authority** means the Chief Administrative Officer or a person appointed by the Chief Administrative Officer to issue Hen & Quail Licenses.
- 3.13 **Nest Box** means a box within a Coop for the nesting of Hens and Quail.
- 3.14 **Outdoor Enclosure** means a securely enclosed, roofed outdoor area attached to and forming part of a Coop having a bare earthed or vegetated floor for Urban Chickens and Quail to roam.
- 3.15 **Premises Identification (PID) Number** means a nine-character combination of numbers and letters issued by the Province of Alberta pursuant to the provisions of the *Animal Health Act* to owners of livestock.
- 3.16 **Quail** means a small, short-tailed Old World game bird resembling a small partridge, typically having brown camouflaged plumage.
- 3.17 **Rooster** means a domesticated male chicken.
- 3.18 **Sell** means to exchange or deliver for money or its equivalent.
- 3.19 **Subject Property** means a lot or parcel of land in respect of which a Hen & Quail License is sought or has been issued.
- 3.20 **Temporary Caregiver** means a person who has been authorized by the Hen & Quail Keeper to provide care to their Hens and Quail in the event the Hen & Quail Keeper is temporarily unable to do so.
- 3.21 **Urban Area** means lands located within the Village on which agricultural operations, including but not limited to the keeping of livestock are neither a permitted or discretionary use under the Bylaws of the Village.
- 3.22 **Urban Hen** means a hen that is at least 16 weeks of age.
- 3.23 **Village** means the Village of Hussar, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.
- 3.24 **Violation Tag** means a notice that alleges a bylaw offence and provides a person the opportunity to pay an amount to the Village in lieu of prosecution for the offence.
- 3.25 **Violation Ticket** means a violation ticket as defined in the *Provincial Procedures Act*, R.S.A. 2000, c. P-34.

4. SECTION 4 – PROHIBITIONS

4.1 In the Village of Hussar, no person shall:

- a) Keep a Rooster;
- b) Keep a Hen or Quail, other than an Urban Hen or Quail for which a valid Hen & Quail License has been issued.

5. SECTION 5 – URBAN HEN & QUAIL LICENSE

5.1 A person may apply to keep a combined minimum of 2 and a maximum of 8 urban hens & quail by:

- a) Submitting a completed Urban Hen & Quail License Application Form (Appendix A)
- b) Paying a Hen & Quail License fee prescribed in Schedule A of this bylaw which is due payable at the time of the approval, prior to approval and annually thereafter;
- c) Any other information reasonably required by the Licensing Authority, including but not limited to:
 - i. A copy of a Certificate of Title for the Subject Property issued by the Land Titles;

- ii. Written permission to keep hens and quail on the Subject Property, from the registered owner of the Property as shown on the Certificate of Title, if the Hen & Quail Keeper is not the registered owner.
 - d) A site plan including a drawing that shows the location of the coop and coop run dimensions and associated setbacks from the coop and coop run to the side and rear property lines.
 - e) Evidence that the proposed Hen & Quail Keeper has experience or training from a source approved by the Licensing Authority. At a minimum, read the Training Manual and watched all 9 educational videos (Appendix C), on the safe handling of hens and eggs provided by the Village.
 - f) A copy of the Premises Identification (PID) Number applicable to Subject Property.
- ~~5.2 At the time of application for a Hen & Quail License, the applicant must demonstrate to the satisfaction of the Licensing Authority that all Adjoining Neighbours have been notified of the intent to apply for a Hen & Quail License on the Subject Property. (Appendix B) If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property. It is recommended that at the time of application that the applicant notifies all Adjoining Neighbours of the intent to apply for a Hen & Quail License on the Subject Property (Appendix B).~~
- 5.3 The applicant must reside on the property on which the Urban Hens and Quail will be kept;
- 5.4 A Hen & Quail License does not take effect until:
- a) The Licensing Authority is satisfied all provisions in Section 5.1 and 5.2 have been met; and
 - b) The appeal period referenced in Section 6.2 has expired, if no appeal was received during the appeal period; or
 - c) The Appeal Committee has made a decision on any appeal and that decision upholds the issuance of the Hen & Quail License, with or without conditions.
- 5.5 A Hen & Quail license is valid only for the period of January 1 to December 31 in the year for which the license is issued.
- 5.6 Hen & Quail License fees shall not be reduced or prorated no matter the month of purchase or total number of urban hens and quails.
- 5.7 A Hen & Quail License is not transferable from one person to another or from one property to another.
- 5.8 A person to whom a Hen & Quail License has been issued shall produce the license at the demand of the Licensing Authority or an Enforcement Officer.
- 5.9 The Licensing Authority may refuse to grant or renew a Hen & Quail License for the following reasons:
- a) The applicant or license holder does not meet or has ceased to meet the requirements of this bylaw;
 - b) The applicant or license holder:
 - i. Provides false information or misrepresents any fact or circumstances to the Licensing Authority or Enforcement Officer;
 - ii. Fails to pay any fee required by this Bylaw or any applicable Bylaw;
 - iii. Fails to pay a fine imposed by a court for a contravention of this Bylaw or any other applicable Bylaw related to the keeping of Urban Hens and Quail;
 - iv. An applicant for or holder of a Hen & Quail License has been convicted of any offence involving abuse, mistreatment or negligent treatment of keeping of animals;

- v. An applicant has previously been the holder of a Hen & Quail License that was revoked for non-compliance with this bylaw, or in respect of which an order has been made under section 645 of the *Municipal Government Act*;
- vi. Has not complied with all other Provincial and Federal regulations for the keeping of livestock; or
- c) In the opinion of the Licensing Authority based on reasonable grounds it is in the public interest to do so.
- d) If the Licensing Authority refuses to grant or renew a Hen & Quail License, the applicant may appeal the decision to the Appeal Committee, in accordance with the procedures set out in this Bylaw.

6. SECTION 6 – APPEAL

- 6.1 An appeal lies from a decision of the Licensing Authority to:
- a) Issue a Hen & Quail License, ~~if the appellant is an Adjoining Neighbour;~~
 - b) Impose conditions on a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License ~~or is an Adjoining Neighbour;~~
 - c) Refuse a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License; or
 - d) Revoke a Hen & Quail License, if the appellant is the holder of the Hen & Quail License that was revoked.
- 6.2 An appeal under section 6.1 must be in writing, addressed to the Chief Administrative Officer, and must be received no later than fourteen (14) days after the decision appealed from is issued.
- 6.3 As soon as reasonably practicable and in any event not more than fourteen (14) days after receiving a notice of appeal the Chief Administrative Officer must appoint an Appeal Committee for the purpose of hearing the appeal, and apart from appointing the Appeal Committee and providing it with administrative support the Chief Administrative Officer shall not be involved in the appeal process.
- 6.4 The Appeal Committee shall consist of three (3) members, none of whom is an employee or Council Member of the Village and that the Chief Administrative Officer may appoint members as deemed appropriate. In the case of an appeal ~~from an adjoining member~~ alleging the likelihood of a material adverse health effect, the Chief Administrative Officer must also make reasonable efforts to appoint the appeal committee ~~a licensed and~~ including someone conversant with poultry operations i.e.) 4H experience or knowledge.
- 6.5 The Appeal Committee shall schedule the hearing of the appeal within thirty (30) days after notice of appeal.
- 6.6 Subject to the requirements of this bylaw the Appeal Committee members shall, from among themselves, choose a Chair and may establish a procedure consistent with principles of natural justice for the hearing of the appeal.
- 6.7 The Appeal Committee shall provide its decision in writing, with reasons, within seven (7) business days of the hearing of the appeal. The Appeal Committee may:
- a) Uphold the decision of the Licensing Authority;
 - b) Vary the decisions of the Licensing Authority, including imposing conditions on a Hen & Quail License that differ from any conditions imposed by the Licensing Authority; or
 - c) Overturn the decision of the Licensing Authority.
- 6.8 The decision of the Appeal Committee is final and binding and is not subject to appeal to a Court.

6.9 An appeal of the Coop, accessory building, must follow the procedures for an appeal set out in the Village of Hussar Land Use Bylaw.

7. SECTION 7 – RESPONSIBILITIES OF A HEN & QUAIL KEEPER

7.1 A Hen & Quail Keeper must:

- a) Obtain a Premises Identification (PID) under the Premises Identification Regulation in the Animal Health Act and submit a copy to the Village.
- b) Follow biosecurity procedures recommended by the Canadian Food Inspection Agency for small flocks and pet birds to reduce potential for disease outbreak.

7.2 Hen & Quail Keepers, owners of a Subject Property, and Temporary Caregivers must:

- a) Provide each urban hen and quail with food, unfrozen water, shelter, adequate light, ventilation, warmth, veterinary care, and opportunities for essential behaviours such as scratching, dustbathing, roosting, pecking and socializing with their own kind;
- b) Keep each Hen and Quail in a secured area at all times;
- c) Keep the Coop secured from sunset on any given day to sunrise the following day;
- d) Ensure that Hens and Quails are kept in the Coop with all openings, such as doors and windows, secured in such a manner that will not allow predators to enter;
- e) Provide suitable warmth to the Hens and Quails through radiant heaters, wall insulation, poly-sheeting, seedling heat mat, or other means (no heat lamps permitted);
- f) Construct and maintain the Coop to prevent a rodent from harbouring underneath or within it or within its walls, and to prevent access to the coop by any other animal
- g) Maintain the Coop in good repair and sanitary conditions and free from vermin and noxious or offensive smells and substances;
- h) Store feed in a fully enclosed, non-penetrable container;
- i) Keep food and water containers in the run during day time hours;
- j) Remove leftover feed, trash and manure in a timely manner, or disclose plan of bedding method;
- k) Store ~~non-composting~~ manure not for composting within a fully enclosed container, and store no more than three (3) cubic feet of manure at any time;
- l) Remove all other manure not used for composting or fertilizing and dispose of such in accordance with Village Bylaws;
- m) Ensure Hens and Quail are slaughtered or euthanized at an appropriate location or facility, not on the Subject Property;
- n) Dispose of the carcass of a Hen or Quail deceased by natural causes, by double bagging and bringing it to a veterinarian, farm, abattoir, or other operation that is lawfully permitted to dispose of Hens and Quails;
- o) Take Hens and Quails to a veterinarian, farm, abattoir, or other operation if Hens or Quails are no longer wanted;
- p) Keep Hens and Quails in a cage only when actively transporting the Hen or Quail; and
- q) Keep Hens and Quails for personal use only, and not sell eggs, manure, meat, or any other products derived from Hens or Quails.

8. SECTION 8 – COOP REQUIREMENTS

8.1 A Hen & Quail Keeper must:

- a) Provide each Hen with at least 0.37 square meters of interior floor area enclosed with a minimum height of .92 meters within the Coop, and at least 0.92 square

meters of Coop Run outdoor area with a minimum height of 1.22 meters, within the Coop run;

- b) Provide each Quail with at least one (1) square foot of space to a maximum height requirement of 18" for hutches within the Coop or a minimum of 6 feet high for external runs/aviaries.;
- c) Provide a minimum of one (1) nest box per every 3 Hens and one (1) perch per Hen, that is at least 15 cm long;
- d) Ensure the Coop meets the requirements in the Land Use Bylaw regarding an accessory building.

8.2 Coops must meet the setbacks in the Land Use Bylaw and an accessory building can not block side yard access.

8.3 Coops cannot be located in a Utility Right of Way or an Overland Drainage Right of Way.

8.4 Only one (1) Coop per property shall be permitted.

8.5 Coops must be kept in the rear of the property

8.6 The maximum lot coverage of all structures on a property, including a Coop, must comply with the Land Use Bylaw.

8.7 The Licensing Authority and Development Authority have the authority to impose additional site-specific conditions.

9. SECTION 9 – GENERAL REGULATIONS FOR HEN & QUAIL KEEPERS

9.1 Hen and Quail keeping is permitted under and in accordance with this bylaw.

9.2 This bylaw applies to the activity of Hen & Quail Keeping for personal use only. The commercial sale of Hens or Quail or Hen or Quail products is not permitted.

9.3 This Bylaw enables the keeping of Hens and Quails within the confines of a fenced property that does not permit Hens and Quails to be sheltered within a residential dwelling unit.

9.4 Each Hen or Quail must be a minimum of 4 months (16 weeks) old when acquired for keeping under a Hen & Quail License.

9.5 This bylaw does not exempt a person from complying with any Federal or Provincial law or regulation, other Village bylaw, or any requirement of any lawful permit, order, or license.

10. SECTION 10 – ENFORCEMENT

10.1 The Licensing Authority or an Enforcement Officer has the right to access any Subject Property to inspect for compliance with this bylaw.

10.2 Where an Enforcement Officer has reasonable grounds to believe that a Hen & Quail Keeper has contravened any provision of this Bylaw the Enforcement Officer may serve the Hen & Quail Keeper a Municipal Violation Tag allowing payment of the specified penalty as set out in Schedule "B" of this Bylaw.

10.3 Should a hen and quail keeping site, Coop, or Hen & Quail Keeper be found to be non-compliant with this Bylaw at any time, enforcement action may be taken including without limitation; issuing a Municipal Violation Tag or Violation Ticket, revocation of a Hen & Quail License or issuance of a Stop Order under Section 645 of the Municipal Government Act.

10.4 Should Hens and Quails and/or Coop be ordered to be removed, all costs and associated expenditures related to the removal shall be the responsibility of the property owner.

10.5 In the event of the revocation of a Hen & Quail License, the Licensee will be given fourteen (30) days to rehome the Hens and Quails.

10.6 No person shall hinder, interrupt, or causes to be hindered any employee of the Village or its contractors, servants, agents, or workers, in the exercise of the powers or duties as authorized or required in this Bylaw.

11. SECTION 11 – OFFENCES AND PENALTIES

- 11.1 A person who contravenes any provision of this Bylaw is guilty of an offence.
- 11.2 A person who is guilty of an offence is liable to a fine in an amount not less than \$150.00 as set out in Schedule “B” of this Bylaw.
- 11.3 In the case of an offence that is of a continuing nature, a contravention of a provision of this bylaw constitutes a separate offence with respect to each day, or part of a day, during which the contravention continues. A person found guilty of such an offence is liable to a fine in an amount not less than that set out in Schedule “B” for each such separate offence.

12. SECTION 12 – MUNICIPAL VIOLATION TAG

- 12.1 An Enforcement Officer may issue, with respect to an offence under this Bylaw, a Municipal Violation Tag specifying the amount established by this Bylaw.
- 12.2 A Municipal Violation Tag may be issued to such person:
 - a) Either personally; or
 - b) By mailing a copy to such person at his or her last known address.
- 12.3 The Municipal Violation Tag shall state:
 - a) The name of the Person;
 - b) The offence;
 - c) The penalty established by this Bylaw for the offence;
 - d) That the penalty shall be paid within 14 days of the issuance of the Municipal Violation Tag; and
 - e) Any other information as may be required.

13. SECTION 13 – VIOLATION TICKET

- 13.1 An Enforcement Officer may issue, with respect to an offence under this Bylaw, a Violation Ticket specifying the fine amount established by this Bylaw.
- 13.2 Where a Violation Ticket specifies a fine amount, a voluntary payment equal to the specified fine amount may be made as directed on the Violation Ticket.
- 13.3 If a Municipal Violation Tag has been issued and if the penalty has not been paid within the prescribed time, then an Enforcement Officer is authorized and empowered to issue a Violation Ticket pursuant to the Provincial Offences Procedure Act.
- 13.4 Despite section 13.3, an Enforcement Officer is authorized and empowered to issue a Violation Ticket to any person who the Enforcement Officer has reasonable and probable grounds to believe has contravened any provision of this Bylaw.
- 13.5 If a Violation Ticket is issued in respect of an offence, the Violation Ticket may:
 - a) Specify the fine amount established by this Bylaw for the offence; or
 - b) Require a person to appear in court without the alternative of making a voluntary payment

14. SECTION 14 – POWERS OF THE CHIEF ADMINISTRATIVE OFFICER

- 14.1 Without restricting any other power, duty or function granted by this Bylaw, the Chief Administrative Officer may:
 - a) Carry out any inspections to determine compliance with this Bylaw;
 - b) Take any steps or carry out any actions required to enforce this Bylaw;
 - c) Take any steps or carry out any actions required to remedy a contravention of this Bylaw;
 - d) Establish forms for the purposes of this Bylaw; and

e) Delegate any powers, duties or functions under this Bylaw

15. SECTION 15 – OBSTRUCTION

15.1 No person shall obstruct or hinder any person in the exercise or performance of the person’s powers pursuant to this Bylaw.

16. SECTION 16 - SEVERABILITY

16.1 Every provision of this Bylaw is independent of all other provisions and if any provision of this Bylaw is declared invalid for any reason by a Court of competent jurisdiction, all other provisions of this Bylaw shall remain valid and enforceable.

17. SECTION 17 – EFFECTIVE DATE

17.1 This Bylaw shall come into force and effect upon receiving third and final reading and being signed.

READ a first time on this 31 day of August, 2022

READ a second time on this 29 day of September, 2022

READ a third and final time on this _____ day of _____, _____.

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**VILLAGE OF HUSSAR
SCHEDULE A
FEES**

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

**VILLAGE OF HUSSAR
SCHEDULE B
PENALTIES FOR VIOLATIONS**

Section	Offence	Minimum Penalty (1 st Offence)	Penalty (2 nd & Subsequent)
4.1 (a)	Keep a rooster within Village boundaries	\$150.00	\$300.00
4.1 (b)	Keep an unlicensed urban hen or quail	\$150.00	\$300.00
5.1	Keeping more than 8 hens and/or quail	\$150.00	\$300.00
5.5	Fail to renew urban Hen & Quail license	\$150.00	\$300.00
5.7	Transfer an Urban Hen & Quail License	\$150.00	\$300.00
7.1 (a)	Fail to obtain a Premises Identification Number	\$150.00	\$300.00
7.1 (b)	Fail to follow biosecurity procedures	\$150.00	\$300.00
7.2 (a)	Fail to provide essentials to each urban hen and quail	\$150.00	\$300.00
7.2 (b)	Fail to keep hens and quail secured	\$150.00	\$300.00
7.2 (c), (d)	Fail to keep coop secured	\$150.00	\$300.00
7.2 (e)	Fail to provide adequate warmth	\$150.00	\$300.00
7.2 (f)	Fail to prevent rodents/ animals from entering coop	\$150.00	\$300.00
7.2 (g)	Fail to maintain coop in a sanitary condition/ good repair	\$150.00	\$300.00
7.2 (h)	Fail to properly store feed	\$150.00	\$300.00
7.2 (i)	Fail to keep food and water in coop	\$150.00	\$300.00
7.2 (j)	Fail to remove waste in a timely manner	\$150.00	\$300.00
7.2 (k)	Fail to properly store manure	\$150.00	\$300.00
7.2 (l)	Fail to properly dispose of manure	\$150.00	\$300.00
7.2(m)	Slaughter of hens or quail on property	\$150.00	\$300.00
7.2 (n)	Unlawful disposal of deceased hens or quails	\$150.00	\$300.00
7.2 (q)	Selling products derived form urban hens or quail (eggs, manure, meat, etc.)	\$150.00	\$300.00
8.1(a)	Coop fails to meet size/ enclosure requirements	\$150.00	\$300.00
8.1 (b)	Fail to provide nest box or perch	\$150.00	\$300.00
8.1 (c)	Coop not located properly on subject property	\$150.00	\$300.00
8.2	Coop fails to meet setback requirements	\$150.00	\$300.00

**Appendix A
VILLAGE OF HUSSAR
Urban Hen & Quail License Application**

HEN & QUAIL LICENSES ARE EFFECTIVE FROM JANUARY 1 TO DECEMBER 31, AND ARE REQUIRED TO BE RENEWED ANNUALLY

Please print and complete the entire form

Applicant Name: _____ Phone: _____

Address: _____

Email Address: _____

Number of Hens being kept _____ Number of Quail _____ (Max 8 combined)

Premises Identification Number (PID): _____

Circle One:

Owner

Tenant**

**if tenant, a letter of authorization is required from the registered property owner, along with this application form

- The granting of this license shall in no way relieve the owner from complying with the requirements of the Village of Hussar Urban Hen & Quail Bylaw or any other relevant bylaws of the Village of Hussar or other Provincial or Federal Statutes or Regulations in force.
- I certify that I have read the required training manual in its entirety and watched the 9 educational videos. I have attached a copy of Appendix C with my initials beside each completed training requirement.
- I certify that I will abide by all regulations for the keeping of urban hens and quail pursuant to the Village of Hussar Urban Hen & Quail Bylaw, knowing that failure to comply may result in my Urban Hen & Quail License being revoked.
- I understand that my coop may require a development permit, building permits and safety codes permits that must be completed as per the Land Use Bylaw Regulations.
- I understand that providing false or misleading information will result in my Urban Hen & Quail License being revoked or denied

Applicant's Signature: _____ Date: _____

Any personal information on this form is collected under the authority of Section 33I of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of issuing urban hen and quail licenses, and for monitoring and animal control purposes. If you have any questions about the collection, use and protection of this information please contact the Village of Hussar FOIP Coordinator at 403-787-3766. 109 1 Avenue E, Hussar, AB T0J 1S0

FOR OFFICE USE ONLY

Application Fee: _____

Roll Number: _____

License Number: _____

Date Approved: _____

Status of Application: **Approved** **Denied** **Pending (more info)**

Appendix B

Training Manual and Education Videos

READ	INITIAL (beside each once completed)
Urban Chickens Community Package (2 pg)	
A Compre'hen'sive 'Chick'list (1 pg)	
Fowl: Your Feathered Friends (39 pg)	
WATCH	
Are you Ready (1:22 min)	
Do you have what it takes? (5 min)	
Hen Handling (2:16 min)	
Everyday Care (5:31 min)	
Coop Design (9:05 min)	
Biosecurity (6:06 min)	
Enrichments (3 min)	
Are your hens healthy (12:25 min)	
Preparing for Euthanasia (7:26 min)	
QUAIL	
https://www.thehappychickencoop.com/the-ultimate-guide-to-raising-quail/	
https://www.thehappychickencoop.com/how-to-raise-chicken-and-quail-together/	

Other Resources:

Raising Chickens in Alberta, A Guide for Small Flock Owners
<https://open.alberta.ca/publications/9780773261174>

**VILLAGE OF HUSSAR
URBAN HEN APPLICANTS**

Dear Urban Hen License Applicant:

This application package contains the following documents:

- Village of Hussar Urban Hen Bylaw 549-22
- Village of Hussar Urban Hen License Application
- Village of Hussar Urban Hen Adjacent Properties Notification - Recommended
- Premises Identification (PID) Program Information and PID Account Form (this form is not required by us, it is provided as a courtesy and required for provincial purposes).
- Training Manual and education videos

1) The PID Program is managed by the Alberta Government as a way to notify animal owners of possible dangers to their animals, and to trace, control and prevent the spread of animal disease. Every approved urban hen application must submit an application form to the Government of Alberta to obtain a PID number and must provide proof of that number to the Village of Hussar when requested. Failure to do so may result in your license being refused or revoked. For more information on the PID Program visit:

<https://www.alberta.ca/register-with-the-animal-premises-identification-program.aspx>

2) Adjoining Neighbour means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street. Adjoining Neighbours are recommended to be notified, ~~by signing the sample form they are only acknowledging that you have notified them of your intent.~~

3) Coops may require development permits and building permits as per Land Use Bylaw Regulations.

4) Every applicant must participate in the training manual provided by the Village and watch the 9 educational videos found at:

<https://www.afac.ab.ca/resources/urban-hen/>

Initial beside each completed requirement and submit with your application.

Should you have any questions or need help with this application package, please contact our office and we will be pleased to assist you.

Sincerely,

Village of Hussar

Sample - Adjacent Properties Notification Form

Applicant Name: _____ Phone: _____

Address: _____

I am presently applying to the Village of Hussar for an Urban Hen & Quail License to keep ___ hens and ___ quail on my property. Each applicant must comply with all regulations for the licensing and keeping of urban hens and quail pursuant to Section 5 of the Village of Hussar Urban Hen & Quail Bylaw #549-22. As per Section 5.2 I am required to notify all adjacent properties of my intention to keep urban hens and quail. Please confirm that I have notified you of such application by completing your contact information and signing below.

Adjacent Property Contact:

Applicant Name: _____ Phone: _____

Address: _____

Signature: _____ Date: _____

Should you have any questions or concerns regarding this application, please contact:

Village of Hussar
109 1st Avenue East, Po Box 100
Hussar, AB T0J 1S0
office@villageofhussar.ca
403-787-3766

Adjoining Neighbour means an owner or occupant of a property that is contiguous to a Subject Property along a common property line. This includes properties across a rear lane, but not across a street. If an adjoining property of the Subject Property is undeveloped or developed but otherwise vacant, the applicant is not required to notify that adjoining property.

Premises Identification (PID), one of the pillars of traceability, links livestock and poultry to land locations or premises. This information is collected in the PID System, which can be quickly accessed for the protection of our industry. The PID System has a variety of uses including planning for, controlling and preventing the spread of an animal disease. It is also used to notify animal owners of an impending emergency, such as a flood or fire, that could affect their animals. By completing a PID Application and keeping your information up-to-date, you will take an important step in protecting your animals and those of other Alberta and Canadian producers.

Who needs to apply

Under Alberta's *Premises Identification Regulation*, if you own a livestock animal or poultry, and that animal is kept at a premises other than a commingling site (e.g. stable), you need to apply for a PID Account and obtain at least one PID Number associated to where the animal(s) are located.

You must apply for a PID Account within 30 days of assuming ownership of an animal. Although you may view your livestock as a pet or companion animal, it is important to obtain a PID Account because your animal can still receive and/or transmit diseases. Even if you own only one animal, it is still necessary to obtain a PID Account.

If you operate a commingling site (e.g. stable, community pasture, fair ground, etc.), you are required to obtain a PID Account, register all your commingling sites and provide the PID Number(s) to the users of your site(s). You must apply for a PID Account within 30 days of assuming ownership or operation of a commingling site.

Obtaining a New PID Account

To obtain a PID Account, you can fill out the attached paper application package or go online at www.agriculture.alberta.ca/premises to register. For those completing the paper application, you will need to fill out:

- a **PID Account Form**,
- **at least one Schedule A**, and
- **if applicable, a Schedule B**.

Here are some additional instructions:

- On the PID Account Form, check "New PID Account Application." Complete and sign the form.
- If you are an animal owner, complete a Schedule A for at least one premises and check "New Premises." This is preferably where your main animal operation is located, which is usually your home quarter. If you have multiple premises, you have the option to complete a Schedule A for each additional premises, which can better reflect where your animals are at any given time.
- If you operate a commingling site, complete a Schedule A for each commingling site you operate and check "New Premises."
- To add additional or alternate contact(s) for a premises, you can complete a Schedule B and check "New Premises." You may complete a Schedule B for each premises you are registering.
- Alternatively, you can easily set up a new PID Account online by visiting www.agriculture.alberta.ca/premises.

Updating a PID Account

It is important that you update your account within 30 days of any changes. For example, this would include changes in account contact information, maximum capacity of the premises or contact information for emergencies. If the PID System does not contain accurate and up-to-date information, the emergency response might be delayed. To update your information using the paper application:

- Check "Update an existing PID Account" on the PID Account Form. Complete and sign the form. If required, provide any updates to the general information in Part A.
- If you are updating information on a premises already registered in the PID System, include a completed Schedule A with the updated information. Also, check "Update existing Premises" and provide the PID Number.
- To add a new premises to an existing PID Account, include a completed Schedule A for each additional premises and check "New Premises."
- If you are adding an additional or alternate emergency contact for a premises or wanting to update the information previously submitted, include a completed Schedule B.
- Alternatively, you can gain access to your PID Account to make changes online by calling **780-422-9167**.

Submitting completed application and schedule(s)

Mail

Premises Identification Program
Alberta Agriculture and Forestry
7000 – 113 Street Edmonton AB T6H 5T6

Fax

Premises Identification
Program 780-427-5921

In person

You can submit your application to any Alberta Agriculture Field Office located throughout Alberta

For more information

For additional information, contact the Alberta Ag-Info Centre toll-free at 310-FARM (3276) or your local Agriculture Field Office. You can also get more information and set-up/update your PID Account online at www.agriculture.alberta.ca/premises.

 **Apply online! Visit www.agriculture.alberta.ca/premises to obtain your PID Account today!**

Frequently Asked Questions

Can I apply for a PID Account and/or update my information online?

Yes, visit www.agriculture.alberta.ca/premises.

Where can I obtain more copies of the PID Account Form, Schedule A or Schedule B?

The paper application and schedules are available for print online at www.agriculture.alberta.ca/premises. You can also visit your local Agriculture Field Office for copies.

Why is premises identification important?

Premises identification is an important part of an effective traceability system and emergency management plan. In an animal health event, having animal locations and other key information in one system is critical for quick, accurate and cost-effective emergency response.

What is a PID Number?

A PID Number is a nine character unique identifier associated with a specific land location; Alberta PID Numbers start with 'A'.

When will I need to use PID Numbers?

PID Numbers are required or asked for on many transportation documents when transporting your animals. PID Numbers are also required when buying medications at a licensed retail outlet or when selling animals at an auction market. Agriculture programs and grants may also request your PID Number as part of their eligibility requirements.

What species of animals are included under premises identification?

Any animal in captivity designated in the regulation, including livestock and/or poultry, needs to be recorded under your premises. For a complete listing of the species please see Schedule A, Part 7 of the PID Application or the Alberta *Premises Identification Regulation*.

Do I need a PID Account if I only have one animal?

Yes, you need a PID Account because even one animal can receive and transmit infectious diseases that can affect your herd/flock, neighbouring animals and sometimes the entire industry. Having an up-to-date PID Account ensures that you will be contacted in the case of an emergency situation.

What is a commingling site?

A commingling site is a location, other than a farm or ranch, where animals owned by different owners are kept together either temporarily or permanently.

Do I need to register each location where animals I own and/or have care and control of are located?

Operators of commingling sites are required to register all their commingling sites and obtain a PID Number for each premises. Animal owners that take care of their own animals are required to have at least one premises registered, preferably the main animal operation. It is beneficial for animal owners to register additional premises in the PID System, particularly those away from the main operation, to ensure they are still notified if an emergency happens in that area. Animal owners can register each premises by completing a separate Schedule A.

What is "maximum capacity"?

Maximum capacity is not the actual number of animals on the premises. Rather, it is an estimate of the highest number of animals (of the selected species) that the operation(s) on the premises could reasonably accommodate. This information, used in conjunction with the type of species on the premises, allows emergency responders to prepare and respond appropriately.

Will the information I share be kept confidential?

Your information is protected under the *Freedom of Information and Protection of Privacy Act* (FOIP Act) and the *Animal Health Act* (AHA). It may be used or disclosed to authorized individuals, in accordance with the AHA, for the purposes set out in the AHA including to plan for or respond to an animal health emergency or to validate premises information held in the system.

I completed my application. When will I find out my PID Number?

The account contact will receive a letter in the mail within one to two weeks with the PID Number(s) for each individually registered premises. Retain this letter for your records. If you require your PID Number in the meantime, please contact 310-FARM (3276).

What should I do if I forget my PID Number?

If you forget your PID Number, please contact 310-FARM (3276) for assistance.

What happens if my information changes?

Information associated to a PID Account needs to be updated within 30 days of any change. This includes changes to contact information, animal types, maximum capacity, etc. It is vital that information is updated as it changes so you can receive the best service and support from emergency responders. To update your information, fill out the appropriate section of the PID Application and either mail or fax it to the Premises Identification Program. You can also return it to your local Agriculture Field Office. Changes can be made online at www.agriculture.alberta.ca/premises.

Where can I get more information?

For more information on the PID Program including regulations, contact the Alberta Ag-Info Centre toll-free at 310-FARM (3276), a local Agriculture Field Office, or visit www.agriculture.alberta.ca/premises. To learn more about Traceability in Alberta, visit www.agriculture.alberta.ca/traceability.

Did someone help you today?

_____ helped you today
name

at _____
location

on _____
date



Apply online!

Visit www.agriculture.alberta.ca/premises
to obtain your PID Account today!

Reference note:

PID ACCOUNT FORMYou must fill out the **required information** on this **Form** which is marked by an asterisk (*)*** PURPOSE OF APPLICATION**

(Check (✓) one)

- New** PID Account Application
- Update** an existing PID Account

Complete this form to set-up a new PID Account or update an existing PID Account in Alberta Agriculture and Forestry's Premises Identification Program. To delete an existing PID Account, please contact the PID Administrator at 780-422-9167.

This form should be accompanied by a Schedule A - Premises Information Sheet for Animal Owners and Commingling Site Operators for each premises an Applicant registers or updates under the program. If an Applicant has an existing PID Account and is simply updating information in Part A of this form, it is not necessary to complete a Schedule A for each premises registered to the account.

PART A – General Information*** Applicant or Account Holder's Legal Business Name** (If sole proprietor, name of individual)

- * Business Type** (Check (✓) one)
- Incorporated Company Individual Trusts
- Government Entity Partnership (Limited Liability Partnership) Non-Profit

*** Business Operating Name** (If different from Legal Business Name)**Account Contact Name** (Individual responsible for the maintenance of information on this application.)*** First Name****Middle Name***** Last Name***** Mailing Address***** City/Town***** Province***** Postal Code***** Phone****Mobile****Fax****Email**

*** Preferred method of communication** (Check (✓) one) Phone Mobile Fax Email

Comments or Instructions if applicable (e.g. best to reach after 7 p.m., etc.)**PART B – Statement of Certification**

I certify that:

- All information provided in this Application, including Schedule A and Schedule B, as applicable, in relation to this PID Program is complete and correct;
- I will provide the necessary updates required by law to ensure that the information related to any premises on which I own animals or commingling site of which I am either an owner or an operator is complete and correct.

For individual applicants, the individual must sign. For corporations and other entities, authorized signatories must sign.

M	M	D	D	Y	Y	Y	Y
---	---	---	---	---	---	---	---

*** Signature***** Print Name***** Date**

Personal information you provide through this registration process for the provincial Premises Identification (PID) System allows industry and government to efficiently locate animals and notify owners of an emergency that might affect their animals. This information is collected under the authority of the *Alberta Animal Health Act* and the *Premises Identification Regulation*. The information is subject to the privacy and access provisions of the *Freedom of Information and Protection of Privacy Act*. If you have any questions about the collection and use of this information, please contact the PID Administrator at **780-422-9167**.

Submit completed information by mail

Premises Identification Program
Alberta Agriculture and Forestry
7000 – 113 Street Edmonton AB T6H 5T6

By fax

Premises Identification Program
780-427-5921

In person

You can submit your application to
any Alberta Agriculture Field Office
located throughout Alberta



Reference note:

SCHEDULE A**Premises Information Sheet for Animal Owners and Commingling Site Operators**You must fill out the **required information** on this **Form** which is marked by an asterisk (*)* **PURPOSE OF APPLICATION** (Check (✓) one) New Premises Update existing Premises # A**PART 1 – Premises Nickname or Description*** **Provide a name or description of the location where animals are located** (e.g. main ranch, summer pasture, etc.)*** PART 2 – Location** (Select one of the six methods to identify the premises.)

1. Legal Land Description	Quarter NW/NE/SW/SE	Section 01-36	Township 001-136	Range 01-30	Meridian W4, W5, or W6 W
----------------------------------	---------------------	---------------	------------------	-------------	------------------------------------

2. LINC # - 10-digit number that appears on the top left corner of Alberta Registries Land Titles Certificates issued after 1988

--	--	--	--	--	--	--	--	--	--

3. Latitude & Longitude

Latitude +

--

--

Longitude -

--

--

4. Surveyed Parcel Description

Lot

--

Block

--

Plan

--

5. Federal or Provincial Land First Nation Métis Settlement National Park DND†

Name

--

6. Street Address - If premises is contained in an urban area

Address

City/Town

Province

Postal Code

*** PART 3 – Relationship to Premises** Relationship of applicant or account holder in PART A to the ownership of the premises. (Check (✓) one) Owner Renter/Lessee User of Commingling Site Operator of Commingling Site Other (specify) _____**PART 4 – CCIA Premises Number** Premises ID Number previously issued by the Canadian Cattle Identification Agency.

--	--	--	--	--	--	--	--	--	--

*** PART 5 – Premises Contact Information** Essential for emergency purposes. Primary individual responsible for care and control of animals on the premises. Check (✓) if same as Account Contact in Part A on PID Account Form. If different individual, provide contact information below.*** First Name****Middle Name***** Last Name***** Mailing Address***** City/Town***** Province***** Postal Code***** Phone****Mobile****Fax****Email***** Preferred method of communication** (Check (✓) one) Phone Mobile Fax Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**IF APPLICABLE, USE SCHEDULE B TO PROVIDE ADDITIONAL OR ALTERNATE CONTACT(S) FOR THIS PREMISES**

SCHEDULE A (cont'd)

Premises Information Sheet for Animal Owners and Commingling Site Operators.

*** PART 6 – Types of Operations** (Check (✓) all operations that the Account Holder conducts on this premises.)

<input type="checkbox"/> Farm (Ranch)	<input type="checkbox"/> Feedlot	<input type="checkbox"/> Pasture (Range)	<input type="checkbox"/> Community Pasture
<input type="checkbox"/> Abattoir under the <i>Meat Inspection Act</i> (Alberta)	<input type="checkbox"/> Carcass Disposal Site	<input type="checkbox"/> Hatchery	<input type="checkbox"/> Small Acreage/Hobby Farm
<input type="checkbox"/> Animal Artificial Insemination Centre	<input type="checkbox"/> Competition Facilities	<input type="checkbox"/> Livestock Market	<input type="checkbox"/> Urban
<input type="checkbox"/> Animal Embryo Transfer Station	<input type="checkbox"/> Establishment operating under the <i>Meat Inspection Act</i> (Alberta)	<input type="checkbox"/> Livestock or Poultry Research Facility	<input type="checkbox"/> Veterinary Facility (Clinic, Laboratory, Hospital)
<input type="checkbox"/> Assembling Station	<input type="checkbox"/> Establishment operating under the <i>Meat Inspection Act</i> (Canada)	<input type="checkbox"/> Race Track	<input type="checkbox"/> Zoos, petting Zoos
<input type="checkbox"/> Boarding Stable	<input type="checkbox"/> Fairs and Exhibition	<input type="checkbox"/> Renderer	<input type="checkbox"/> Other (<i>Specify</i>)
<div style="border: 1px solid black; width: 200px; height: 20px; margin-left: auto;"></div>			

*** Part 7 – Species** (Check (✓) all species you have on the premises, and indicate the maximum capacity for each species checked.)

Capacity		Capacity		Capacity				
<input type="checkbox"/>	<input type="text"/>	Alpacas	<input type="checkbox"/>	<input type="text"/>	Geese in captivity	<input type="checkbox"/>	<input type="text"/>	Poultry: Pullets
<input type="checkbox"/>	<input type="text"/>	Bees (# of hives)	<input type="checkbox"/>	<input type="text"/>	Goats	<input type="checkbox"/>	<input type="text"/>	Poultry: Table egg
<input type="checkbox"/>	<input type="text"/>	Bison	<input type="checkbox"/>	<input type="text"/>	Guinea Fowl in captivity	<input type="checkbox"/>	<input type="text"/>	Poultry: Turkey
<input type="checkbox"/>	<input type="text"/>	Cattle: Beef	<input type="checkbox"/>	<input type="text"/>	Horses	<input type="checkbox"/>	<input type="text"/>	Poultry: Wild turkeys in captivity
<input type="checkbox"/>	<input type="text"/>	Cattle: Dairy	<input type="checkbox"/>	<input type="text"/>	Llamas	<input type="checkbox"/>	<input type="text"/>	Quail in captivity
<input type="checkbox"/>	<input type="text"/>	Deer (White-tailed, Mule)	<input type="checkbox"/>	<input type="text"/>	Mules, Donkeys	<input type="checkbox"/>	<input type="text"/>	Rabbits ⁴
<input type="checkbox"/>	<input type="text"/>	Domestic Cervids	<input type="checkbox"/>	<input type="text"/>	Peafowl in captivity	<input type="checkbox"/>	<input type="text"/>	Ratites
<input type="checkbox"/>	<input type="text"/>	Doves in captivity	<input type="checkbox"/>	<input type="text"/>	Pheasants in captivity	<input type="checkbox"/>	<input type="text"/>	Sheep
<input type="checkbox"/>	<input type="text"/>	Ducks in captivity	<input type="checkbox"/>	<input type="text"/>	Pigeons in captivity	<input type="checkbox"/>	<input type="text"/>	Swine
<input type="checkbox"/>	<input type="text"/>	Elk	<input type="checkbox"/>	<input type="text"/>	Poultry: Broiler	<input type="checkbox"/>	<input type="text"/>	Wild Boars
<input type="checkbox"/>	<input type="text"/>	Fish ¹	<input type="checkbox"/>	<input type="text"/>	Poultry: Hatching egg	<input type="checkbox"/>	<input type="text"/>	Yaks
<input type="checkbox"/>	<input type="text"/>	Fur-bearing Animals ²	<input type="checkbox"/>	<input type="text"/>	Poultry: Other ³			

1) Fish acquired, propagated, reared or kept in accordance with a class A commercial fish culture licence or a class B commercial fish culture licence issued under the *Fisheries (Alberta) Act*.

2) Fur-bearing animals as defined in the *Fur Farms Act*.

3) Fancy or heritage breeds, and poultry on acreages/hobby farms/licensed urban locations.

4) Rabbits raised for the production of meat.

A COMPLETED PID ACCOUNT FORM MUST ACCOMPANY SCHEDULE A



Reference note:

SCHEDULE BAdditional or Alternate Contact(s) for Premises
ESSENTIAL FOR EMERGENCY CONTACT PURPOSESYou must fill out the **required information** on this **Form** which is marked by an asterisk (*)* **PURPOSE OF APPLICATION** (Check (✓) one) New Premises Update existing Premises # A**PART 1 – Premises Nickname or Description**

* Provide the name or the description of the premises from Schedule A

Information for Alternate Premises Contact NO. 1* **First Name** **Middle Name** * **Last Name*** **Mailing Address*** **City/Town** * **Province** * **Postal Code*** **Phone** **Mobile** **Fax****Email*** **Preferred Method of Communication** (Check (✓) one) Phone Mobile Fax Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**Information for Alternate Premises Contact NO. 2*** **First Name** **Middle Name** * **Last Name*** **Mailing Address*** **City/Town** * **Province** * **Postal Code*** **Phone** **Mobile** **Fax****Email*** **Preferred Method of Communication** (Check (✓) one) Phone Mobile Fax Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**Information for Alternate Premises Contact NO. 3*** **First Name** **Middle Name** * **Last Name*** **Mailing Address*** **City/Town** * **Province** * **Postal Code*** **Phone** **Mobile** **Fax****Email*** **Preferred Method of Communication** (Check (✓) one) Phone Mobile Fax Email**Comments or Instructions if applicable** (e.g. best to reach after 7 p.m., etc.)**A COMPLETED PID ACCOUNT FORM MUST ACCOMPANY SCHEDULE B**

Urban Chickens

Community Package



Growing Forward 2 
A federal-provincial-territorial initiative

Alberta  Canada 
Government

URBAN CHICKENS

In recent years, there has been increased interest from individuals and communities on keeping backyard chickens. Several communities across Alberta currently allow residents to raise backyard chickens or are considering amending their bylaws to allow it. Residents may be interested in keeping chickens for various reasons including for fresh eggs, as an educational opportunity for children, compost, pest control, or the desire to know more about how their food is produced.

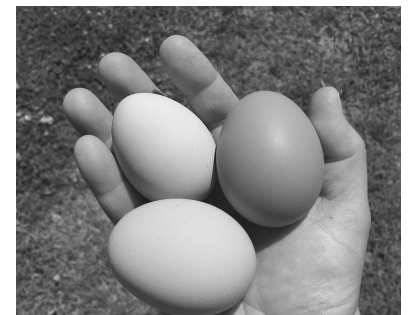
Alberta Farm Animal Care (AFAC) is a multi-species livestock welfare organization and aims to ensure continuous improvement in animal care and welfare. In 2017, AFAC created an Urban Chicken/Small Flock Care Manual and resources for current and potential chicken owners. This suite of learning materials includes a comprehensive, user-friendly manual that focuses on urban chicken care, training video resources, and workshops that include hands-on training. These resources are available to interested residents and communities by contacting us at info@afac.ab.ca or 403-652-5111. You can find more information on our website: www.afac.ab.ca.



CONSIDERATIONS

If a community is considering permitting residents to keep urban chickens, the following should be taken into consideration:

- Is there a local veterinarian who can provide support and treat poultry?
- Are there trained municipal representatives who can process applications and licenses, deal with concerns that may arise, conduct coop inspections, etc.?
- Does the area have a high number of wildlife and predators?
- Does the municipality have a designated area where poultry owners can dispose of chicken manure/bedding material and any mortalities?
- Is there a poultry professional nearby who can provide an educational workshop to residents on keeping urban chickens, and provide ongoing expertise and support? (*Highly recommended*)



RESPONSIBILITIES

Backyard chickens can be successful in an urban municipality, provided chicken owners fulfill the following responsibilities:

- Provide basic needs such as food, water, shelter, light, and ventilation
- Keep the coop in sanitary condition, with regular disposal of manure and bedding material, and in good repair
- Ensure the coop provides adequate protection from vermin, wild animals, and predators
- Provide the chickens with opportunities to perform essential behaviors such as dust-bathing, roosting, and scratching
- Follow basic biosecurity procedures to keep the chickens and themselves safe
- Be knowledgeable about proper food safety practices
- Know how to act accordingly if one of their chickens gets sick or if there is a disease outbreak
- Be cognizant of the time and financial commitment required to care for the chickens
- Have a plan for what to do with the chickens once they quit laying; it is not uncommon for backyard chickens to live 8-10 years
- Have an emergency contact who can provide care for the chickens in case of an emergency.



SAMPLE BYLAWS

The following are examples of bylaws from communities across Alberta that permit residents to raise backyard chickens:

- Any person wanting to keep urban chickens must obtain a Premises Identification (PID) under the Alberta Animal Health Act
- An application must be submitted and approved
- An approved license is required to be renewed annually
- In order to be approved for a license, each urban chicken keeper must take urban chicken training or equivalent, designed to provide adequate information regarding the successful keeping of chickens in an urban area.
- Only hens will be allowed to be kept; no person shall keep a rooster
- Maximum number of hens is 3 to 8 per household.
- Hens must be a minimum of 16 weeks of age
- Provide each Hen with at least 0.37m² of interior floor area, and at least 0.92m² of outdoor enclosure, within the coop
- Provide at least one nest box per every 4 birds
- Locate the coop in a place that is mindful and considerate of neighbours
- Have a town representative inspect the coop prior to approval
- No hen shall be slaughtered on the property
- Residents cannot sell eggs, manure, meat or other hen related products
- Follow procedures recommended by the Federal and Provincial Governments to reduce potential disease outbreak.

AFAC ALERT LINE

The ALERT Line is an anonymous help line. If residents or town representatives see backyard chickens that are in distress or neglected, or have a question about backyard chicken care, they can call 1-800-506-2273. The ALERT Line will send out an individual knowledgeable in the keeping of chickens who can offer solutions to improve care and provide knowledgeable counsel.

A Compre'hen'sive 'Chick'list

Daily

For an urban coop with 4-8 birds, it would be reasonable to expect to spend 15 minutes in the morning and evening

Date completed: _____

- Fresh Feed and Water
- Open/Close the Coop
- Overall Health/Behaviour Check
- Collect Eggs
- Check the Weather
- Turn Light On/Off
- Clean off Roosts
- Remove Soiled Bedding
- Clean up Spilled Feed/Water
- Refill Grit, Oyster Shells, Scratch (Winter)
- Dispose of Mortalities
- Record Keeping

Weekly

For an urban coop with 4-8 birds, it would be reasonable to expect to spend 1 hour per week

Date Completed: _____

- Clean and Disinfect Waterers
- Inspect the Coop
- Assess the Litter
- Check the Dust Bath

Monthly

For an urban coop with 4-8 birds, it would be reasonable to expect to spend 3 hours per month.

Date Completed: _____

- Pick up Feed and Bedding Material
- Thoroughly Clean the Coop

Seasonal

Date Completed: _____

- Adjust for Weather
- Veterinary Care
- Deep Cleaning the Coop



FOWL:

YOUR FEATHERED FRIENDS

Your Comprehensive Guide to Keeping Urban Chickens and Small Flocks



Acknowledgments

This manual and accompanying education program is designed to help those who already own or are contemplating the purchase of urban/backyard hens or small flocks. It is essential that animal care and bird health practices are optimal for these lovely beings in our care. We aim to help you do the best job you can for the birds. If you should ever need help, there is a wealth of information available for you – just drop us a line!

CONTENT CREATORS:

- Cassandra Kirkpatrick, Jungle Out There Pet Services
- Richard Trost

REVIEWERS:

- Dr. Angela Greter, Executive Director, Alberta Farm Animal Care
- Michelle Birch, Small Flock Owner, Country Cuts and Kennels
- Dr. Margaret Fisher, Veterinarian, River City Chickens Collective
- Dr. Roberto Soares, Poultry Technical Services Manager, Ceva Animal Health - Canada
- Lisa Steele, Author and Professional Chicken Enthusiast, Fresh Eggs Daily
- Dr. Ana Ulmer-Franco, Veterinarian, Government of Alberta

Fun manual title courtesy of Martha Schroeder-Klassen!

The views expressed in this manual are the views of the authors and do not necessarily reflect those of the governments of Canada and Alberta.

This project was funded through Growing Forward 2 (GF2), a federal-provincial-territorial initiative.



Photo Credits by Chapter

WELCOME!

- Eggs: Pixabay

CHAPTER 1: LEGISLATION

- Chicken: Lisa Taylor Photography
- Uninspected Egg Carton: Calico Farms

CHAPTER 2: CHICKEN BREEDS

- Chicken: Pixabay
- Chicken Diagram: Lisa Taylor Photography
- Chicken Feet: Pixabay
- Group of Chickens: Pixabay
- Isa Brown: cssk Flickr
- Broilers: Poultry Industry Council
- Dual-Purpose Breed Chicken: Karyn Lee Portrait

CHAPTER 3: GENERAL MANAGEMENT

- Eggs in Hand: Pixabay
- Chicken Manure: Fishermans Daughter on Flickr
- Chickens and Coop: Pixabay
- Baby Chicks: Pixabay

CHAPTER 4: BASIC NEEDS

- Chicken: Pixabay
- Waterers: Cassandra Kirkpatrick
- Broilers at Nipple Line: Poultry Industry Council
- Dine-A-Chook Feeder: Cassandra Kirkpatrick
- Nest Box: Cassandra Kirkpatrick

CHAPTER 5: DESIGNING AND CONSTRUCTING A COOP

- Roosts: Cassandra Kirkpatrick
- Roosts: Cassandra Kirkpatrick
- Vents: Cassandra Kirkpatrick
- Fox and Hen: Pixabay

CHAPTER 6: EGG MANAGEMENT

- Eggs: Pixabay
- Hen in Next Box: Pixabay
- Prolapsed Vent: Roberto Soares/Ceva Animal Health – Canada
- Blood Spot in Egg: Roberto Soares/Ceva Animal Health – Canada
- Blood Spot in Egg: Roger Connolly
- Cooking Eggs: Pixabay
- Egg with Crack: Poultry Industry Council
- Eggs in Carton: Pixabay

CHAPTER 7: WELFARE AND BEHAVIOR

- Chickens on Fence: Pixabay
- Chickens Scratching and Pecking: Pixabay
- Chicken in Dustbath: Cassandra Kirkpatrick
- Chickens Molting: Roberto Soares/Ceva Animal Health – Canada
- Chickens Perching: Pixabay

CHAPTER 8: HANDLING AND BODY CONDITION SCORING

- Picking Up a Chicken: Cassandra Kirkpatrick
- Checking the Crop: Cassandra Kirkpatrick
- How to Assign a Body Condition Score: Alberta Farm Animal Care
- Body Condition Scores: Welfare Quality Assessment for Laying Hens: A Handbook

CHAPTER 9: BREEDING, HATCHING, AND RAISING CHICKS

- Mother Hen with Chicks: Pixabay
- Chickens Mating: Pixabay
- Incubator: Cassandra Kirkpatrick
- Candling Eggs: Poultry Industry Council
- Hatching Chick: Pixabay
- Mother Hen with Chicks: Pixabay
- Chicks at Feeder: Pixabay
- Chick Under Heat Lamp: Pixabay
- Holding a Baby Chick: Pixabay

CHAPTER 10: HEALTH PROBLEMS AND DISEASE

- Chicken in Quarantine: Pixabay
- Vaccine: Pixabay
- Bumblefoot: Roberto Soares/Ceva Animal Health – Canada
- Healthy Chick with Good Legs: Poultry Industry Council
- Frostbite: Katrina Van Camp Photography

CHAPTER 11: BIOSECURITY

- The Disease Cycle: Alberta Farm Animal Care
- Biosecurity Sign: Cassandra Kirkpatrick

CHAPTER 12: END OF LIFE PLANS

- Farm with Rainbow: Pixabay
- Compromised Chick (Diseased): Poultry Industry Council
- Compromised Chick (Leg Injury): Poultry Industry Council
- Demonstrating Decapitation: Poultry Industry Council
- Demonstrating Cervical Dislocation: Poultry Industry Council

CHAPTER 13: BUTCHERING

- Chicken Breasts: Pixabay
- Butchering Tools: Poultry Industry Council
- Placing Live Chicken in a Cone for Restraint: Poultry Industry Council
- Knife Placement on a Chicken: Poultry Industry Council

CHAPTER 14: RESOURCES

- Chickens: Pixabay

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WHO IS ALBERTA FARM ANIMAL CARE?

Alberta Farm Animal Care (AFAC) is a multi-species livestock welfare organization. Our mission is to promote best practices in farm animal care and handling and provide a forum connecting organizations and individuals with a stake in animal agriculture. Together we work towards continual improvement in responsible, humane animal care. We engage with consumers in a transparent manner to enhance public confidence in farm animal care.

AFAC was founded in 1993 by the livestock industry to work for the livestock industry. We are primarily funded through memberships and contributions. We have a strong working relationship with the Government of Alberta's Agriculture and Forestry department and receive some program and project funding from them to enhance the work that we do here.

We strongly believe that we are better together. Each of our members provides a unique perspective from their farm, business, or organization. By providing a forum for discussion, AFAC is able to strengthen the industry from within.

WHAT DOES ALBERTA FARM ANIMAL CARE DO?

Farmers, commodity organizations, agribusinesses, and other members of the agri-food value chain invest in Alberta Farm Animal Care each year. They do so because they believe in a community-based approach to building public trust in farming and continuous improvement in farm animal care. We strive to produce helpful resources and communications for both farmers and the public. We are proud to help represent the livestock farming community!

SOME OF OUR INITIATIVES INCLUDE:

Member Engagement –

Maintaining a strong connection with our members allows us to keep on top of the issues and help you to do the same. We regularly check-in with our members to ensure that the work we do continues to be useful!

Annual Livestock Care Conference –

Every year we bring together industry experts, researchers, innovative producers, and students together to learn about the latest improvements on animal care and welfare around the world

Consumer Relations/Engagement –

A strong presence at public events (such as the Calgary Stampede, FarmFair, Open Farm Days, etc.) and on social media allows us to engage in dialogue with the public and help educate consumers on farm animal care and farming.

Industry Resources/Training –

We continually create and maintain resources and training opportunities for the farming community in order to help improve animal care and welfare on-farm (ex. Humane Handling Guidelines, insight into the latest animal welfare research, emergency handling)

ALERT Line –

This is a “producers helping producers” call-line that is designed to provide help and advice to producers on issues of animal care or welfare from within the industry.

Farm Animal Care Advisory Council –

As a producer or organization member of Alberta Farm Animal Care, you can participate in our Advisory Council meetings. These meetings provide a forum for our members to connect and provide input, ideas, and valuable discussion on current issues within industry.

Farm Animal Care Initiatives –

We create, fund, and facilitate projects that examine issues relevant to more than one group, identify options for consideration, and drive change in the industry.

Collective Spirit –

We work hard at maintaining public acceptance (social license) by telling the good story of animal agriculture through video, infographics, and other visual communications. We believe that we are better when we support one another and act together.

Agriculture Education –

We provide customized presentations to schools (students of all ages!) and youth groups, educating on the principles of animal welfare, the purpose of Alberta Farm Animal Care, and how members work collaboratively to find solutions to complex issues that affect the industry.

Objective and Effective Communication –

One of the most important pieces of our work is to act as an information hub for both the public and the livestock industry. Information from our members feeds into the organization and is distributed out to a greater audience through a variety of channels (events, newsletters, and social media).

For more information on current projects, programs, and available resources, please visit www.afac.ab.ca.

WE NEED YOU!

As a producer, livestock industry organization or stakeholder, or simply an individual without livestock that believes in the work we do, please consider becoming a valued member of the AFAC family! Head to our website for more information and to sign-up online (www.afac.ab.ca/become-a-member) or contact us at info@afac.ab.ca or 403-652-5111.

WELCOME!

Welcome! If you are interested in learning more about keeping urban chickens or small flocks in Alberta, you have come to the right place!

In recent years there has been increased interest from individuals and communities on keeping urban chickens or small flocks. A 2013 study from the United States Department of Agriculture (https://www.aphis.usda.gov/animal_health/nahms/poultry/downloads/poultry10/Poultry10_dr_Urban_Chicken_Four.pdf) states that raising chickens in urban environments is a growing phenomenon and predicts a 400% increase in backyard chickens over the next five years, driven primarily by younger adults.



There are many reasons you may want to keep chickens. Reasons may include: raising food for your own family or selling to others locally (e.g. at farmers' markets), wanting to know more about how your food is produced, for pest/insect control, compost for the garden, or for companionship. Many individuals also see raising chickens as an educational opportunity for their children to gain exposure to food production and to learn the responsibility of caring for animals.

This is a comprehensive guide that contains information to raise urban chickens or a small flock in Alberta. We will cover local regulations, basic chicken needs, how to design and construct a coop, bird behaviour and welfare, health problems and diseases, biosecurity, and more. Let's get cracking!

CHAPTER 1: LEGISLATION

LOCAL REGULATIONS

Before you decide to keep chickens, it is important to ensure you are permitted to keep chickens in your municipality and familiarize yourself with local regulations.

Communities that have passed bylaws permitting urban chickens will have policies with guidelines and specific criteria for that area. Each municipality has its own policies or bylaws that can usually be found on the town office website.

POLICIES BYLAWS MAY INCLUDE:

- Restriction on the number of hens (4 to 8 hens is typical)
- Roosters not permitted because of the crowing. Roosters are only required for breeding purposes, not to produce eggs
- Age requirement for hens (i.e. over 16 weeks)
- Requirement for residents to apply for and pay to maintain an annual license
- Requirement for adjacent neighbors to be notified
- Completion of an educational course from an accepted organization or contractor
- Placement of the coop a specified number of feet from any property line
- Eggs for personal use only (not for sale)
- No slaughtering of the birds on the property
- Requirement for birds to be kept in the coop and run at all times
- Obtaining liability insurance
- Submission of a development permit with a current Certificate of Title
- Inspection of the coop before application for a license
- Hens being tagged for identification purposes

Many urban communities in Alberta currently allow residents to keep chickens. For an up to date list, please go to www.afac.ab.ca.

There may be other communities in Alberta that are conducting pilot projects or are in discussion regarding urban hens.

Residents who live on acreages are also required to follow bylaws specific to the county they reside in. County bylaws regulate how many animals are owned, housed, or controlled. Residents may be required to follow Animal Control Bylaws or Land Use Bylaws. Each county has its own policies that can usually be found on the county office website.

POLICIES MAY INCLUDE:

- Restriction on the number of chickens per acre
- Maximum total number of animals allowed
- Restriction on species of poultry

PREMISES IDENTIFICATION NUMBER (PID)

All municipalities in Alberta require anyone who owns chickens, whether you own 2 or 20,000, to register on a provincial database and obtain a premises identification (PID) number. A PID number is a unique number assigned to you and associated with your specific land location. You must obtain a PID number within 30 days of acquiring ownership of your chickens.



A PID NUMBER SERVES MANY FUNCTIONS:

- For traceability purposes linking poultry to land locations or premises
- To manage a disease outbreak (to notify you if disease is in the area)
- In emergency situations, such as a natural disaster (to help protect your birds)
- To purchase medication or medicated feed at farm supply stores (this requirement took effect on July 1, 2014)
- To complete movement documents, if required, when transporting animals
- To sell animals at auction markets
- To apply for government sponsored agriculture grants and programs

When you apply for a license to keep urban chickens in a community, you will likely be required to include your PID number.

A PID number is free to obtain and can be completed online at: www.agriculture.alberta.ca/premises.

Once you apply, you will receive a letter in the mail within two weeks with your PID Number. Your PID number will appear in your online account within 3-5 business days.

Marketing

SELLING EGGS

Urban communities have regulations that prohibit selling of the eggs. As an urban chicken owner, eggs are for your personal use only.

Small flock owners must follow provincial and federal regulations if you are planning on selling your eggs to the public.

Inspected eggs are those that have undergone candling, grading, and other food safety checks at a federally registered egg station. Registered egg stations must meet federal requirements related to construction, facilities, layout, equipment, sanitary operation, and grading requirements. Only inspected eggs can be sold for commercial use.

If you would like to sell your eggs to a commercial establishment such as a restaurant, bakery, or hotel, your eggs must be inspected at a federally registered egg station.

YOU WILL NEED TO:

- Obtain a grading license from the Canadian Food Inspection Agency (CFIA). An application can be found at: http://www.inspection.gc.ca/DAM/DAM-aboutcfia-sujetacia/STAGING/text-texte/c3043_re_1381168478009_eng.pdf
- Find a federally registered egg station that is licensed by Egg Farmers of Alberta (EFA) to grade third party eggs. A list of registered egg stations can be found at: <http://www.inspection.gc.ca/food/eggs-and-egg-products/registered-stations/shell-egg-stations/eng/1391029540171/1391029591047>

Uninspected eggs are those that have not been inspected and graded at a federally registered egg station. You are allowed to sell uninspected eggs to the public, provided they are consumed by the person who purchased the eggs or their family members.

THERE ARE CONDITIONS THAT MUST BE MET TO SELL UNINSPECTED EGGS IN ALBERTA:

- The eggs must be produced on the flock owners own farm
- The eggs must be sold to the end consumer
- The eggs must be clean and have no visible cracks or leaks
- The eggs must be kept in the flock owner's possession at a temperature that does not exceed 7°C. Eggs should be held in a cooler that can maintain the cool temperature
- The eggs must be packed under sanitary conditions in clean containers that are legibly marked with the word "UNINSPECTED" in letters at least 2 centimeters tall



YOU CAN SELL YOUR EGGS THROUGH SEVERAL SETUPS:

- Farm Gate: The product is sold directly from your farm
- Farm Store: The product is sold in its own building on your farm
- Community Supported Agriculture program: The consumer purchases "shares" to buy food directly from the farmer
- Local Farmers' Markets
- Online Orders

SELLING MEAT OR BY-PRODUCTS

Urban communities have regulations that prohibit selling meat, manure, or other poultry products or slaughtering chickens on the property. Chickens raised in urban communities are intended for eggs only.

Small flock owners must follow provincial and federal regulations if you are planning on selling meat or by-products to the public. You are required to live on the land where the chicken was raised and to follow any county bylaws regarding how many animals are owned, housed, or controlled.

The provincial regulations in Alberta allow for a mobile butcher to slaughter your animals on your premises, but this meat can only be used by you or members of your immediate household; you cannot sell the meat to the public. The same regulation applies if you butcher an animal and process it yourself on your property.

If the meat will only be sold within Alberta, the slaughter and processing can be done at a provincially registered facility.

THERE ARE CONDITIONS THAT MUST BE MET TO SELL MEAT OR BY-PRODUCTS IN ALBERTA:

- The chicken must be inspected by an appointed inspector
- Inspection must take place before and after slaughter
- Slaughter must happen at an abattoir
- Carcasses must be found fit for human consumption
- Approved meat must carry an Alberta Approved Inspection Legend that may be placed directly on the carcass or meat or on the packaging



THE CHICKEN MUST BE CONSUMED BY YOUR FAMILY OR SOLD DIRECTLY TO THE PUBLIC THROUGH SEVERAL SETUPS:

- Farm Gate: The product is sold directly from your farm
- Farm Store: The product is sold in its own building on your farm
- Community Supported Agriculture program: The consumer purchases "shares" to buy food directly from the farmer
- Local Farmers' Markets
- Online Orders

If you intend to transport poultry and poultry by-products to another province, the product must be inspected, handled, and stored at a federally registered facility. Lists of provincially and federally inspected processing plants can be found here: <http://www.inspection.gc.ca/food/meat-and-poultry-products/registered-establishments/eng/1374560511959/1374560512678>

SUPPLY MANAGEMENT

Supply management is a Canadian policy that matches supply and demand to ensure market and price stability. Eggs, poultry (chicken and turkey), and dairy have all operated under supply management in Canada for over 50 years.

Under supply management, poultry farmers purchase quota to produce poultry meat or eggs.

IN ALBERTA, YOU DO NOT NEED TO PURCHASE QUOTA IF YOU HAVE:

- 299 or less laying hens in your possession
- 2000 or less meat chickens in a calendar year
- 300 or less turkeys in a calendar year

Ducks, geese, pheasants, quail and ostriches do not fall under supply management. There are no limits on duck, turkey, quail or goose eggs.

You will need to acquire quota if you intend to raise more birds than the numbers specified above. For information on acquiring quota, contact Egg Farmers of Alberta at <http://eggs.ab.ca> for laying hens, Alberta Hatching Egg Producers at <http://www.ahep.ca> for broiler (meat chicken) breeders, Alberta Chicken Producers at <http://www.chicken.ab.ca> for meat chickens, and Alberta Turkey Producers at <http://www.albertaturkey.com/> for turkeys.

CHAPTER 2: Breeds

There is great variety within the 200+ chicken breeds that exist today, from Bantams (a small poultry breed) that weigh just a few pounds to larger chicken breeds, such as the Cochin or Jersey Giant who can weigh up to 10 pounds!

Chickens come in a wide variety of colours, patterns, and sizes. Some chickens are bred for egg production (layers) and others are bred for meat production (broilers). Other breeds are dual purpose, productive for both egg and meat production. Dual-purpose breeds are popular choices among urban hen and small flock owners as they typically provide more bang for your buck.



DISTINGUISHING BETWEEN HENS AND ROOSTERS

It is very difficult, especially when chickens are young, to distinguish between a hen and a rooster. Commercial hatcheries have highly trained professionals who are experienced at determining a chick's gender by looking at the vent. The vent of a chicken is the external opening under the tail that looks like a horizontal slit. This is the opening for fecal matter, mating, and where eggs are laid. Even chicks sold as sexed may have been sexed incorrectly.

There are other sexing methods, including colour sexing and wing feather sexing. There is also DNA testing available. One company offering DNA Bird Sexing in Canada is: <http://www.accu-metrics.com/avian.php>.

AT ABOUT 4 MONTHS OF AGE, THERE MAY BE SOME INDICATIONS THAT YOU HAVE A COCKEREL (MALE CHICKEN LESS THAN A YEAR OLD) OR A PULLET (FEMALE CHICKEN LESS THAN A YEAR OLD):

- Cockerels will develop long saddle feathers on their backs, towards the tail. The feathers will be long and pointy, whereas the pullets will be rounded.
- Hackle feathers, the feathers that grow around a chicken's neck, are long and pointy on a cockerel and shorter and more rounded on a pullet.
- A cockerel's tail feathers become long and cascading. These feathers are called sickles.
- A cockerel's feathers will become flashy in color compared to a pullet's.
- While both sexes have wattles and combs, in cockerels these tend to be larger and darker.
- While both sexes can have spurs, it is less common in pullets.
- Cockerels start crowing around 4-5 months of age.
- Cockerels may act more assertively than pullets at a young age.
- Cockerels are generally heavier and taller than pullets of the same breed.

BREEDS

WHEN SELECTING A BREED TO BEST SUIT YOUR NEEDS, IT IS IMPORTANT TO CONSIDER:

- If you plan on raising your chickens for eggs, meat, or would like a dual-purpose breed. Each of these birds needs to be managed differently which will be covered in detail in Chapters 3 and 4. Communities that permit urban chickens are intending residents to keep chickens for the eggs (there are bylaws against slaughtering of birds on the property), so a layer or dual-purpose breed would be appropriate.
- The climate where you live, especially if your birds will be spending time outdoors. Breeds that originated in Northern climates have traits that are well adapted to cold weather:
 - Thick feathering
 - Small combs/wattles to decrease the risk of frostbite
 - Larger body mass
- The birds behavioural tendencies and needs
 - If you are looking for a breed that is calm and friendly, a dual-purpose breed may be an ideal choice.

Many urban chicken and small flock owners will choose to mix breeds. Generally speaking, birds of different breeds will get along well although they may need to be managed differently.



BREEDS FOR EGG PRODUCTION

Birds bred specifically for egg production will start laying around 22 weeks of age. Layer breeds are known for their high egg production with some laying as many as 300 eggs annually. These birds generally have small frames and do not make good meat birds.

Lighting is of critical importance for layers, with birds requiring at least 14 hours of light a day to lay eggs. You will need to provide artificial lighting during the fall and winter months, when the days are short, to stimulate the birds to continue to lay.

BREEDS KNOWN FOR THEIR HIGH EGG PRODUCTION:



Isa Brown Chicken, Photo: cskk/Flickr

Leghorn

Considered the best egg-laying breed, Leghorns can lay up to 300 eggs annually. This breed is commonly found in the commercial egg-laying industry. They have a small frame with large combs and lay white, medium sized eggs. Leghorns can be noisy and flighty, and may be harder to tame.

Isa Brown

Is a hybrid of a Rhode Island Red and Rhode Island White chicken. They can lay up to 300 eggs annually. This breed can also be found in the commercial egg-laying industry. They have a medium frame and lay brown, large to extra large sized eggs. Isa Browns are calm and gentle and are an excellent choice for a first time chicken keeper.

BREEDS FOR MEAT PRODUCTION

Birds bred specifically for meat production are bred to have large, deep breasts, a large frame, and will grow fast. Broilers generally do not lay well.

Nutrition is of critical importance for broilers. These birds should be slaughtered before they start to lay eggs. Depending on how you manage your broilers (for example, if they have access to pasture and the age they are slaughtered) they may taste slightly different than chicken you purchase from the grocery store.

BREEDS KNOWN FOR THEIR MEAT PRODUCTION:

Cornish/Rock Hybrids

This hybrid is commonly found in the commercial broiler industry. They are ready to butcher as early as 10 weeks old, with huge breasts and an excellent feed conversion ratio. Both sexes grow at a similar rate. Because of their extremely fast growth, the birds' nutritional needs must be carefully managed to avoid problems with their hearts and legs. They are generally not well suited to a free-range or pasture system.

Jersey Giant

These birds grow slower than the Cornish/Rock hybrids. They have a large frame and are meaty birds. They are also average layers, laying brown medium sized eggs. They do well in cold climates.



DUAL-PURPOSE BREEDS

Dual-purpose breeds are versatile, adaptable breeds that are good at laying eggs but are also meaty enough to use as meat birds. These birds need to be managed to balance the needs of a layer and the needs of a broiler. Dual-purpose breeds are a common choice for urban chicken or small flock owners as they generally have calm and friendly dispositions.

THERE ARE NUMEROUS DUAL-PURPOSE BREEDS, HOWEVER A FEW OF THE MORE POPULAR BREEDS ARE:

Rhode Island Red

Rhode Island Reds can lay up to 250 eggs annually. They have a medium frame and lay brown, medium to large sized eggs. Rhode Island Reds are very friendly and do well in cold climates.

Australorp

Australorps can lay up to 250 eggs annually. They have a large frame and lay brown, medium to large sized eggs. Australorps are calm and friendly and are known for their high egg production.

Plymouth Rock

Plymouth Rocks can lay up to 200 eggs annually. They have a large frame and lay brown, large sized eggs. Plymouth Rock's do well in cold climates and are easy to manage. They were a very common breed in the United States until World War 2 because of their egg production and meat quality.

Orpington

Orpingtons can lay up to 200 eggs annually. They have a large frame and lay light brown, large to extra large sized eggs. Orpingtons are docile and do well in cold climates.

Wyandotte

Wyandottes can lay up to 200 eggs annually. They have a large frame and lay light brown, large sized eggs. Wyandottes come in a variety of feather patterns and are a favourite among small flock owners as they are easygoing and hardy.

Maran

Marans can lay up to 175 eggs annually. They have a large frame and lay very dark brown, medium to large sized eggs. While good layers, they do not lay as well as other dual-purpose breeds. Marans are generally quiet and docile, but may be more active than other breeds noted here.

Cochin

Cochins lay up to 100 eggs annually. They have a large frame, known for their excessive plumage that covers the legs and feet. They lay brown, medium sized eggs. Although Cochins are not great layers, they are known to be one of the friendliest and tame breeds.

Silkie

Silkies lay up to 100 eggs annually. They have a small frame and are considered a bantam breed in some countries. They lay cream, small eggs. They are known for their unusual fluffy plumage and their black skin and bones, blue earlobes, and five toes on each foot. They are very friendly.



WHERE TO PURCHASE BIRDS

Where you purchase birds will depend on what age, sex, breed, and quantity you are looking for. Birds can be purchased from sources such as hatcheries, directly from the breeder, farm supply stores, auctions, shows, or online groups. Hatcheries are ideal if you are looking to purchase a larger quantity of chicks. You will also likely have the option to have the chicks vaccinated for a reasonable cost and they will be sexed. Hatcheries, however, may have a limited number of breeds available so if you are looking to purchase a fancy or rare breed, you may need to source from a local breeder.

Caution must be exercised when purchasing birds from auctions and shows as birds from many sources have potentially been mixed together and there is the possibility of disease transmission.

It is ideal to purchase birds directly from the source where the birds will generally be of better, more consistent quality.

IF YOU ARE ABLE TO SEE WHERE THE BIRDS ARE HOUSED, YOU CAN ASSESS:

- Cleanliness: Does the farm have biosecurity protocols implemented? (see Chapter 11: Biosecurity)
- Overall Flock Condition: Are any birds in the flock exhibiting signs of illness or injury such as:
 - Pale comb and wattles
 - Discharge from the nostrils or eyes
 - Coughing, wheezing, or sneezing
 - Ruffled feathers
 - Mites or lice
 - Limping
 - Abnormal droppings, diarrhea
 - Inactivity, lethargy
 - Lack of appetite

Regardless of where the birds are sourced, they must be quarantined for at least 30 days prior to introducing them to your flock. Birds must be kept in a separate area and observed during this time for signs of disease. Take caution to ensure that you do not cross contaminate equipment and that chores for the isolated birds are completed last, so as not to transfer disease.

CHAPTER 3: GENERAL MANAGEMENT, TIME AND FINANCIAL COMMITMENTS

While chickens are relatively easy to care for, you will have daily, weekly, monthly and seasonal chores to ensure your flock is healthy and well cared for. It is important to be aware of the time and financial commitments required on your part before you decide to raise chickens.

The amount of time spent on daily, weekly, monthly and seasonal chores will vary depending on how many chickens you keep, whether you raise broilers or layers, chicks or mature hens, the set up of your coop, the weather, etc. The approximate time spent below is for a coop in an urban setting with 4-8 layer hens.

DAILY CHORES



Fresh Feed and Water.

Chickens need access to fresh feed and clean water that is not frozen. Feeders and waterers may need to be adjusted based on the birds' height. Broilers and layers require different feed types, depending on their age. Birds may also require access to grit, scratch, and oyster shells. Caution needs to be exercised when feeding birds table scraps, as some foods can be toxic to chickens. Feed and water requirements will be discussed in more detail in Chapter 4.

Open/Close the Coop.

If the birds have outdoor access, then the coop door will need to be opened in the morning and closed in the evening, depending on the weather. It is recommended to close the coop in the evening to protect the birds from predators. This can be done manually or there are automatic chicken doors available with light sensors to open at dawn and close at dusk (see Resources).

Overall Health/Behaviour Check.

Ensure each chicken is eating, drinking, and otherwise behaving normally. This may include body condition scoring individual birds to assess their health status. Handling birds and body condition scoring will be discussed in more detail in Chapter 8. Any injured or sick birds should be segregated from the flock immediately.

Collect Eggs.

Ensure eggs are gathered at least once a day. Egg management will be discussed in more detail in Chapter 6.

Check the Weather.

You may need to make adjustments to the coop, depending on the weather and how your birds are housed. This could include adding tarps, adjusting ventilation and/or temperature, adding bedding material, etc. Weather considerations will be discussed in more detail in Chapter 5.

Turn Lights On/Off.

If you are providing artificial light in the coop, you will need to ensure lights are in good working order and are turned on and off at appropriate times. Automatic timers can be used to simplify this task. Lighting will be discussed in more detail in Chapter 4.



Photo of Normal Chicken Manure:
fishermansdaughter/Flickr

For an urban coop with 4-8 birds, it would be reasonable to expect to spend 15 minutes in the morning and evening.



Manage the Litter.

Litter will be managed differently depending on how many chickens you keep, the set up of your coop, where you live, and the season. You may need to add fresh bedding, turn the litter, or change the bedding completely.

Check the Dust Bath.

If a dust bath is provided, it should be checked and changed if needed. Dust baths are typically made up of a combination of peat, ash, sand, and dirt. Diatomaceous Earth can be added for parasite control.

For an urban coop with 4-8 birds, it would be reasonable to expect to spend 1 hour per week.

General Cleaning.

This includes cleaning off the roosts or any heavily soiled bedding, cleaning up any spilled feed or water, changing dirty footbaths, etc.

Dispose of Mortalities.

Any mortalities should be removed immediately. Proper methods of disposal will vary depending on where you live and will be discussed in more detail in Chapter 12.

Record Keeping.

It is recommended to keep records with information such as how many eggs you collected, mortalities, treatments started, etc.

WEEKLY CHORES

Clean and Disinfect Waterers.

This should be done at least once a week using a multi-purpose disinfectant such as Virkon.

Inspect the Coop.

Thoroughly inspect the coop for any evidence of predators or rodents, repairs needed, etc. and act accordingly.

MONTHLY CHORES

Pick Up Supplies.

Pick up any necessary supplies (feed, bedding material, etc.). You may need to buy feed more often depending on the size of your flock and how much you can store at a time.

Clean the Coop.

Ensure all bedding material is removed and replaced with new bedding. Dirty surfaces and equipment should be cleaned. If an outdoor run is provided, it may need to be raked.

For an urban coop with 4-8 birds, it would be reasonable to expect to spend 3 hours per month.

SEASONAL CHORES

Weather Adjustments.

You may need to make adjustments to the coop when moving into cooler or warmer temperatures. This could include adding heaters, supplying additional water sources, providing shaded areas, adding misters or fans, etc.

Veterinary Care.

Your veterinarian may make recommendations for seasonal treatment of your birds. Always consult with your veterinarian before starting any treatment and follow their directions.

Deep Cleaning the Coop.

2-3 times a year you will need to do a deep clean of the coop. This may be more necessary depending on the type and number of birds you raise. This includes washing, scrubbing, and disinfecting all surfaces with a disinfectant such as Virkon and letting air dry. All bedding material should be replaced. If an outdoor run is provided, it may need to be raked and levelled. For an urban coop with 4-8 birds, it would be reasonable to expect to spend 6 hours deep cleaning the coop.

COST

Costs will vary greatly, with the coop being the largest expense to raising chickens. You may find ways to cut costs and save money, but do NOT do so at the expense of good biosecurity practices and/or animal care practices.

ONE TIME COSTS

Chickens

- Cost will vary depending on age, breed, and quantity. Urban communities that allow chickens generally have an age requirement for hens. Residents who live on acreages with small flocks may choose to purchase chicks. Chicks are the cheapest to purchase although you will need to purchase chick supplies and will be waiting 5-6 months before you are collecting eggs. You can also purchase eggs, but will need to purchase an incubator. Prices for chicks will vary on whether they are mixed, all pullets, or all cockerels, quantity purchased (larger quantities are cheaper), if the birds are being shipped, breed of chicken, and if any services are required (e.g. vaccination). Chicks cost around \$5, while hens cost around \$20, although this can vary widely.

Hatching Supplies

- If you plan on hatching eggs, you will need an incubator. Prices will vary depending on how many eggs it holds, what features it has, etc. Incubators average \$150-\$250.



Chick Supplies

- If you are purchasing chicks, you will need a brooder, a heat lamp, and suitable feeders and waterers. Many chicken owners will build their own brooder out of a Rubbermaid tub or crate. Chicks will need a heat source until they grow feathers. A feeder can be as simple as an egg carton filled with chick starter. Chick supplies average \$50-\$100.

Coop

- The cost of the coop will vary depending on the size and if you build a simple coop or buy a pre-built luxurious coop. A coop can be free, if you can use existing materials, or cost several thousand dollars. Pre-assembled, lightweight coops that are commonly found at farm supply stores are NOT appropriate to house chickens during the winter in Canadian climates. The typical urban coop will average \$1000-\$2000, up to several thousand.

Coop Supplies

- You will need supplies such as a waterer, feeder, lighting, perches, nest boxes for layers, a dust bath, a temperature/humidity sensor, and a heater. These costs will vary depending on how many birds you have and the size of your coop. Coop supplies will average \$250-\$500.

Workshop Fee

- If you live in an urban setting, you may be required to take a class to meet a training requirement as part of the bylaws before you can submit an application to keep birds. Workshop fees will average \$25-75.

Miscellaneous

- If you live in an urban setting, you may be required to submit a Development Permit with your application, with a current Certificate of Title. A Certificate of Title will average \$10-\$20.

Slaughter Equipment

- If you live outside of a town or city and decide to butcher your own birds, you will need equipment such as a large freezer, killing cones, and proper butchering knives. Slaughter equipment will average \$100-\$500.

ANNUAL COSTS

License

- If you live in an urban setting, you may need to pay an annual licensing fee to keep your chickens. A license will average \$25-75.

Liability Insurance

- If you live in an urban setting, you may be required to pay for liability insurance. Insurance coverage will average \$50-\$100, although your insurance company may or may not charge you for this additional coverage.

Vet Costs

- Will vary depending on the services used.

MONTHLY COSTS

Electricity

- This will vary based on the time of year and your coop design. Expect to pay higher costs through the winter months when lighting and supplemental heat are needed. Electricity will average \$10-\$30.

Feed

- Feed costs will vary based on whether you are buying broiler or layer feed, organic or regular, medicated or non-medicated, etc. Additional feed costs include the purchase of oyster shell, grit, scratch, etc. Feed costs will also vary if the chickens have access to pasture in the summer months. Feed costs will average \$20-\$60.

Bedding

- Bedding costs will vary based on type of material you are using, time of year, etc. There are many suitable materials and the availability of each in your area will impact the cost (e.g. straw may be a cheaper bedding type in the prairies). Bedding costs will average \$10-\$30.

MISCELLANEOUS

- Items such as Diatomaceous Earth, pest control etc. Miscellaneous costs will average \$10-\$30.
- For an urban coop with 4-8 birds, it would be reasonable to budget at least \$2,000 on one time costs, \$150 on annual costs, and \$50 on monthly costs.
- For a rural coop with 50-100 birds that is raising chicks, it would be reasonable to budget \$4,000 on one time costs and \$150 on monthly costs. If you live in a rural setting and are selling eggs, you may be able to recoup some of these costs.

CHAPTER 4: BASIC NEEDS



Part of providing good welfare to your flock is to ensure they have ready access to fresh water, a complete diet, and providing an appropriate environment. Whether you have 2 birds or 200, make sure you providing the following basic needs for your birds:

WATER

Fresh, clean water is the most important nutrient you can provide to your flock with a bird consuming twice as much water as they do feed. Extra attention needs to be paid to the bird's water supply in winter and summer. Birds need access to water that is not

frozen (heated) in the winter and cool water in the summer to help prevent them from over-heating. There are heated poultry waterers that work well in winter; a heated pet bowl will also suffice although it may get dirty quicker.

Nipple drinkers and bell drinkers are common in poultry coops. Nipple drinkers are easily adjustable and stay cleaner than a bell drinker. Some nipple drinkers have cups underneath to catch excess water and prevent the litter from getting wet. Nipple drinkers need to be checked often to ensure the lines are not plugged and that water is available. Bell drinkers are easy to set-up in any type of coop, but can become dirty or get the litter wet if they spill. Waterers should be at the height of the bird's head. If you have a flock with different sizes of birds, make sure every bird can access water.

Regardless of the waterer you choose in your coop, it needs to be cleaned often to prevent bacteria from growing and kept free of any debris (litter, feces, feathers, etc.). Birds will not drink water that is excessively dirty. Nipple drinkers should be flushed and cleaned out regularly; bell drinkers need to be scrubbed thoroughly when refilled. Depending on your water source, it may need to be tested to ensure it is safe for the birds to consume.



FEED

Birds require a different type of feed depending on their age, breed, and nutritional requirements. Birds with access to pasture still require a complete, nutritionally balanced feed based on their age. Wild bird feed is not appropriate for poultry. Pet stores do not carry poultry feed, you will need to find a local farm supply store or feed mill.

CHICKS:

Chicks require a starter feed for the first 6 weeks of life that is high in energy and protein. Chick feed can be purchased medicated or unmedicated. For more information on feeding chicks, see Chapter 9: Breeding, Hatching, and Raising Chicks.

GROWING BIRDS:

Young broilers require a grower feed from 6-13 weeks of age, while layers require a grower feed from 6-19 weeks of age. A grower ration will develop the bird's bones and muscles.

ADULT BIRDS:

Adult broilers require a finisher feed from 13 weeks until butchering, to maintain the bird's body weight. If you are feeding medicated finisher feed, you will need to provide unmedicated finisher feed for a period of time to abide by the withdrawal times prior to butchering. Adult layers require a laying ration from 20 weeks onwards, which provides calcium for egg production and maintains the bird's egg production.

Flocks of various ages can be difficult to manage for feeding and should be separated by age and breed as much as possible. For laying flocks with birds of different ages and sexes, a growing ration can be provided and the hens offered free choice oyster shell. Chicks, however, still need to be kept separated and fed starter feed.

OTHER FEED SUPPLEMENTS

Grit

Grit can be provided free choice to the birds to help grind and digest the feed, but it is not necessary if the birds are being fed a complete feed. Grit should not be fed to chicks under a week old.

Oyster Shell

Oyster shell should be provided free choice to laying birds, as it contains calcium to help with eggshell strength.

Scratch

Scratch is a mixture of different grains and needs to be fed in conjunction with a nutritionally balanced feed. Scratch is usually a treat reserved for winter, as it helps raise the bird's internal body temperature. It should be fed in the evening so the birds can digest it through the night. Feed scratch sparingly; only feed the birds what they will consume in 10-15 minutes.

It is recommended to purchase commercially prepared complete feed, rather than to try to make it yourself. Commercially prepared feed has been formulated by a poultry nutritionist to ensure it is balanced with the correct proportions of vitamins and minerals. Most poultry feed will be provided as a crumble or a pellet. Pellets are more expensive, but are formulated to be uniform and digestible, ensuring the bird is eating a balanced diet.

Generally, birds can be free-fed because they are quite active and don't tend to overeat. Birds will consume more feed in the winter to stay warm. Layer and dual-purpose breeds need to be monitored regularly to ensure they stay in optimum body condition. Provide any treats in moderation and watch the amount of table scraps you feed your birds. Some table scraps are toxic to poultry including avocado, beans, chocolate, garlic, onion, and mushrooms. Some wild plants are toxic to poultry as well, and caution needs to be exercised for birds that have access to pasture. See Chapter 8: Handling and Body Condition Scoring for how to body condition score your birds.

The ideal poultry feeder discourages the bird from sitting in or on top of it, so the feed stays clean. Hanging feeders are common and are easy to adjust based on the bird's height. Feeders made out of PVC pipe are popular as they minimize any feed wastage, deter pests and wild birds, and can be easily made. The size and number of feeders you need will depend on how many birds you have in your flock. Keep the feeder at the height of the bird's crop. If you have a flock with different sizes of birds, make sure every bird can access feed.

Ensure any spilled feed is cleaned up immediately and stored in pest proof containers.



AIR QUALITY

Ensuring proper ventilation in your coop will minimize dust, any harmful gases, and provide fresh air. Keeping the litter dry will minimize the risk of disease and ammonia from building up. Ammonia can be tested using inexpensive test strips found at your local farm supply store. For more information on ventilation, see Chapter 5: Designing and Constructing a Coop.

TEMPERATURE

It is important that you manage temperature and humidity in your coop to provide a comfortable environment for the birds. You may want to consider adding a weather station in your coop so that you can monitor the temperature and humidity and make necessary adjustments.

Humidity should be ideally kept around 50%. Birds are continually adding moisture to the coop through their feces or by exhalation, and ventilation is necessary to ensuring this moisture is able to escape. Too low of humidity will create dusty conditions and potentially respiratory problems; too high of humidity can lead to wet litter, ammonia, and cause frostbite even in mild winter conditions. Wet litter creates an ideal environment for bacteria to proliferate.

Chickens generally do well in winter provided they are given a dry, well-ventilated, draft-free, and warm shelter. There is no exact temperature to maintain in the winter and depends on the breed. Breeds suitable for Northern climates will spend time outside even in temperatures as low as -10°C. An electrical heat source may be needed in cold climates and is covered in Chapter 5: Designing and Constructing a Coop. Providing heat to chicks is covered in Chapter 9: Breeding, Hatching, and Raising Chicks.

Chickens, especially broilers, are prone to heat-stress and summer temperatures can be harder on them than the winter. When temperatures start to exceed 25°C, you will need to provide additional ways for your birds to stay cool. If your birds are panting, spreading their wings, are lethargic, are eating little to no food, or are not laying eggs, they are too warm.

WAYS TO KEEP YOUR CHICKENS COOL:

- Always have cool water available
- Add electrolytes to the water to prevent further dehydration
- Provide good air flow; cross ventilation is ideal. You may want to consider adding a fan
- Provide frozen water bottles for the chickens to lay up against
- Provide shade using a tarp
- Use misters
- Avoid feeding scratch in the summer as this generates body heat
- Spray around the coop and on the roof with cold water to provide evaporative cooling

LIGHTING

Lighting is especially important in layers, as it influences egg production. Broilers also require light to ensure they are eating and growing properly. Lights should be on an automatic timer to ensure consistency.

Broilers require light so they are stimulated to eat, as they will not eat in the dark. For the first 3 days of life, provide broiler chicks with 23 hours of light and 1 hour of dark. After the first 3 days, decrease the light 1 hour a day until you reach 16 to 18 hours of light a day. Maintain this schedule until they are ready to be butchered.

For the first 3 days of life, provide layer chicks with 23 hours of light and 1 hour of dark. After the first 3 days, decrease the light 1 hour a day until you reach 10 hours of light. At 20 weeks of age, you can start increasing the length of the light by 30 minutes daily until you reach 15 hours. More information on providing light to layers can be found in Chapter 6: Egg Management.

For coops with no access to natural light, make sure the light intensity is bright enough so you can read a newspaper. This will ensure the birds can find feed and the nest boxes. For coops with access to natural light, your lighting schedule will need to be adjusted throughout the year as the day lengths shorten and lengthen. You will need to provide your birds with supplemental light in the fall and winter months when the day length shortens.

LED lights are ideal in a chicken coop as they last longer and are also energy efficient.

SPACE

Most small flock or backyard chicken owners will have a coop with outdoor access for their birds. Urban chicken keepers should check with their local legislation as they will be required to provide a specific amount of interior and outdoor space for the birds. Chickens will be happier with more space, but any buildings larger than 100ft² in Alberta require a building permit.

Ensure the birds have ample space to engage in normal activities such as dust-bathing, nesting, roosting, scratching, etc. As birds live in flocks, keep at least two birds. Urban chicken keepers should check with their local legislation for bylaws around how many hens they can keep.

Birds that are too cramped may develop behavioural issues such as feather pecking. At least 4ft² of indoor space and 10ft² of outdoor space should be provided for every bird. Bantam breeds don't need as much space due to their small size; neither do broilers as they are not as active as layers or dual-purpose breeds.

If birds are housed in cages, ensure the birds have ample room to walk, spread their wings, and have the appropriate height for their heads. Keep at least two chickens in each cage, unless they are being kept separate for quarantine or are injured. Chickens kept in cages should be given at least 2ft² of floor space.

LITTER

There are many types of litter material available and advantages and disadvantages to each type. What is most important is that the material is not toxic to the birds, is absorbent, is readily available, and is cost efficient.

- **Shavings:** Shavings provide good odour control, are absorbent, readily available, and inexpensive. Avoid using cedar shavings as they may bother the bird's respiratory system.
- **Straw:** Straw is readily available and inexpensive, but if ingested can cause the crop to be impacted, may cake over, and can be dusty. It is not very absorbent.
- **Sand:** Sand is easy to clean, does not cake, lasts a long time, is not dusty, and discourages bacterial growth. It is also good for dust bathing and is cool in the summer and retains heat in the winter. It is, however, heavy to move and is not very absorbent.

Provide ~1-2 inches of litter in the summertime and 4-6 inches in the winter.

Paper should be avoided as it can become slippery and the ink may be toxic to the birds. Sawdust should also be avoided as it is very dusty.

Regardless of what type of litter you use, it is ideal to install a dropping board under the roosts to catch the manure from the night and reduce the amount of litter required. Layers should be provided with clean nesting material in nest boxes that keeps the eggs cushioned and prevents them from rolling around. Hens prefer deep bedding in the nest boxes that they can rearrange as they lay their eggs.

Chicken coops can generate a lot of waste, both manure and bedding. Check with your municipality for how to dispose of it properly. Your local landfill may accept it for a nominal fee.



CHAPTER 5: DESIGNING AND CONSTRUCTING A COOP

When designing a coop, a number of factors must be considered first such as: will the chickens be kept over winter, number of hens, available space, etc. All of these factors and many more will guide your design decisions.

Prior to constructing any coop or accessory buildings, you should consult your local bylaws and Canadian building codes to determine what permits (if any) are required as well as acceptable construction techniques. If any ground disturbance or excavation is to take place, a locate request should be submitted through Alberta One Call at least two full working days before you plan to dig to identify the location of any underground utilities. Visit their website at <http://albertaonecall.com/> or phone them at 1-800-242-3447 for further information.

LET'S GET TECHNICAL: KEY COOP DESIGN FACTORS FOR A HEALTHY FLOCK

There are three key factors to consider when designing your coop: size, temperature, and ventilation.

SIZE

Most local bylaws for Urban Chickens will specify a minimum size required for both indoor and outdoor space. If they don't, you should design your coop such that you have at least 0.37m² (~4ft²) of indoor space for every bird and 0.92m² (~10ft²) of outdoor space for every bird. Going larger than this is preferred if you have enough space. However, in most municipalities buildings over 9m² (~100ft²) are generally considered accessory buildings and will require a building permit. Be sure to consult your local bylaws prior to beginning construction.

TEMPERATURE

If you only plan to have hens from spring to fall, then a lightweight non-insulated chicken coop will more than suffice. This type of coop can be readily purchased from many farm supply stores already built or come as part of a package with the rental hen option described later in this chapter.

However, if you plan to keep your hens throughout the winter, then this style of coop will not work and a more permanent shelter must be built. There is no exact temperature that must be maintained in the coop and each breed of chicken has a different tolerance to the cold. However, generally speaking the coop should not feel warm to you on a cold winter day. A safe target to aim for is 0oC to -10oC, depending on the breed.

There are two main sources of heat loss that must be designed against: Radiant/Conductive heat loss and Air Movement.

Radiant/Conductive heat loss occurs when warm objects come into contact with cold objects. The two temperatures will attempt to equalize, bringing the temperature inside of the coop down to the same temperature as the ambient air. Conductive heat loss can be slowed and minimized by using insulation.

Coops should be constructed at a minimum with 2x4 stud walls and insulated with either fiberglass insulation or mineral wool insulation. Mineral wool insulation has a higher R-Value per inch (measurement of the resistivity of heat transfer) than fiberglass and is also completely permeable to moisture, meaning that it will not become damaged by water and moisture like its fiberglass counterpart. It is composed of upwards of 75% recycled material compared

with 20% for fiberglass insulation. However, it is more expensive. There are many other forms of insulation such as Expanded and Extruded Polystyrene, Spray Polyurethane Foam, Polyisocyanurate, etc. Each form of insulation has its positives and negatives, it is recommended that you research each type and choose the form that best fits your direct application and budget. Regardless of which type of insulation you decide to use in your coop, it must be covered and protected from the chickens or they will attempt to eat it.

Just like humans, chickens are susceptible to wind chill effects. It is important to keep the inside of your coop as draft free as possible. Use weather stripping around doors, spray foam around window casements, wrap the outside of the coop in a house wrap product and tape the seams. To attract heat during winter days, use black or dark colored shingles and place windows on the south side of the coop. Construct the coop in a location that will get the morning sun while minimizing the amount of hot summer afternoon sun that the coop will see to help reduce the chance of the hens overheating in the summer.



Use wide roosting platforms, such as a 2x4 with the wide side up. This allows the chickens to squat on the roosts and cover their feet with their feathers, reducing the chance of frostbite



Install a "roof" or structure over the roosting platforms, which helps provide draft/current free air over this area

THERE ARE A FEW OTHER SMALL DESIGN CONSIDERATIONS TO TAKE INTO ACCOUNT WHEN DESIGNING A COOP FOR THE WINTER MONTHS:

If you notice that your hens are huddling in one place all day long, moving slowly, or reluctant to move, then you will need to add a supplemental heat source. For a small urban coop a zero-clearance flat panel radiant heater will work in most cases. Heat lamps should be avoided if at all possible as they are a severe fire risk. If you have no other choice but to use a heat lamp follow these rules:

- Hang the lamp with two chains attached to the lamp in two separate spots and to the structure in two separate spots. This way if one fails the other will stop it from falling
- Follow the manufacturer's specifications for minimum distances to combustible materials. This normally ranges from 18-36 inches depending on how large the bulb is
- Use a guard over the lamp to stop chickens from hitting it and getting burned or causing a fire

VENTILATION

Adequate ventilation is a must in the winter. Chickens can get frostbite even at mild temperatures if the moisture content in the coop is too high. In addition, ventilation is required to allow the ammonia from the chicken manure to escape the coop. During the winter, if you start to see condensation or ice forming on your coop windows, then you need to consider adding more ventilation. For small coops, passive ventilation is the best option.

Passive ventilation consists of having openings (vents) at the highest points on the walls of your coop. Due to the natural air currents, the warmest, and most moist, air will escape. As air warms, its ability to retain moisture increases. Likewise, as it cools its ability decreases, which is why you get frost on your windows. As the hot, moist air rises it will leave the coop through the vents controlling the humidity inside.

Passive ventilation can be achieved in many ways but it is best if the vents are placed on at least 2 different sides of the coop and designed so that they can be closed or are placed on a sheltered side of the coop where they will be protected from driving rains and snow. On extremely cold nights, resist any temptation to close the vents to preserve heat; closing the vents will do more harm than good as you trap the moisture and increase the risk of frostbite.



Examples of Passive Ventilation:

On Right: Vents are placed on the peak of the roof

On Left: Air Diffusers are used as covers for the ventilation and the vents are protected by the roof overhang

COOP NECESSITIES

In addition to a warm dry space in the winter, there are a few other things that every coop must have.

- Windows
- Roosting platforms/bars
- Nest boxes

WINDOWS

Windows in your coop are important for a multitude of reasons. They can be used as additional ventilation (if required), allow sunshine to help heat the interior, allow a cooling breeze in the summer, and provide light, which is required for egg production. If possible, windows should be placed on the south east and west exposures to maximize the amount of sunlight they receive.

ROOSTING PLATFORMS/BARS

Roosting platforms are required in every coop and should be made as wide as possible to allow the hens to squat down on them and cover their feet with their feathers. Local bylaws may specify how many perches or how much roosting space is required in each coop, but if not you should provide a minimum of 30 cm (~12 inches) for every bird. It is also preferable to have the roosting platforms higher in elevation than the nest boxes to encourage the chickens to sleep on the roosts rather than in the nests.

NEST BOXES

Nest boxes are used by the hens to lay their eggs. Most municipalities will have regulations around how many nest boxes are required. Nest boxes are covered in more detail in Chapter 6.

PREDATORS

Chickens can fall prey to many wild and domestic animals such as foxes, coyotes, owls, hawks, weasels, cats, and dogs to name a few. Your best defense is a well-built and secure coop and outdoor run. You should use a galvanized wire mesh with openings no larger than a half inch by a half inch on the walls and roof of your outdoor run. The mesh should be extended a minimum of eighteen inches below ground, or the entire floor of the outdoor run will need to be covered with it to stop predators from burrowing under. Contrary to its name, chicken wire should not be used, as it is not strong enough to deter an attack from a large predator.



You should keep your birds contained and closed in at night. The pen should be kept clean and spilled feed needs to be removed, so that you are not attracting predators.

RENTAL HEN OPTION

There are rental hen businesses that provide you with the option to rent everything you need to keep chickens for a season. In the spring, they will deliver hens (number dependent on your local bylaws), a lightweight coop, feeders, waterers, and enough feed, oyster shell, and grit for the season. The hens and supplies will be picked up in the fall (the end of the rental season).

This is a terrific option, especially for residents located in an urban community, who would like to try keeping chickens before committing long term. There is no need to set up a permanent coop or worry about over-wintering the birds. The companies also provide you with a new hen should one of the hens stop laying, become broody, become sick or injured, or die. They provide care information and support during the rental period.

Prices vary, depending on the package you select, and will average \$500-\$600 for the season.

CHAPTER 6: EGG MANAGEMENT

If you are raising chickens, it is likely because you want eggs! Around 6 months of age, a dual purpose hen will begin to lay. This will vary depending on breed (generally smaller breeds lay earlier while larger breeds lay later), lighting and environmental conditions, health, stress, and nutrition. Eggs can come in a variety of colors, sizes, and shapes. The majority of dual purpose breeds lay brown eggs.

How many eggs you can expect to collect from your chickens will depend on the breed. Breeds that have been selected for egg production will lay around 5-6 eggs a week. Dual purpose breeds will lay 4-5 eggs a week. Fancy or bantam breeds are often selected primarily for ornamental purposes (for example, feather color) and will lay around 2-3 eggs a week. Hens typically lay eggs in the morning.



When birds are starting to lay, the eggs will be small in size. As the bird matures, the egg size will increase to the normal size for the breed. Chickens will reach their peak of egg production around a year of age, at which point they will slowly start to decline in egg production. Some flock owners still report collecting eggs from hens that are several years old. It is not uncommon for hens to live several years, especially in backyard settings where they are often well protected from predators.

You will need to be prepared to make a decision once your birds stop laying eggs. Many backyard and small flock owners become attached to their hens and opt to let them live out their natural life, while adding younger birds so they continue to get eggs. This may be more difficult to do if you live in an urban municipality where

you are limited on how many hens you can keep. Other options include re-homing your bird to a farm, having your bird butchered, or humane euthanasia.

There are several management practices you should follow to ensure you are achieving optimal egg production from your hens and handling the eggs properly.

LIGHTING

The amount of light available to the hen is very important in egg production. Hens require ~15 hours of light a day to lay. Hens will naturally decline in egg production or stop altogether in the fall and winter months when the day length becomes shorter. If you would like to keep your hens laying eggs during the colder months, you will need to provide supplemental lighting. Some flock owners choose not to provide lighting during the fall and winter months, and let their hens have a rest period.

- It is recommended to provide lighting at the start of the day. Chickens are easily able to adjust to the lights suddenly coming on in the morning, especially if you are using a dimmable bulb that can gradually increase in light intensity. Chickens have poor night vision though and will become disoriented and stressed if the light suddenly turns off in the evening. They may have difficulties finding their roost for the night.
- It is ideal to have the lights controlled by a timer, in case you are not able to go out to the coop at the same time every day.
- You can calculate when to have the lights come on by determining when the sun sets in your area and

subtracting 15 hours. For example, if the sun sets at 8 PM the lights should come on at 5 AM. The light only needs to stay on until the sun rises.

- You will need to modify what time the light turns on and off every few weeks throughout the fall and winter months as the day length changes, unless the birds are housed indoors at all times.
- Birds should be given a dark period of 6-8 hours every 24 hours to rest.
- Depending on the size of your coop, you may need multiple lights.
- Light bulbs should be located close to the centre of the ceiling to distribute light evenly in the coop and should be covered with a wire guard so they don't break. They should be well secured in the socket so they do not become loose.
- A low wattage light bulb (25-40 watts) will generally provide enough light to keep the birds laying in the colder months. It is recommended to use a bulb specifically designed for poultry housing. You can purchase LED bulbs that are dimmable, waterproof, and dustproof. More information can be found in the Resources section of this manual.

NEST BOXES



You will need to provide 1 nest box for every 3-4 chickens. If you do not have enough, you may find birds will fight over nest boxes or lay eggs on the ground. Birds will naturally share the same nest box. If you have room, you can provide 1 nest box per bird, although some nest boxes likely will not be used. If you reside in an urban municipality, there may be bylaws in regards to how many nest boxes you need to provide in your coop.

Nest boxes need to be managed properly so that the birds use them for the sole purpose of laying eggs. If the birds are using nest boxes to excrete waste in, it will become dirty. The cleanliness of the eggs is related to maintaining a clean nest box and coop.

- Allow the birds access to the nest boxes only once they have reached laying age (~6 months of age) to discourage the birds from soiling in the nest boxes.
- Depending on the age of your birds, you may need to train them to use the nest boxes. You can do so by:
 - Immediately moving a bird that is attempting to lay an egg outside the nest box to inside the nest box. A bird that is attempting to lay an egg will appear to be seeking out a dark area of the coop.
 - Picking up any floor eggs.
 - Placing a golf ball or ceramic egg in the nest boxes to encourage the birds to use them.
- Ensure the chickens have access to roosts that are placed higher than the nest boxes to discourage them from sleeping in them. Chickens prefer to roost as high as possible.
- Make sure nest boxes are of an appropriate size with clean, comfortable bedding. Bedding material should be 3-4" deep and should be kept clean to help the eggs stay clean. The bird should be able to stand up and turn around in a nest box. A typical nest box size is 12" X 12" X 12", but may need to be modified depending on the size of the bird. Nest boxes that are too big will encourage more than one chicken to be in the nest box at a time and can lead to broken eggs.
- You can purchase nest boxes, build one yourself, or use existing items such as milk crates or litter boxes. Nest boxes can be square or round in size. Nest boxes that are plastic or metal are easier to keep clean than wood.

- Nest boxes should be located in a draft-free area of the coop.
- Birds naturally prefer to lay eggs in nest boxes that are in a quiet, dark area of the coop. You may want to consider hanging curtains up in front of the nest boxes to keep them dark.
- Nest boxes can be stacked one on top of another, but should not be higher than 3-4 feet off the ground. Nest boxes that are higher than a foot off the ground will need a perch in front of them for the birds to land on before they enter the nest box.

You will need to pick up eggs frequently, at least once a day. This discourages hens from becoming broody or eating eggs. Both of these behaviours can be difficult to stop in a chicken once they have started and are discussed in more detail in Chapter 7. In extreme weather conditions, eggs should be picked up 3-4 times a day. Eggs that sit too long in hot weather may start to grow bacteria especially if they are in direct sunlight; eggs that sit too long in cold weather will freeze.

ISSUES AROUND EGG LAYING

PROLAPSED VENT

It is not uncommon to find blood on an egg; however you will want to check the hen to make sure she does not have a prolapsed vent. A prolapsed vent can be caused by large eggs, in young birds that have just started laying, older hens, obese birds, or if the birds have a nutritional deficiency. Some breeds are more prone to prolapse than others, and it can be a recurring condition.

A prolapsed vent is when the hen's reproductive tract is pushed outside of the vent. Other birds in the flock may be attracted to the exposed tissue and it can become bloody if they peck at it. A prolapsed vent is a serious condition, but if it is caught early on it can be treated.

Wearing gloves, carefully wash the vent in warm water. You can gently re-insert the exposed tissue with lubricant. Keep the bird separated from the rest of the flock for a week and check the vent frequently to ensure it has not prolapsed again. If you are not successful re-inserting the tissue or the vent continues to prolapse, contact your veterinarian immediately.



Photo: Roberto Soares/Ceva Animal Health

EGG BOUND

A chicken that is egg bound has an egg stuck inside of her oviduct. Egg binding is common with large or misshapen eggs, in birds that are prematurely laying, obese birds, or if the birds have a nutritional deficiency. A chicken that is egg bound may be lethargic, stop drinking or eating, or appear to be straining. Manure may be loose or absent altogether. This condition can be fatal, and you should contact your veterinarian immediately.

MEAT OR BLOOD SPOTS

Meat spots are small pieces of body tissue from the hen. They are generally seen in the albumen (the egg white). This is more common in older birds. Eggs with meat spots are still safe to eat. If you like, you can remove the meat spot out of the egg with the tip of a knife.

Blood spots can happen in an egg when a blood vessel breaks in the hen's reproductive tract. They are generally seen near the yolk. This can be caused by the hen's diet, age, or stress. Eggs with blood spots are still safe to eat and are not

an indicator that the egg has been fertilized. If you like, you can remove the blood spot out of the egg with the tip of a knife. Blood spots are related to genetics, and are more common in birds that lay brown eggs compared to those that lay white eggs.

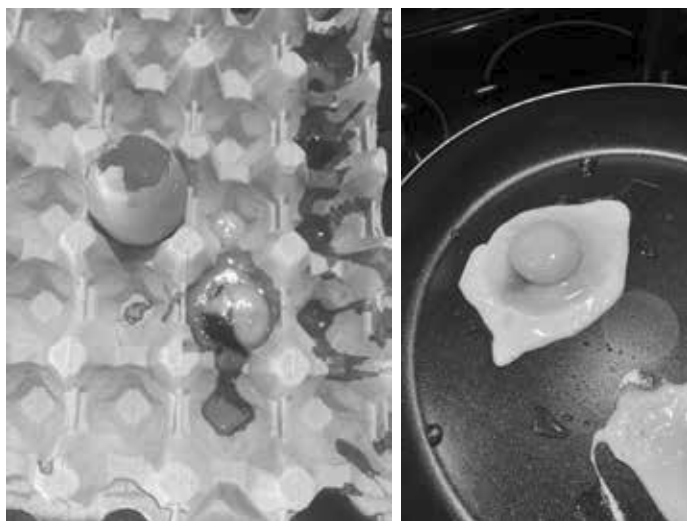


Photo (Left to Right): Roberto Soares/Ceva Animal Health, Roger Connolly

You will rarely find eggs with meat or blood spots that you purchase from the grocery store, as these eggs have been candled and are removed if found. Candling is the process where an egg is rotated in front of a bright light source so the contents can be inspected.

PROPER EGG HANDLING

The first step in food safety is the production of clean eggs.

IT IS IMPORTANT TO HANDLE EGGS SAFELY BY:

- Keeping the nest boxes clean by removing any feces daily.
- Washing your hands thoroughly before and after coming in contact with the eggs.
- Using a separate bucket for dirty eggs you collect from your coop. Eggs that are very dirty (with spots larger than a quarter in size) should be discarded.
- Discarding any eggs that smell bad, have a thin shell, or are cracked as they may be contaminated with bacteria.
- Removing any fecal matter, shavings, and feathers from the egg.
- Washing the eggs with an egg wash following the manufacturer's instructions.
- Washing the eggs in 41°C (106°F) water to prevent bacteria from entering the egg.
- Not washing your eggs in your kitchen sink where you are preparing food, as eggs may have organic material on them.
- Storing eggs in a cool, dry place or in your fridge with the pointy end down. Eggs stored in the refrigerator should be dry first. Eggs should be stored in a clean carton.



- Discarding any eggs older than 6 weeks.
- Washing all utensils, surfaces, dishes, and cutting boards thoroughly before and after coming in contact with raw eggs.
- Cooking foods containing eggs to a minimum of 72°F. For more information on cooking guidelines visit: www.eggs.ca

If you are administering any medications to your hens, make sure you read the label directions on when it is safe to consume the eggs again.

REMEMBER, IF YOU ARE PLANNING TO SELL EGGS IN ALBERTA YOU



MUST MEET THE FOLLOWING FIVE CONDITIONS:

- The eggs must be produced on the flock owner's own farm.
- The eggs must be sold to the end consumer.
- The eggs must be clean and have no visible cracks or leaks.
- The eggs must be kept in the flock owner's possession at a temperature that does not exceed 7°C. Eggs should be held in a cooler that can maintain a cool temperature.
- The eggs must be packed under sanitary conditions in clean containers that are legibly marked with the word "UNINSPECTED" in letters at least 2 centimetres tall.

Urban communities have regulations that prohibit selling of the eggs. As an urban chicken owner, eggs are for your personal use only.

CHAPTER 7: WELFARE AND BEHAVIOR

We have a responsibility to provide the animals in our care with a high state of animal welfare.

ANIMAL RIGHTS VS. ANIMAL WELFARE

ANIMAL RIGHTS:

Is a philosophical view that animals have rights similar to or the same as humans. True animal rights proponents believe that humans do not have the right to use animals at all, not even as pets.

ANIMAL WELFARE:

Supports the belief that humans have a right to use animals for purposes such as food (for example, raising chickens for eggs or meat), but also have a responsibility to treat them humanely.



FIVE FREEDOMS

The Five Freedoms outline five aspects of animal welfare that poultry keepers can control to ensure their birds (and any other animals in their care) are well cared for:

Freedom from hunger or thirst.

By providing ready access to fresh water and a diet to maintain full health and vigour.

Freedom from discomfort.

By providing an appropriate environment including shelter and a comfortable resting area.

Freedom from pain, injury, or disease.

By prevention or rapid diagnosis and treatment.

Freedom to express normal behaviour.

By providing sufficient space, proper facilities, and company of the animal's own kind.

Freedom from fear and distress.

By ensuring conditions and treatment which avoid mental suffering.

A backyard chicken keeper or small flock owner may struggle with the decision to euthanize one of their birds. Remember that it is not practicing good animal care to let a bird suffer with an injury or illness, and euthanasia may be the most humane decision you can make.

For more information on euthanasia considerations, please see Chapter 12: End of Life Plans.

INNATE BEHAVIORS

Chickens have several innate behaviours that you will witness in your flock. Understanding some basic information about chicken behaviour can be helpful when caring for a flock.

Providing opportunities for roosting, scratching, and dust-bathing will ensure your flock is able to express these natural behaviours. If you live in an urban municipality, you may be required by the bylaws to provide such opportunities.

PECKING ORDER

Chickens have an established social hierarchy within the flock with every member having a place. Chickens will start establishing the hierarchy as chicks and this will continue until the pecking order is established as adults. Chickens recognize other individual birds in the flock. The addition of new birds must be done very slowly and carefully, otherwise the birds may attack and injure the new flock member. Roosters are always the dominant birds in the flock. As flock size increases, chickens become more accepting of new flock members.

When you are introducing new birds to the flock, make sure that they are quarantined first and observed carefully to avoid introducing any diseases to your existing flock.

For more information on introducing new birds to your flock, please see Chapter 9: Breeding, Hatching, and Raising Chicks

GROOMING

A chicken will spend a considerable amount of time during the day grooming itself, by running its feathers through its beak. This helps to spread oil, produced from the preen gland near the tail, over its feathers. Hens will spend more time grooming themselves than roosters.

PECKING AND SCRATCHING

Chickens will spend at least half of their time pecking and scratching. Pecking is an exploratory behaviour to find possible food sources, drink, mate, groom, and communicate with one another. Even chickens that have access to a complete feed ration, will still continue to peck to find possible food sources.



NESTING

Nest boxes will appeal to the natural instinct of a layer chicken if they are in a dark, private area of the coop where the hen feels secure. Hens need to be taught to use nest boxes when they are young, otherwise they may lay eggs on the floor, which can become dirty or broken. For more information on training hens to use nest boxes, please see Chapter 6: Egg Management.

In the early morning, hens will seek out a nest and start manipulating the bedding with their beak. Once the egg has been laid, the hen will make a cackling noise that the other hens may join in on.



DUST-BATHING

Chickens clean themselves by dust-bathing, the act where they roll around in dirt to clean their skin and feathers. This helps to control parasites. You can provide your birds with a dust-bath filled with a combination of peat, mulch, wood ash, sand, and/or dirt. Adding Diatomaceous Earth can further help with parasite control. If you do not provide your chickens with a dust-bath they will make one themselves by digging out a hole in the dirt.

PERCHING AND ROOSTING

When given the opportunity, chickens will often choose to rest on something that is off of the floor. Providing perches in your coop may be a way to decrease aggression, as the birds are able to get away from the others.

Chickens have a natural instinct to roost, seeking out a high spot they can settle in for the night. Chickens will typically move to their perches 30-60 minutes before the sun sets. Perches should be placed higher than the nest boxes, but not higher than 3 feet or there is a risk that the birds could become injured. Chickens like to roost in the same spot every night and will typically roost with the other flock members. As broilers are bred to be heavy birds, they will typically not use a roost but will sleep on the floor. The most dominant chicken in the flock will generally roost on the highest perch.



MOULTING

Moulting is a natural process in both hens and roosters where the older feathers are replaced with new ones. This occurs annually, usually at the end of summer or in the fall as the days start to get shorter. A chicken will experience its first molt when it is around 16-18 months of age. During this time a hen will stop producing eggs and her reproductive tract regresses.

Photo: Roberto Soares/Ceva Animal Health

Timing, duration, and what the chicken looks like during the moult will vary from bird to bird. Moulting takes considerable energy and protein on the bird's behalf to re-grow the feathers; therefore it is important to make sure your birds are being fed a proper feed ration during this time.

UNDESIRABLE BEHAVIORS

FEATHER PECKING

As chickens have an established pecking order, some feather pecking at lower-ranking members in the flock is normal. If a bird draws blood from another, make sure to act quickly as the other birds may continue to peck at that bird until it is seriously injured or dead. Any bird that is injured needs to be separated from the flock immediately. Birds are generally more tolerant of other birds that are the same size and age as them. You can also provide enrichment for the birds to re-direct their behaviour, including providing a dust bath, hanging a food source such as a head of cabbage or bunch of kale, providing a Chicken Swing or other high areas for the birds to perch, scattering scratch in their bedding, leaving music playing for them, etc.

Feather pecking is less of a problem in flocks that are fed a proper diet and are not in crowded housing conditions. When given enough space, lower-ranking members in the flock can avoid other flock members. Feather pecking can also be caused by excessive noise, genetics, weather conditions, stress, hunger, boredom, or not enough nest boxes.

POOR EGG PRODUCTION

Usually poor egg production in a flock is related to management. If your birds are not laying, consider the following:

- Is the hen too young or too old? Different breeds of chickens start laying at different ages, although most will typically start laying around 6 months of age. Be patient if you are waiting for birds to begin laying. Birds will peak in production around 1-2 years of age and will start to decline after that.
- Do you have a hen or a rooster? It can be difficult, especially in younger birds, to sex them properly. To help determine what sex of bird you have, please see Chapter 2: Basic Chicken Breeds.
- Are the birds getting ~15 hours of light a day? Layers require ~15 hours of light a day to continue laying in the colder months when the day length naturally decreases. You may choose to add additional lighting to your coop during these months to keep your birds laying.
- Are the birds stressed? If the birds are stressed, they will likely stop laying. Stressors can include environmental conditions or adding a new bird to the flock. Once you eliminate the cause of stress, the birds should start laying again.
- Are the birds sick? Hens in poor nutritional or health status will not lay. Ensure you are feeding your birds a commercially prepared laying diet. As birds are a prey species, they are adept at hiding how sick they really are. A decline in egg production could be a sign of disease. For more information on health problems and disease, please see Chapter 10.

BROODINESS

A broody hen is one that is determined to sit on and hatch eggs, regardless of whether they are fertile or not. Hens can become broody even when there is no rooster in the flock. Some breeds of hens are more susceptible to becoming broody than others. Breeds that have been bred for high production are less likely to become broody than some dual purpose breeds. When a hen becomes broody, she will stop laying eggs and will often not leave the nest box, except to eat or drink. A hen can become protective and aggressive during this time, and may be difficult to handle.

It can be difficult to break a hen of being broody and she may go back to being broody at a later point. Ensure you collect the eggs often, every few hours if possible. Many hens will stop being broody and return to normal egg production. If the hen continues to sit on the eggs and you are not overly concerned with egg production, give the hen 21 days (when the eggs would have hatched) and she will often return to normal. If you do have a rooster in the flock, you could let her hatch the eggs at which point she will return to normal.

Some flock owners have had success with placing a broody hen in an "anti-broody" area of the coop. This can be a wire cage with food and water, but a nest box is not available. Usually within a week, the hen will stop acting broody.

BREAKING AND EATING EGGS

A bird that is breaking and eating eggs can quickly spread the behaviour to other birds in the flock that will then mimic the behaviour. This behaviour is less likely when the birds are given ample space.

Make sure you clean up any broken eggs immediately and do not feed raw eggs to your birds in order to prevent them acquiring a taste for it. By feeding a commercially prepared diet and providing oyster shells, your birds will be getting all the nutrition they need and are less likely to be interested in eating eggs. Ensure eggs are collected often. You can also try to deter a bird from breaking and eating eggs by placing plastic or ceramic eggs in the nest box.

CHAPTER 8: HANDLING AND BODY CONDITION SCORING

Handling your birds is an important skill to have in order to assess their overall well-being. It will also be much easier to move the birds, should the need arise, if they are used to being handled.

HOW TO PICK UP A BIRD

Some breeds tend to be more docile and easier to pick up than others. Remember to always wash your hands before and after handling your birds.



- Spend time with your birds regularly. They will come to trust you as they get to know you. You can build trust by encouraging them to eat out of your hand while you slowly stroke their feathers.
- Approach the bird in a crouching position and move slowly to pick it up. If the bird is becoming stressed, stop and try again later.
- Talk quietly and calmly. Loud noises and large movements can stress the birds.
- Pick up the bird quickly and firmly, holding the wings at their side so they cannot flap. Holding the bird close to your body will give them a sense of security.
- Keep the handling sessions brief, but frequent. Over time the birds will become used to being handled and it will be less stressful for them (and you!).
- If you get your birds as chicks and handle them often, they will be tamer as an adult. Use two hands to hold the chick. Take care to not squeeze the chick and ensure you are holding the chick no more than a few inches from a surface in case they should fall.
- If you are still having trouble picking up your birds, try in the evening once it is dark and the birds are roosting on their perch. As birds have poor night vision, you should be able to easily pick them up.
- You can also try wrapping your bird in a large towel with the wings securely at their side so they cannot flap. This helps keep the bird calm.

Once you are able to handle your birds, it is important to assess their overall well-being on a regular basis.

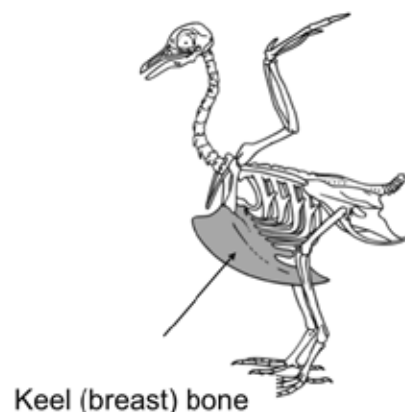
OVERALL HEALTH CHECK – WHAT TO ASSESS:

- Feather Cover: Are the feathers evenly covering the body? Are there signs of feather picking?
- Eyes: Are the eyes round, bright, and wide open?
- Vent: Is the vent area clean? Are the droppings in the coop well-formed?
 - Manure in a healthy bird should be a shade of brown, semi-solid in consistency with a white cap. The solid part is the fecal matter; the white cap is urates. If you notice blood in the droppings that could be indicative of disease and you should contact your veterinarian.
- Feet: Are the feet clean with no deformities? Does the bird need its toenails trimmed?
 - Most chickens will normally wear down their toenails, however some may need their toenails trimmed similar to a dog or a cat's.
- Nose/Eyes/Ears: Is discharge present?
 - Discharge present in the nose, eyes, or ears may be indicative of disease, especially if the bird has other symptoms.
- Beak: Does the beak have any abnormalities or is it overgrown? Are there any injuries?
 - Birds with beaks that have abnormalities (for example, crooked or crossed beaks) may need to have their beaks trimmed to help the bird eat and drink. Depending on the severity of the injury to the beak, the bird may need to be seen by a veterinarian.
- Crop: Check the birds crop to ensure it is eating and drinking
 - A chicken's crop is located to the slight right of the breast muscle. Food is stored here before it moves into the stomach. The crop will feel full after the bird has eaten.
- Injuries/Parasites: Examine the bird for any injuries or parasites, such as mites or lice.
 - Signs of mites or lice are decreased bird activity, a change in appetite, a drop in egg production, weight loss, bald spots, redness on the skin, and visible, crawling bugs on the skin.
- Behaviour: Is the bird eating, drinking, and otherwise behaving normally?



BODY CONDITION SCORING

As part of an overall health check, you will want to assess your birds' body weight and condition. This is a useful tool that takes approximately 15 seconds to assign a score to an individual bird.

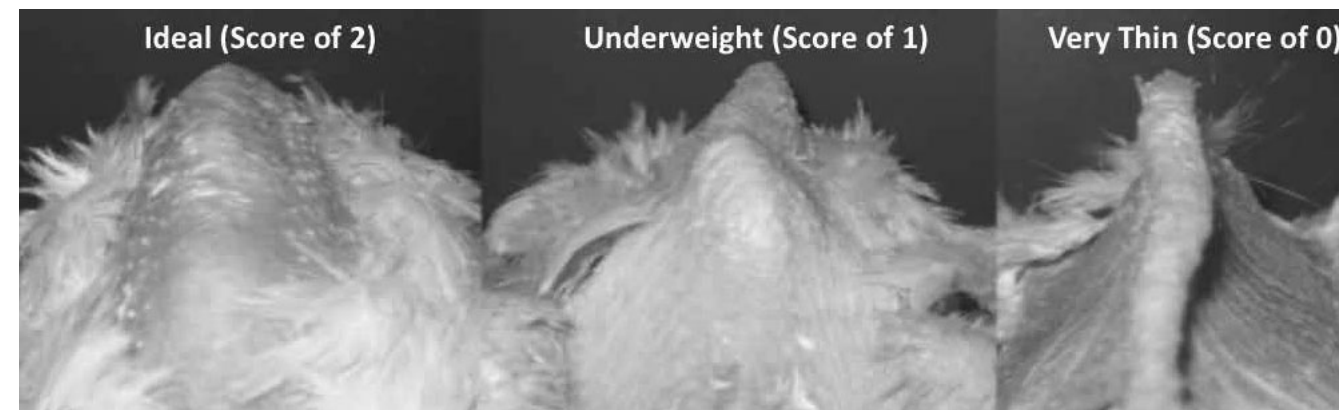


HOW TO ASSIGN A SCORE

Use one hand to hold the live bird upside down by both legs. The bird's head can be facing upwards or downwards, whichever is more comfortable for you and the bird. Use the palm of your other hand to palpate the breast muscles, paying particular attention to the keel (breast) bone and the tip.

You may find it easier to hold the live bird upright, close to your body, with one hand holding the birds outside wing and using your other hand to palpate the breast muscles.

BODY CONDITION SCORES



Photos: Welfare Quality Assessment for Laying Hens: A Handbook

Score of 0 – Very Thin

A score of 0 reflects an emaciated and weak bird with low breast muscle to bone ratio. The keel bone will be prominent with limited breast muscle development. There could be several reasons for an emaciated bird including insufficient feeder and/or drinker space, poor feed or water quality, or disease. These birds will likely need to be humanely euthanized by a properly trained and competent individual.

Score of 1 – Underweight

A score of 1 reflects a bird with the keel bone still prominent; however there is greater breast muscle development, which feels more flat. These birds may be compromised and should be segregated from the rest of the birds. If you are noticing several birds in your flock with body condition scores of a 0 or a 1, contact your veterinarian.

Score of 2 – Ideal

A score of 2 reflects a healthy bird with the keel less prominent and moderately developed breast muscle. A score of 2 may be underweight for meat birds (broilers and turkeys).

Score of 3 – Overweight

A score of 3 reflects a bird that has a smooth, well-developed breast muscle over the keel. The keel is not easily felt. This can be a common problem in backyard and small flocks, as owners may have a tendency to overfeed their birds with treats or table scraps or if the birds are confined and not getting enough exercise. This can cause a decline in egg production and complications such as a prolapsed vent. Ensure you are feeding a well-balanced ration, limit treats and table scraps to no more than 5% of the bird's diet, and ensure that the birds get ample exercise.

As you assign a body condition score to your birds, keep in mind that what is considered ideal for a body condition score will vary between species and breeds. Laying breeds that are genetically selected for increased egg production (such as a Leghorn) will naturally be a leaner bird that is less muscular compared to broilers, turkeys, and many dual-purpose breeds. Some keel bone prominence will be normal.

References

Welfare Quality Assessment for Laying Hens: A Handbook

G. Gregory & J. K. Robins (1998) A body condition scoring system for layer hens, *New Zealand Journal of Agricultural Research*, 41:4, 555-559

CHAPTER 9: BREEDING, HATCHING, AND RAISING CHICKS

Small flock owners may want to raise their own chicks to replace hens that are going out of lay or if they are expanding their flock. You can purchase eggs or chicks, or hatch eggs from your own flock if they are fertilized.

Urban municipalities may have bylaws prohibiting the keeping of chickens in town that are under a certain age (for example, 16 weeks old), and as roosters are not allowed you will not have fertilized eggs.



BREEDING

If you would like to have fertilized eggs, you should aim to have a ratio of one rooster for every ten hens in your flock.

When a rooster is ready to mate a hen, he will stand on her back and grab the feathers located at the back of her neck with his beak, while the hen crouches down. You may notice the hen has some damage to her feathers or bald spots on her back after mating. The rooster's reproductive organs are located inside of his body; the transfer of sperm happens when the rooster's cloaca (vent area) touches the hen's cloaca. Sperm will travel up the hen's oviduct to fertilize a developing yolk. Hens can lay fertilized eggs for approximately 10 days after the mating occurs.



INCUBATION

Chicken eggs will hatch at 21 days of age, while turkey eggs will hatch between 25 to 31 days of age. Duck eggs take between 28 to 35 days, depending on the breed.

Incubators vary widely with regard to size, style, features, and price. Some incubators have features such as observation windows, built-in candlers, automatic egg turners, and alarms that sound if the temperature or humidity falls outside of the optimal range.

AT A MINIMUM, THE INCUBATOR MUST HAVE:

- A thermometer to measure temperature. For chicken eggs to develop, the temperature must be a minimum of 99.5°F (37.5°C) while the eggs are in the incubator. Temperature is very important to have a successful hatch and should be checked daily.
- A hygrometer to measure humidity. For chicken eggs to develop, the humidity should be between 45-55%. On day 18 the humidity should be increased to 55-70% which aids the chicks during hatching. Humidity is just as important as temperature to have a successful hatch and should be checked daily. You will need to add warm water occasionally to the incubator to maintain the humidity.

It is also critical that the incubator is ventilated. Depending on your incubator, you may need to manually adjust vents to control ventilation effectively. Consult the user manual that came with your incubator for specific instructions.

If your incubator does not have an automatic egg turner, you will need to turn the eggs ideally 3 times a day to keep the contents of the egg from sticking to the shell walls. Incubators with automatic turners turn the egg very gradually, similar to how a hen would. Mark eggs with an "X" on one end and an "O" on the other to keep track of when you have turned the eggs. Turn the eggs as quickly as possible, so heat and humidity is not escaping the incubator. You can stop turning the eggs at day 18, at which point the eggs can lay on their side on the floor of the incubator until they hatch. Make sure to always wash your hands before and after handling eggs!

KEEP THE FOLLOWING TIPS IN MIND:

To make hatching simple, you can collect eggs for up to 10 days and then place them in the incubator all at once so the chicks all hatch together. They should be kept at a cooler temperature, between 50 to 60°F (10°C to 15.5°C), with the humidity around 75%. While eggs are being stored they need to be turned a minimum of 3 times a day.

- The incubator should be located in a warm area with no drafts, out of direct sunlight.
- Run the incubator for at least 24 hours prior to putting eggs in to ensure it is running properly.
- Always select eggs that are clean with no cracks to avoid cross-contamination.
- Place eggs in the incubator with the pointy end down.
- Eggs should be candled between 7-10 days to determine if an embryo is developing. This can be done by holding the egg up to a bright light source in a dark room to view the contents. You can purchase a candler or use a bright flashlight. Candle the eggs as quickly as possible. Eggs that are not developing should be removed from the incubator immediately, as bacteria growing inside the eggs may cause them to explode and contaminate the other eggs.
- A viable egg will have a dark spot in the egg (the embryo) with visible veins extending out from it. A red ring in the egg indicates the embryo has died and needs to be removed.

If you aren't sure if you want to invest in an incubator, there are businesses who rent out incubators for a month's time. They will often supply you with brooder equipment too. Please see the Resources chapter for more information.



HATCHING

Hatching is a very exciting time! Your hatch rate will vary based on the source of the eggs, the incubator conditions, and how the eggs are handled. For most small flock owners, a hatch rate of 50 to 70% is average. Remember that 50% of the chicks you hatch will be roosters. As most small flock owners are more interested in raising hens, make sure you have a plan of how to deal with the roosters you hatch. Options include butchering or re-homing.

HATCHING OCCURS IN TWO PARTS:

- **Internal pipping:** The chick will break the air cell inside the egg on day 20. Around this time you may hear cheeping.
- **External pipping:** Using their egg tooth, the chick will break through the eggshell on day 21.

Hatching can be a slow process, so be patient! It can take up to several hours. Once the chick has hatched, it will be wet and may rest for some time before starting to move around. Chicks should stay in the incubator until they are fully dry before being moved to the brooder; this can take up to 24 hours.

Once the chicks have been moved to the brooder, the incubator must be cleaned thoroughly before it is used again.

Ensure all fecal matter and egg shells are removed and dump out any water in the reservoir. All surfaces should be washed, disinfected, and left to dry thoroughly.

Another option is to allow a hen to hatch her own eggs, or those of another hen's. Some breeds (such as Silkies and Cochins) are quite broody, meaning they have a strong urge to hatch eggs and raise chicks. They will accept eggs to hatch that are not their own. The hen will keep the eggs at the optimum conditions, turning them slightly throughout the day. You will need to provide the hen with a quiet, safe area away from the other flock members until the chicks are old enough to be integrated into the flock.



RAISING CHICKS

Your new chicks will need a brooder located in a safe and quiet area where they can stay warm. You can purchase a brooder or build one yourself. Ensure your brooder has tall sides (at least 18" high), is fully enclosed, and has enough room so that chicks can move away from the heat source. Select a brooder that will be easy to clean; a large Rubbermaid, playpen, rabbit hutch, or aquarium can work well.

Have your brooder set up and pre-heated at least 24 hours before the chicks hatch. You will need:

- **Water:** Clean, cool water must be available at all times. Ensure the water is not more than a 1-2 inches deep or chicks may drown. Placing marbles in the water will help prevent the chicks from drowning. There are several different styles of waterers available; nipple waterers keep the water cleaner. When you first place chicks in the brooder, you may want to dip each of their beaks briefly in the water to get them started drinking.
- **Feed:**
 - Have starter feed available for the chicks. If you have a hen with chicks, she can also eat the starter feed.
 - If the chicks are not vaccinated for coccidiosis, discuss feeding a medicated feed with your veterinarian. If the chicks are vaccinated for coccidiosis, please see the note below.
 - Broiler chicks will need a starter feed that is higher in protein, or else they may have leg problems due to fast growth.

- Ensure each chick will have adequate space at the feeder.
- Feed can be provided in the first few days in egg cartons or on paper plates on the floor so it is easy to find.
- Make sure to clean up any feed or water spills immediately.
- Consider raising the feeders and waterers as the chicks grow, so they stay cleaner.

- **Bedding:** Must be kept clean and any soiled material removed daily. Shavings at a depth of 1-2" are ideal as newspaper or straw can become slippery.

- **Space:** Chicks grow very quickly. Prepare for the chicks to require at least 36 square inches when they are 4 weeks old. You may want to add a roost in the brooder for enrichment.

- **Heat:** Heat needs to be provided to the chicks at 90-95°F (32-35°C) for the first week after hatch and decreased by 5°F (2.5°C) every week thereafter until it reaches 70°F (21°C). You can decrease the temperature to the chicks by raising the heat source or reducing wattage of the bulb. Have a thermometer in the brooder, at chick level, to monitor the temperature daily. Extreme caution needs to be exercised when adding heat lamps to brooders as they can be a fire risk if not used properly. The number and wattage of heat lamps you will require in your brooder will depend on the temperature of the room the brooder is in, how many chicks you have, and the size of the brooder.



TAKE THE FOLLOWING PRECAUTIONS WITH HEAT LAMPS:

- Keep heat lamps at least 18" away from anything combustible including bedding material.
- Keep water dishes away from heat bulbs as it may cause them to explode.
- Do not suspend lights by the cord alone, use a chain (preferably two) to ensure the lamp is secure.
- Consider using a heated pad, designed specifically for animals, which is a much safer alternative. It can be laid flat on the floor of the brooder and the chicks can move on or off it as needed.

The chicks' behaviour will tell you if the temperature too warm or too cold. If the birds are acting lethargic and are huddled together, they are too cold or stressed. If the birds are panting and spread away from the heat source, they are too warm. Happy chicks are active and are dispersed evenly throughout the brooder.

The chicks will need the brooder for at least a month, depending on their permanent housing set up and time of year. Chicks will develop all of their feathers around 6-8 weeks old. If they will have access to the outdoors in their permanent coop, and it is in the winter months, they may need to spend additional time in the brooder until it warms up or they will need a heat lamp added for additional warmth. You will need to adjust the size of the waterers and feeders as the birds grow. Young birds must be well protected from predators. Make sure you clean your brooder and equipment between chick batches using a disinfectant and letting it dry thoroughly.



A NOTE ABOUT VACCINATION

There are vaccines available that are administered to day-old poultry to help develop immunity to Coccidiosis. The following guidelines should be followed post-vaccination to ensure the vaccine is effective:

- In the first 24 hours after being vaccinated:
 - Ensure the chicks have access to unlimited feed and water.
- In the first 16 days after being vaccinated:
 - Do not feed medicated feed containing anticoccidials.
 - Do not use essential oils, including Oregano oil.
 - Do not use antibiotic products with anticoccidial properties (for example, Tetracycline or Sulpha).
 - Do not change the litter; it is important the litter moisture can build up for the parasite to cycle properly.
 - Do keep the chicks as calm as possible, avoiding any additional stresses that could compromise the chick's immunity.

KEEP YOUR CHICKS AND YOU HEALTHY!

Make sure to always wash your hands before and after handling chicks and equipment! Chicks carry Salmonella, which can be transmitted to humans. It can be serious in young children, elderly individuals, or those whose immunity is compromised.

THE FOLLOWING TIPS WILL HELP KEEP YOUR CHICKS HEALTHY:

- Do not mix chicks from several sources together as this increases the likelihood of disease.
- Have dedicated feeders, waterers, and other equipment.
- Keep the brooder clean.
- Observe the chicks daily for any signs of disease.
- Always monitor young children with baby chicks as they may handle them too roughly.



INTRODUCING NEW BIRDS TO YOUR FLOCK

Once the chicks have reached 18-25 weeks of age, they are ready to be introduced into their permanent coop. It is much easier to introduce new birds into an existing flock when they are all similar in size.

Birds can be territorial and have a very distinct pecking order. If not done properly, adding birds into a flock can be stressful on the birds and on you. To minimize stress, birds should be introduced gradually. If you rush the process, it can lead to fighting between the birds and a bird could sustain injuries or die.

- Before mixing birds, ensure the new birds are not showing any signs of disease.
- Place the new birds in a pen next to or in the permanent coop so the birds can see one another but cannot make physical contact. This process may last up to two weeks.

Once the birds seem to be settled, you can introduce the birds into your existing flock. Make sure to monitor the birds closely. Some pecking is normal as the birds determine a new pecking order, but if a bird becomes injured or the pecking is very persistent you will need to separate the birds and try again. It can take several attempts.

Ensure there is adequate space in the coop for the birds, and that the birds have areas in which they can hide if need be.

If you have one chicken that is being aggressive, you can isolate the bird for a few days. Usually the chicken will be more submissive once re-joining the flock.

CHAPTER 10: HEALTH PROBLEMS AND DISEASES

As a poultry owner, it is very important that you educate yourself on how to properly care for the birds in your care to ensure you maintain a healthy flock.

You may find it helpful to review Chapter 11: Biosecurity, as good biosecurity practices will help prevent disease from entering your flock and keep any disease in your flock contained.

PREVENTING DISEASE IN YOUR FLOCK

Before one of your birds becomes sick, make sure you have contact information handy for a local veterinarian who treats poultry. Preventing your flock from getting a disease is much cheaper and easier to manage than dealing with a disease outbreak. By following the basic procedures listed below, you can help reduce the risk of your birds contracting disease:

- Maintain a closed flock. Quarantine new birds for a minimum of 30 days before introducing to your existing flock. Ensure birds you purchase are from reputable sources.
- Ask the hatchery or bird provider about vaccination status of the birds. Prior to sourcing birds discuss vaccination protocols for the flock with a veterinarian.
- Minimize visitors, especially those who keep poultry themselves.
- Have dedicated footwear and clothing for your coop. Always wash your hands before and after handling birds and the eggs. Ensure any visitors to your coop follow the same procedures.
- Prevent contamination of your flock's feed and water by wild birds and animals.
- Use proper cleanout and disinfection procedures to thoroughly clean the coop and all equipment.
- Dispose of any mortalities, litter, and manure promptly in accordance with local legislation.

REPORTABLE DISEASES

Some poultry diseases are reportable as they can have a significant impact on human and/or animal health, food safety, and to our economy. If a reportable disease is suspected or confirmed in a flock of birds, government authorities will launch a disease investigation. This may include notifying other flock owners in the area of a disease outbreak, placing your flock under quarantine, collecting samples and testing, cleaning and disinfection of the coop, and humane euthanasia of the flock. Avian Influenza, Newcastle Disease, and Infectious Laryngotracheitis are all examples of reportable diseases.

For a list of reportable diseases see the following website: <http://www1.agric.gov.ab.ca/%24department/deptdocs.nsf/all/cpv12455>

If you suspect a reportable disease in your flock or have a confirmed diagnosis, it needs to be reported to the Office of the Chief Provincial Veterinarian in Alberta by calling 1-780-427-3448 or 1-800-524-0051 (after hours).

SIGNS OF DISEASE

Because they are a prey species, chickens hide illness very well. If you notice any of the following signs of disease in your flock, make sure you contact your veterinarian, the Office of the Chief Provincial Veterinarian, or the CFIA immediately:

- Sudden death or high mortality in your flock (greater than 0.5% mortality in your flock for 2 days in a row).
- Decreased egg production (a drop of 5% or greater for more than 2 days in a row).
- Eye and nasal discharge.
- Diarrhea or bloody manure.
- Pale combs and wattles.
- Sneezing, coughing, difficulty breathing and/or gasping for air.
- Swelling in the eyes, ears, or head.
- Inactivity or lack of appetite.
- Tremors, lack of balance, or paralysis.

If you do have a bird that is exhibiting signs of disease, take the following measures:

- Separate the bird from the rest of the flock immediately to avoid spreading disease. A minimum of 30 feet of distance is ideal if possible.
- Monitor the rest of your flock for any signs of illness.
- Ensure the bird stays hydrated by having water and food available at all times. You may want to add a vitamin and electrolyte supplement (available at your local farm supply store or pharmacy) to the water to help keep the bird hydrated.
- Your veterinarian will need to do a physical examination of the bird and testing to confirm a diagnosis. Always consult with your veterinarian before starting any type of medication. Your veterinarian will ensure you are giving the correct medication based on a diagnosis and will advise you on the correct dosage, frequency, and how to administer.
- Keep records of the date the bird became ill, age, symptoms, and any treatment started. Make sure to record mortality, changes in egg production, and feed and water intake.



Once treatment has started, birds will typically respond within 48 hours. If the bird is not improving and is suffering, euthanasia may be the most humane decision. For more information on euthanasia considerations, please see Chapter 12: End of Life Plans.

Regularly handling your birds and being familiar with their overall body condition and health status will be helpful when assessing if your bird is ill. For information on handling of birds and body condition scoring, please see Chapter 12.

POULTRY FIRST AID KIT

Be prepared by having a First Aid Kit ready in case you find yourself with a sick or injured bird.

LIST OF ESSENTIAL ITEMS:

- The contact information for your nearest veterinarian that treats poultry
- Separate crate, pen, or rabbit hutch as a recovery area
- Heat source
- Bandages
- Pipe cleaner
- Tweezers
- Scissors
- Antibacterial ointment
- Wound cleansing spray
- Disposable gloves
- Gauze pads
- Vet wrap
- Cloth bandaging tape
- Vitamin and electrolyte supplement
- A syringe
- Dog or cat nail clippers for trimming toe nails and styptic powder (to control bleeding)
- Lubricant (for prolapsed vents)
- Towels

VACCINATIONS

You will notice in the list of poultry diseases below that some have vaccines available that are administered to chicks at the hatchery. This is the easiest route, however if you are hatching your own chicks you may want to vaccinate your own birds. Vaccines are typically only available in large quantities and may not be economical if you have a small number of birds. Always consult with your veterinarian first before administering vaccines and ensure you follow all label directions on the vaccine, including how to store them properly. Pay special attention to any withdrawal periods for both broilers and layers.



COMMON POULTRY DISEASES

This is a list of some of the more common poultry diseases:

INFECTIOUS LARYNGOTRACHEITIS (ILT)

ILT is a disease that affects the respiratory system of chickens. Signs vary but include coughing, gasping, nasal and eye discharge, difficulty breathing, and a decrease in egg production. The disease most often affects birds over the age of three weeks old and is spread through birds, humans, equipment, dust etc. The best way to prevent ILT in your flock is to practice good biosecurity protocols, including purchasing birds from sources that are ILT free, and isolating new birds before introducing into your existing flock.

Mycoplasma gallisepticum

Mycoplasma is a bacterium that affects the respiratory system of chickens and turkeys. By weakening the bird's immune system, it is more susceptible to disease. Signs include nasal and eye discharge, coughing, sneezing, slow

growth, and a decrease in egg production. The disease most often affects older birds and is spread from the hen to the egg or directly through birds, humans, equipment, dust, etc. The best way to prevent *Mycoplasma* in your flock is to practice good biosecurity protocols. It can be treated with antibiotics upon consultation with your veterinarian.

MAREK'S DISEASE

Marek's is a virus that affects the nervous system of chickens and turkeys. Signs include tremors, paralysis, and poor motor control on one side of the bird. The disease most often affects young birds and is spread through birds, equipment, dust, etc. The best way to prevent Marek's in your flock is to request the chicks be vaccinated at the hatchery.

COCCIDIOSIS

Coccidiosis is a parasite that affects the intestine of the chicken. Signs include blood in the feces, a decrease in feed consumption, and withdrawn behaviour. The disease typically affects young birds and is spread through birds and in the feces. The best way to prevent Coccidiosis is to request the chicks be vaccinated at the hatchery, provide sanitary living conditions, and to not overcrowd the birds. Medicated starter feed is available for chicks; however, if chicks have been vaccinated at the hatchery for coccidiosis, they should not be fed medicated starter feed within 16 days of vaccination, as it will render the vaccine ineffective. Medication is available to treat a flock with Coccidiosis; always consult with your veterinarian before starting any type of medication.

INTERNAL AND EXTERNAL PARASITES

Parasites can be spread by wild birds, contaminated equipment, pests, and on footwear or clothing.

Internal parasites include roundworms and tapeworms, which you may notice in the bird's feces. Do not deworm your birds until you have a confirmed diagnosis with your veterinarian, as some worms are not visible to the naked eye.

External parasites include mites and louse. These parasites may weaken the bird and make it more susceptible to other diseases. Check birds regularly for any signs by looking at the skin and around the vent. Birds with mites or lice will need to be treated, as well as the environment they are living in. Use all insecticides according to the label directions.

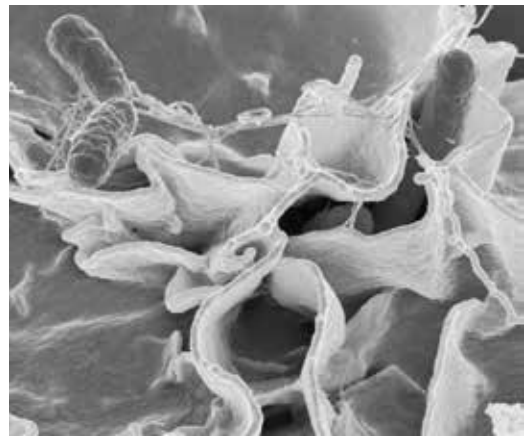
Be cautious with any type of treatment to follow label directions closely in regards to egg or meat withdrawal times.

POULTRY DISEASES THAT CAN SPREAD TO PEOPLE (ZONOTIC)

Some diseases can spread from poultry to people. By following proper food safety protocols (see Chapter 6: Egg Management) and good biosecurity practices (see Chapter 11: Biosecurity), you can minimize the risk of contracting a disease from your birds.

AVIAN INFLUENZA

Avian influenza is a virus that affects the respiratory system of many bird species, including chickens and turkeys. Symptoms include watery eyes, sneezing, coughing, and other respiratory signs. The disease is highly contagious and most birds in the flock will die within 2-3 days. Depending on the strain of influenza virus, avian influenza may be transferred to people either by direct contact with sick poultry or by indirect contact with contaminated environments. The best way to prevent avian influenza in your flock is to prevent direct and indirect contact with wild birds, especially migratory waterfowl.



CAMPYLOBACTER AND SALMONELLA

Campylobacter and Salmonella are bacteria that are commonly found in birds but can spread to people. Campylobacter is spread through having close contact with infected birds and poor food safety and hygiene practices. Salmonella is spread from the hen to the egg and in the feces. Symptoms include diarrhea, vomiting, fever, and nausea. Individuals with Salmonellosis may also experience headaches, cramps, and the chills. The best way to prevent contracting Campylobacter and Salmonella is to wash your hands before and after handling birds, having excellent biosecurity protocols in place, following food safety procedures, and cooking products to a safe temperature. Other bacteria that can spread to people through poultry are Listeria, Staphylococcus, and Clostridium perfringens.

COMMON POULTRY ALIMENTS

This is a list of some of the more common poultry ailments that you may be able to treat at home:



BUMBLEFOOT

Bumblefoot occurs when the bird has stepped on something sharp and injured its foot. It is difficult to treat and typically requires the use of antibiotics. The foot can become infected if left untreated and can cause death. You will notice a large swelling on the foot or toes. Separate the bird from the flock and wash the wound thoroughly and wrap it. It may help to soak the foot for 10-15 minutes in warm water, especially if it is a hard scab. Continue to rinse the wound daily, apply a wound cleansing spray or ointment, and then rewrap it. Once the bird starts to walk normally on the foot, it can be returned to the coop. Make sure to check the coop closely for the source of injury and make any necessary repairs.

Photo: Roberto Soares/Ceva
Animal Health



SPRADDLE LEG

Photo: Healthy chick with good legs

Spraddle Leg occurs when a baby chick's legs spread in opposite directions due to slipped tendons. This is more common on slippery bedding, such as newspaper. If left untreated, the chick will eventually die as it is not able to walk properly and access feed and water. Make a small splint using bandages or pipe cleaner to wrap around the chick's legs to hold in the correct position. Change the bedding to something non-slippery such as shavings. Some breeds of chickens are more prone to spraddle leg than others.

CURLED TOES

Curled Toes occur when a baby chick cannot walk normally because their toes are curled. This can be due to problems with the temperature or humidity in the incubator. If left untreated, the chick will eventually die, as it is not able to walk properly and access feed and water. Use paper and masking tape, or plastic bandages, to tape the chick's toes in the correct position. The dressings will need to be changed daily.



FROSTBITE

Frostbite occurs when a bird is exposed to prolonged cold temperatures. Areas of the bird's comb, wattles, and toes can eventually turn black, shrivel, and fall off. Birds with large combs and wattles are more susceptible to frostbite and consideration should be taken when selecting breeds that are suitable for a Northern climate. Pay particular attention to the ventilation in the coop as this can cause humidity levels to increase and moist air to stay trapped. Moist air in a coop can cause frostbite, even in mild temperatures. You can build your roosts out of 2x4's with the wide side facing up which forces the birds to cover their feet with their feathers when they roost in the evening.

CUTS, SCRATCHES, AND OTHER MINOR SKIN INJURIES

Birds with minor cuts, scratches, and skin injuries can be treated by washing the wound with warm water and soap. Apply styptic powder if necessary to help with any bleeding. Monitor the wound for several days, ensuring it does not become infected and that other birds are not pecking at it. Wounds should be cleaned twice daily until healed.

CHAPTER 11: BIOSECURITY

WHAT IS BIOSECURITY?

Biosecurity can be defined in simplistic terms as “keeping what is inside in and what is outside out”. Good biosecurity practices will help prevent disease from entering your flock and keep any disease in your flock contained.

Poor biosecurity practices can have an impact on:

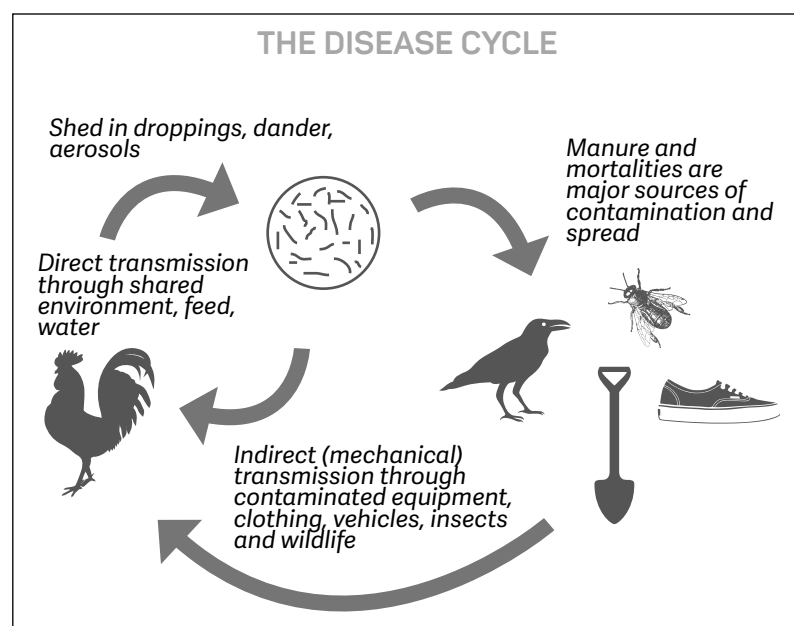
- The welfare of your birds.
- The health of those who care for the birds.
- The birds’ productivity (for example, egg production may decrease).
- Your farm income if you are selling eggs, meat, or by-products.
- Your farm expenses with increased veterinary costs.
- Other flock owners and the poultry industry as a whole if the disease spreads.

Keep what is inside in and what is outside out!

It is much easier and cheaper to prevent disease from entering your flock in the first place than to try to control a disease outbreak. If you do end up with a disease outbreak in your flock, you will need to act quickly to prevent it from spreading.

Humans are often the source of spreading disease between birds or flocks through their clothing and footwear. Disease can also be spread by:

- Introducing new birds to the flock without a proper quarantine period first. The risk can be greater if the birds come from a questionable source (for example, an auction where many birds have been potentially mixed together and are at risk of carrying disease).
- Other animals such as wild birds, pests, and wildlife.
- Contaminated soil, feed, water, or litter.
- The carcasses of dead birds.
- Contaminated equipment.
- Airborne particles and dust.



GOOD BIOSECURITY PRACTICES

It is ideal to practice “all-in, all-out” management where birds in a flock are from the same source and are the same age. However, this is likely not practical in urban or small flocks.

THERE ARE SOME SIMPLE BIOSECURITY PRACTICES YOU SHOULD FOLLOW THAT WILL MINIMIZE THE DISEASE RISK:

- Always wash your hands before and after handling your birds. If water is not easily accessible, alcohol based hand sanitizer will also work.
- Have dedicated clothing, footwear, and equipment for your coop. This clothing and footwear should never be worn off your property.
- Ensure that any new birds you intend to introduce to your flock are quarantined for at least 30 days.
 - Have dedicated clothing, footwear, and equipment for birds that are in quarantine. Do not share between these birds and your existing flock.
 - Place the birds in a quarantine area that is ideally located at least 30 feet from your flock.
 - Ensure birds come from reputable sources where they are less likely to carry disease.
 - Remember a bird can appear healthy while still being a disease carrier; therefore, it is important to monitor the birds carefully during the quarantine period for signs of disease including coughing, eye or nasal discharge, lack of appetite, diarrhea, etc.
- Consider getting your birds vaccinated as chicks from a hatchery, or sourcing adult birds that have been vaccinated.
- If you have multiple flocks on your premises, minimize contamination by doing chores from the flocks with the higher to lower health status and from youngest to oldest. If you have birds in quarantine make sure you tend to them last.
- Control who is visiting your birds, especially if they keep poultry.
 - Provide visitors with dedicated footwear or disposable boot covers. Foot baths can also be used although they need to be managed properly, as they must be changed regularly and can be difficult to use in winter as they can freeze depending on how your coop is set up.
 - If using a foot bath, ensure visitors scrub their shoes to remove organic matter prior to placing in the footbath.
 - Disposable boot covers should be disposed of on the property.
- Have a “No Entry” or “Do Not Enter” sign on your coop to discourage strangers from entering that do not have your permission. Add a phone number you can be reached at and consider putting a lock on the door.
- Keep wild birds and other animals that may harbour illnesses and parasites away.
 - Clean up any spilled feed immediately and store feed in secure containers.
 - Pick up any leftover feed the birds haven’t touched at the end of the day (for example, table scraps) and any broken eggs.



- Minimize entry points to the coop. Ensure the door to the coop is closed at night to keep your birds contained and wild animals out.
- Use galvanized wire mesh with openings no larger than half inch by half inch on the walls and roof of your outdoor run. The mesh should be extended a minimum of 18" below ground or the entire floor of the outdoor run will need to be covered with it to stop predators from burrowing under.
- Do not place wild bird feeders in near proximity to your coop.
- Keep the perimeter of the coop clear of any garbage and grass/weeds that could be used as hiding areas for rodents.
- Check for evidence of predators and rodents regularly and act accordingly, ensuring any traps are not accessible to domestic pets and your birds.
- Purchase feed and bedding from a reputable supplier.
- Do not share or sell eggs in cardboard egg cartons or flats as they cannot be cleaned properly.
- Consult with your veterinarian if you are observing sick or dying birds. Keep records of sick birds (date, signs of disease, and action taken) and any dead birds.
- Dispose of any dead birds immediately in accordance with your local legislation.
 - If you are having a post-mortem done on your bird, follow the directions from the laboratory or veterinarian for proper storage until the bird can be dropped off. Ensure the carcass is kept in a secure container where it is not accessible to wild animals.
 - For farm and acreage owners only, acceptable methods of disposal include composting, incineration, burial, rendering or natural disposal.
 - For urban flock owners, your options will be more limited as carcasses may or may not be placed with your household garbage, depending on your local bylaws. Your options include landfill disposal (for a minimum fee) or disposal through a veterinary clinic, similar to a dog or cat.

CLEANING AND DISINFECTION OF THE COOP AND EQUIPMENT

One of the most important steps to maintaining a healthy environment for the birds is to keep the coop and equipment clean. Chicken coops can become dirty quickly through accumulation of feces, feathers, dust, and dirt. For a list of daily, weekly, monthly, and seasonal chores please see Chapter 3: General Management, Time and Financial Commitments.

When it is time to do a thorough cleaning of the coop and all equipment, make sure you follow the steps below. This will ensure a clean environment and can help destroy viruses and bacteria which may be harmful to you and your flock.

- Wear personal protective gear such as disposable gloves, a face mask, boots, and coveralls.
- Remove all birds in the coop to a different location.
- Remove all the equipment including feeders and waterers. Scrub to remove any organic material and allow to soak in a detergent. Rinse with water and air dry.
- Remove all bedding and organic material from inside of the coop (manure, feathers, feed, dust, etc.) and dispose of properly, in accordance with your local legislation.
- Use a hose, preferably one that is pressurized, to spray the inside of the coop with water. Make sure you spray the ceiling, walls, floors, and nest boxes. Next, spray with a detergent and allow to soak. Rinse with water and air dry.

- Apply a multi-purpose disinfectant available at your local farm supply store.
- If an outdoor run is provided, it may need to be raked.
- Once the coop is dry, replace with new bedding and return the birds to the coop.

DISINFECTANTS

Many multi-purpose disinfectants are available for purchase at your local farm supply store that will work well for disinfecting your coop and equipment. One example is Virkon, which is effective against poultry diseases such as Salmonella, Avian Influenza, and Newcastle Disease. Exercise caution around disinfectants, as they are poisonous if swallowed or inhaled. Ensure if you are working with disinfectants that there is proper ventilation and that you are wearing personal protective gear. Follow all directions on the label for use, expiry dates, how to apply, etc.

It is not advisable to borrow equipment from another flock owner's coop; however, if you must, ensure that it is cleaned and disinfected first using a multi-purpose disinfectant.

It is highly recommended to allow for a minimum of two weeks of downtime between poultry flocks. Once the coop has been cleaned and disinfected, wait two weeks before you place new birds.

CLEANING AND DISINFECTION OF VEHICLES

If your birds are being transported in vehicles, the vehicles and any equipment used to transport the birds, including crates and containers, must be cleaned and disinfected. This includes the interior and exterior of the vehicle. Organic matter needs to be removed first to ensure the disinfectant is effective. It can be difficult to clean and disinfect vehicles and equipment in cold weather; a car wash may be a viable option.

If your vehicle will be in proximity to another coop or live birds (for example at a show or auction), ensure that you clean and disinfect the tires on your vehicle, too.

VISITING A FARM WITH BIRDS

If you are visiting a farm with birds, ensure that you:

- Avoid parking near the coop.
- Do not enter the coop until you have met with the flock owner to get instructions first.
- Be cognizant of the above biosecurity practices. Flock owners may have varying standards of biosecurity. Always follow the highest level of biosecurity.
- Ensure that you wash your clothing upon returning home and disinfect your footwear.

IN A DISEASE SITUATION

If your flock or another flock near you becomes sick, additional biosecurity precautions should be taken:

- Segregate any sick birds immediately from the flock.
- If you have multiple flocks on your premises, always handle the sick birds last.
- Avoid visiting other poultry, including at auctions or shows, if your flock is sick or there is a disease outbreak in the area.

CHAPTER 12: END OF LIFE PLANS



LIFESPAN OF A BIRD

Before deciding to keep poultry, it is important to consider the lifespan of a bird and end of life plans. It is much easier to have a plan in place before you find yourself in the middle of a sensitive situation. Each flock owner will have a different idea of what is appropriate for end of life plans because this is based on their individual values, past experiences, and what is practical for their situation.

End of life plans can be especially difficult for layers because these birds are not typically raised for meat and can potentially

live several years. Layers will often be at their peak level of egg production around a year old before gradually declining in production. An urban flock owner may find themselves with a small flock of birds that are the same age, who are not producing eggs. If you decide to keep your chickens, you could have years of caring for birds that are not laying. There is no right or wrong answer; your decision will be based on what you are comfortable with.

OPTIONS FOR “RETIRED” BIRDS

- Continue to care for the birds for the remainder of their life.
- Re-home your birds.
- Consult with your veterinarian about humane euthanasia.
- Consult with other operations permitted to dispose of birds (abattoir).

EUTHANASIA

When raising your own birds, you will inevitably experience a bird that becomes ill or injured and you will need to make a decision about the bird's quality of life. Euthanasia may be the most humane option if recovery is not likely or treatment is not practical. If you live in an urban municipality, you are prohibited from killing birds on your property.

EUTHANASIA DEFINITION

Euthanasia is the act of inducing humane death in an animal with minimal pain and distress.

KNOWING WHEN TO CONSIDER EUTHANASIA

Flock owners need to be able to recognize normal bird behaviour and the signs of pain, injury, illness, and distress that may indicate euthanasia is the most humane option.

The following questions may help you make a decision about euthanasia.

- Does the bird appear to be experiencing pain or distress?
 - Signs of pain or distress in individual birds may include lethargy, hunched posture with head drawn in, ruffled or dirty feathers, physical abnormality or limited mobility, reluctance to eat or drink, severely injured, swollen head, discoloured comb, or poor body condition.
- Are feed and water readily available and can the bird access these?

- Can the cause of the pain or distress be addressed?
- Is recovery likely within 48-72 hours?
- Is the bird responsive to treatment and showing improvement?
- Is the bird likely to transmit disease to other birds?

Photos (Left to Right): Compromised chick (diseased), compromised chick (leg injury)



EUTHANASIA CONSIDERATIONS

Once you have made the decision to euthanize a bird it should be carried out in a timely manner. Often times, small flock owners may delay euthanasia as they dread the task. However, this can cause the bird to suffer needlessly.

Many small flock owners are not comfortable or trained to perform euthanasia themselves. It is highly recommended to have a veterinarian perform humane euthanasia or to train you on how to do this properly. Establish a relationship with a veterinarian in your area before you find yourself in a sensitive situation. Even if the veterinarian does not treat poultry, they will likely still be able to help you with humane euthanasia.

While it is ideal to have a veterinarian perform the euthanasia, there may be circumstances where a veterinarian is not available or a bird is suffering and needs to be euthanized immediately. Two methods considered acceptable for small flock owners are discussed below. As you read through the options, keep in mind the following:

THE BIRD'S WELFARE:

It is crucial that birds are restrained properly to ensure the euthanasia method is effective.

If possible, have a second person present, especially if you are handling larger birds.

Your safety.

- The method selected must not pose a safety risk to individuals performing the euthanasia.

Training.

- Euthanasia requires that the individual has been trained in order to ensure the bird is humanely killed in the most effective manner! Only individuals trained and competent in the procedure should perform euthanasia!
- Trained individuals will have knowledge of appropriate euthanasia methods, how to avoid operator injury, know how to confirm the bird is deceased, and the proper methods to dispose of the carcass.

- The individual must be comfortable with the procedure and confident in their level of skill.
- It is your responsibility to ensure that anyone who will be euthanizing your birds is trained and competent to do so.

Limitations

- Be honest about your physical and emotional limitations. You may not have the physical strength to handle live birds or be comfortable with performing euthanasia.

EUTHANASIA METHODS THAT ARE NOT ACCEPTABLE

Some methods of euthanasia discussed on online forums and threads for small flock owners are NOT humane.

The following methods are NOT acceptable.

- Leaving a bird that is suffering to eventually die on its own.
- Drowning the bird.
- Carbon monoxide poisoning.
- Suffocation.
- Blunt force trauma.
- Spinning the bird by the neck until it breaks, often called the “helicopter or windmill method”.
- Placing a broom handle across the back of a chicken’s skull and pulling up on the legs until the neck breaks, often called the “broomstick method”.
- Placing a live bird in the freezer.
- Poison.
- Shooting the bird.

EUTHANASIA METHODS THAT ARE ACCEPTABLE

With both euthanasia methods listed below, birds must be immediately rendered unconscious and stay insensible until death. Birds must be checked after the euthanasia method is performed to ensure the bird is deceased. If you are emotionally stressed at any point during the procedure, take care to ensure this does not negatively impact the bird’s welfare. Consultation with a veterinarian may be necessary.



Photos (Left to Right): Demonstrating decapitation (blade position and restraint), demonstrating cervical dislocation (holding head between thumb and forefinger)

If any of the following signs of consciousness are observed, the euthanasia method must be applied again or another method immediately administered (within 30 seconds).

- The bird blinks when the surface of the eye is touched.
- The bird is breathing (check for movement in the vent area).
- Vocalization.
- The bird attempting to right itself by holding its head up.

Death can be confirmed by the absence of breathing and a heartbeat. Death must be confirmed before birds are disposed of.

For a step by step guide, with photos, of the methods described below please see: <http://www.poultryindustrycouncil.ca/resources/euthanasia-resources-training-materials/>

For information on how to humanely euthanize a chicken by Dr. Mike Petrik, please see: <https://mikethechickenvet.wordpress.com/2017/02/16/euthanasia-for-backyard-birds>

METHODS OF EUTHANASIA ON-FARM (Adapted from National Farm Animal Care Council Code of Practice 2016)		
EUTHANASIA METHOD	CONDITIONS	ADDITIONAL COMMENTS
<i>Decapitation</i>	Instrument must be sharp and of appropriate size Procedure must be carried out in one quick motion and result in a complete severance of the head	This procedure will be messy (blood) and is not aesthetically pleasing Risk of disease transmission via blood
<i>Cervical Dislocation- Manual</i>	This method is generally restricted to smaller birds (e.g. <3 kg)	Performed correctly, cervical dislocation results in the luxation (dislocation) of the cervical vertebrae located at the base of the birds skull The site of the dislocation should be as close to the head as possible
<i>Cervical Dislocation- Mechanical</i>	Device must be purpose-designed and appropriate for the size of bird	Cervical dislocation can be difficult to perform correctly in large birds and therefore may not result in immediate loss of sensibility

References:

National Farm Animal Care Council Code of Practice 2016. Egg Farmers of Alberta Euthanasia Manual

CHAPTER 13: BUTCHERING



If you live on a rural property, you may be interested in raising birds for meat. Urban communities have regulations that prohibit slaughtering chickens on the property or selling meat, manure, or other poultry products. Chickens raised in urban communities are intended for eggs only.

In Chapter 1: Regulations, we covered the provincial regulations around selling meat or by-products. Small flock owners must follow provincial and federal regulations if you are planning on selling meat or by-products to the public, which includes having the birds processed at a provincial or federally inspected plant.

Small flock owners looking to butcher birds for their personal consumption may not be comfortable with the process or have all the necessary equipment, and may opt

for a mobile butcher or to hire it out to a custom butchering facility. Fees for butchering services will vary depending on your location, how the birds will be packaged, if the bird is whole or cut up, etc.

The provincial regulations in Alberta allow for a mobile butcher to slaughter your animals on your premises, but this meat can only be used by you or members of your immediate household; you cannot sell the meat to the public. The same regulation applies if you butcher an animal and process it yourself on your property.

BREEDS FOR MEAT PRODUCTION

In Chapter 2: Breeds, we covered birds that are bred specifically for meat production. They have large, deep breasts, a large frame, and grow fast. They are generally ready to butcher as early as 10 weeks old, when they weigh around 5 pounds. Most broilers are raised straight run, meaning there are both males and females. Males do tend to grow faster, but it is a minor difference.

Dual-purpose breeds are suitable for butchering, but may need more time as they grow slower. Breeds that have been bred for egg production such as Leghorns or fancy breeds such as Silkies are generally not suitable for eating as they have a small body frame with very little meat. Birds raised on pasture may need more time before they are ready to butcher as they will grow more slowly.

As the bird ages, it is more prone to health issues and the meat will become tougher. Depending on how you manage your birds, they may taste different than chicken you purchase from the grocery store.

If you are new to butchering birds, you may want to start small with 10-15 birds. Plan ahead for when you will be raising the birds, as broilers and turkeys are very susceptible to heat stress. It is easier to butcher in the cooler months when the temperatures are lower.

PREPARING FOR BUTCHERING

FOLLOW THE GUIDELINES BELOW AS YOU PREPARE TO BUTCHER THE BIRDS:

- Plan ahead for what to do with the waste (blood, manure, feathers, organs, etc.). Waste can be composted, incinerated, buried, rendered, naturally disposed, or disposed of at the landfill for a nominal fee.
- Withhold feed from the birds for 8-12 hours prior to butchering. This allows the bird's digestive tract to empty and prevents feed and fecal matter from contaminating the meat during butchering. If you are sending birds to a plant, they may be condemned if there is food left in the digestive tract.

- Follow all medicated feed withdrawal times.
- Provide water right up until the birds are killed.
- Have all your supplies set up prior to butchering.

Birds are easiest to catch in dim lighting conditions, either the evening before or in the early morning before daylight. Wear darker colors and talk quietly as you catch the birds to minimize any stress.

It is important that you assess each individual bird prior to butchering. Do not butcher birds that died from an unknown cause, are exhibiting signs of disease (Chapter 10), or are in poor body condition (Chapter 8).

Plan for up to an hour to process each bird, especially if you are butchering birds for the first time. Butchering is not an easy task; have others with you to help. It is strongly recommended to have someone present who has experience butchering poultry.

EQUIPMENT NEEDED

Having the equipment ready beforehand will make butchering day much more efficient, easier, and safer. Most supplies can be purchased at your local farm supply store or a sporting goods store.

- Large freezer



- Poultry killing cones
- An axe
- Heavy duty garbage bags
- Buckets

- Garbage can
- Running water supply
- Large container with a way to heat the water to scald the carcasses
- A thermometer
- Proper butchering knives
- Knife sharpener
- Disposable gloves
- Sink or container with a drain
- Paper towels
- Packaging supplies (plastic wrap, Ziploc bags, etc.)
- Sturdy work surface
- Coolers with ice water to chill the carcasses in
- Good lighting
- Extension cords
- Rubber boots
- A waterproof apron

If you plan on butchering birds on a regular basis, you may want to consider investing in a mechanical plucker as this will speed up the process considerably.

BUTCHERING DAY

STEP 1:

Once all the birds have been caught, humanely euthanize one bird at a time. Birds must be immediately rendered unconscious and stay unconscious until death. Euthanasia requires that the individual has been trained in order to ensure the bird is humanely killed in the most effective manner! Only individuals trained and competent in the procedure should perform euthanasia!

Review acceptable euthanasia methods in Chapter 12: End of Life Plans. Death must be confirmed by the absence of breathing, corneal reflex, and a heartbeat.

All birds should be euthanized and bled before daylight, when they are still sleepy and will be easier to handle. Provide as calm an environment as possible to minimize stress.

It is highly recommended to use a poultry killing cone. A killing cone restrains the bird and is useful for euthanizing a small number of birds by decapitation. Most birds stay calm in a cone as they feel secure. Make sure to place a bucket under the cone to catch the blood as the bird bleeds out. This may take several minutes.



Photos (Left to Right): Placing live chicken in a cone for restraint, knife placement

STEP 2:

The feathers must be plucked as soon as death is confirmed. Hold the bird by the feet and dip the carcass in scalding hot water for about ten seconds. This helps loosen the feathers for ease of plucking. If the feathers don't slide out easily, dip the bird in the hot water again. Water temperature should be 145 to 150°F (63 to 65°C). If the water is too hot, the carcass will start to cook. The water will need to be changed when it becomes dirty.

STEP 3:

After the bird has been plucked, you should inspect it to make sure it is safe for human consumption. Check for tumours, abscesses, and open sores or wounds. The bird should have white or yellow skin. Birds that are raised on pasture have a more yellow tinge to the skin.

STEP 4:

Remove the feet, head, and neck. You will also need to remove the crop, located at the base of the bird's neck/upper area of the breast. If feed was not withheld, work carefully around it as the feed could spill out and contaminate the carcass. Remove the oil gland, located at the back of the bird's tail at the bottom of the spine.

The organs also need to be removed. The organs are attached by the intestines to the vent. Depending on how you want to cut the bird up, you can either position your hand in the top of the body cavity and slowly and steadily pull them out, or cut the carcass along the backbone to remove the organs. Take care not to break the gall bladder when you are pulling out the organs.

The heart and lungs will still need to be removed. The heart is located in the center of the bird's chest and should pull out fairly easily. The lungs are bright pink; they can be difficult to grasp as they are tight to the bird's ribs and may need to be scraped out with your fingertips.

Take care any time you are cutting into the abdomen – you don't want to puncture the intestines!

STEP 5:

Rinse the carcass thoroughly inside and out. Chill the carcass as soon as possible after butchering so the body temperature is brought down to 40°F (4°C). After the carcass is completely chilled, how you choose to cut and package the bird (whole or cut up into pieces) will be up to personal preference. The carcass must be completely cooled before being placed into a freezer for storage.

HOW TO HANDLE MEAT SAFELY

IT IS IMPORTANT TO HANDLE MEAT SAFELY BY:

- Washing your hands thoroughly before and after coming in contact with meat.
- Storing meat in your refrigerator (at a temperature of 40°F (4°C) or colder) or in your freezer.
- Washing all utensils, surfaces, dishes, and cutting boards thoroughly before and after coming in contact with meat.
- Preventing cross contamination of raw fruits, vegetables, and ready to eat foods.
- Cooking foods containing meat properly; poultry should be cooked to a minimum temperature of 165°F (74°C).
- Using a meat thermometer to ensure the meat is cooked thoroughly.
- Refrigerating or freezing foods within 2 hours of cooking.

When preparing to eat your own poultry, make sure to double check for any remaining organs and pin feathers and remove if needed.

RESOURCES AND REFERENCES

GENERAL POULTRY RESOURCES

Alberta Farm Animal Care: <http://www.afac.ab.ca/>

ONLINE POULTRY RESOURCES

Alberta Agriculture and Forestry Ag-Info Centre: 403-310-FARM (3276)

Specialists are available to answer inquiries. Ask to speak to a poultry specialist

Raising Chickens in Alberta: A Guide for Small Flock Owners: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/aet15323/\\$file/raising-chickens-in-alberta-06-15r.pdf](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/aet15323/$file/raising-chickens-in-alberta-06-15r.pdf)

Animal Health Act and Regulations: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/acts12272](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/acts12272)

Small Flock Poultry: www.agriculture.alberta.ca/smallflock

Information on husbandry practices, disease prevention, and good management practices

The Poultry Site: <http://www.thepoultry-site.com/>

ARTICLES AND RESEARCH ON POULTRY RELATED TOPICS

River City Chickens Collective: <http://www.rivercitychickens.org/>

Resources and information on keeping backyard chickens

POULTRY FACEBOOK GROUPS:

Canada Liberated Urban Chicken Klub (CLUCK)

River City Chickens

High River and Area Chicken Keepers

Alberta Chickens Etc.

POULTRY BLOGS:

Mike Petrik Chicken Vet Blog: <https://mikethechickenvet.wordpress.com/>

The Chicken Chick: <http://www.the-chicken-chick.com/>

Fresh Eggs Daily: <http://fresheggdaily.com/>

BOOKS:

Fresh Eggs Daily: Raising Happy Healthy Chickens Naturally

<http://fresheggdaily.com/>

Raising Chickens for Dummies: http://stupidityshouldhurt.com/reference/Raising_Chickens_Dummies.pdf

Storey's Guide to Raising Chickens: <http://www.storey.com/books/storeys-guide-to-raising-chickens-3rd-edition/>

CHAPTER 1: LEGISLATION

Current urban communities that allow residents to keep chickens: www.afac.ab.ca

Premises Identification Number: www.agriculture.alberta.ca/premises

Application for obtaining a grading license from the CFIA: http://www.inspection.gc.ca/DAM/DAM-about-cfia-sujetacia/STAGING/text-texte/c3043_re_1381168478009_eng.pdf

List of federally registered egg stations: <http://www.inspection.gc.ca/food/eggs-and-egg-products/registered-stations/shell-egg-stations/eng/1391029540171/1391029591047>

Egg Farmers of Alberta: <http://eggs.ab.ca/>

Purchasing egg quota Alberta Chicken Producers: <http://www.chicken.ab.ca/>

Purchasing broiler quota Alberta Turkey

Producers: <http://www.albertaturkey.com/>

Purchasing turkey quota Marketing Eggs in Alberta: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex14045](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex14045)

Marketing Meat in Alberta: [http://www1.agric.gov.ab.ca/\\$department/deptdocs.nsf/all/agdex10326](http://www1.agric.gov.ab.ca/$department/deptdocs.nsf/all/agdex10326)

CHAPTER 2: BREEDS

DNA Bird Sexing in Canada: <http://www.accu-metrics.com/avian.php>

CHAPTER 3: GENERAL MANAGEMENT, TIME AND FINANCIAL COMMITMENT

Urban Egg Farmer: top ten list of chores: <http://www.realdirtblog.ca/urban-egg-farmer-top-ten-list-of-chores/>

Ladies First Chicken Door Opener: <http://ladiesfirstchickendoor.com/>

Farm Supply Stores in Alberta (Carry feed, medications, brooding supplies, coop building supplies, etc.):

<http://www.peaveymart.com/>

<https://www.ufa.com/Pages/default.aspx>

<https://www.homehardware.ca/en/index.htm>

CHAPTER 4: BASIC NEEDS

Feed Manufacturers in Alberta: <https://www.agric.gov.ab.ca/app68/food-industry?section=category&cat1=Feeds+%26+Other+Feedstuffs>

AgriLux Poultry LED Lightbulbs: <https://www.agrilux.ca/home.html>

Sensor Push Temperature and Humidity Smart Sensor: <http://www.sensorpush.com/>

List of Food Toxic to Chickens: http://readynutrition.com/resources/10-foods-you-should-not-feed-your-chickens_09022014/

Wild Plants Toxic to Chickens: <http://www.cbif.gc.ca/>

Livestock Water Calculator: http://www.agric.gov.ab.ca/app19/calc/livestock/waterreq_dataentry1.jsp%20

Dine-A-Chook Chicken Feeders and Waterers: <https://www.dineachook.com.au/>

CHAPTER 5: DESIGNING AND CONSTRUCTING A COOP

Alberta One Call: Locations of any underground utilities: <http://albertaonecall.com/>

Rental Coops/Hens and Incubators:

The Urban Chicks: <http://www.theurbanchicks.com/>

The Egg Plant: <https://www.facebook.com/abeggplant/>

CHAPTER 6: EGG MANAGEMENT

Cooking Food Guidelines: www.eggs.ca

Food Safety in Alberta: [http://www1.agric.gov.ab.ca/\\$Department/deptdocs.nsf/All/fs14746](http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/All/fs14746)

Chapter 9: Breeding, Hatching, and Raising Chicks

Alberta Hatcheries:

Poultry Research Centre: <https://heritagechickens.ca/>

Rochester Hatchery: <http://www.rochesterhatchery.com/>

Hawthorne Hatchery: <http://www.hawthornhillpoultry.com/>

Miller Hatcheries: <http://www.millerhatcheries.com/>

CHAPTER 10: HEALTH PROBLEMS/DISEASE

Alberta Agriculture and Forestry Development Lab: 403-948-8575

Provides free diagnosis for poultry flocks

List of reportable poultry diseases: <http://www1.agric.gov.ab.ca/%24department/deptdocs.nsf/all/cpv12455>

Office of the Chief Provincial Veterinarian in Alberta: 1-780-427-3448 or 1-800-524-0051 (after hours)

Flu Advice for Backyard Swine and Poultry Owners:

[http://www1.agric.gov.ab.ca/\\$Department/deptdocs.nsf/all/afs12665](http://www1.agric.gov.ab.ca/$Department/deptdocs.nsf/all/afs12665)

ABVMA Veterinary Practice Directory: <http://abvma.in1touch.org/company/roster/companyRosterView.html>

Can search for veterinarians that treat Poultry – small flock

CHAPTER 11: BIOSECURITY

ABVMA: <http://www.abvma.ca/biosecurity/SmallFlock.asp>

Biosecurity measures for small flock owners

Free Resource Kit: Keeping Your Birds Healthy:

<http://www.omafra.gov.on.ca/english/livestock/poultry/facts/hbresourcekit.htm>

How to Prevent and Detect Disease in Backyard Flocks and Pet Birds:

<http://inspection.gc.ca/animals/terrestrial-animals/diseases/bird-health-basics/eng/1323643634523/1323644740109>

CHAPTER 12: EUTHANASIA

Poultry Mortality: http://www.agric.gov.ab.ca/flippingbook/agdex/450_29-1/html/index.html

Poultry Industry Council Euthanasia Resource Materials:

<http://www.poultryindustrycouncil.ca/resources/euthanasia-resources-training-materials/>

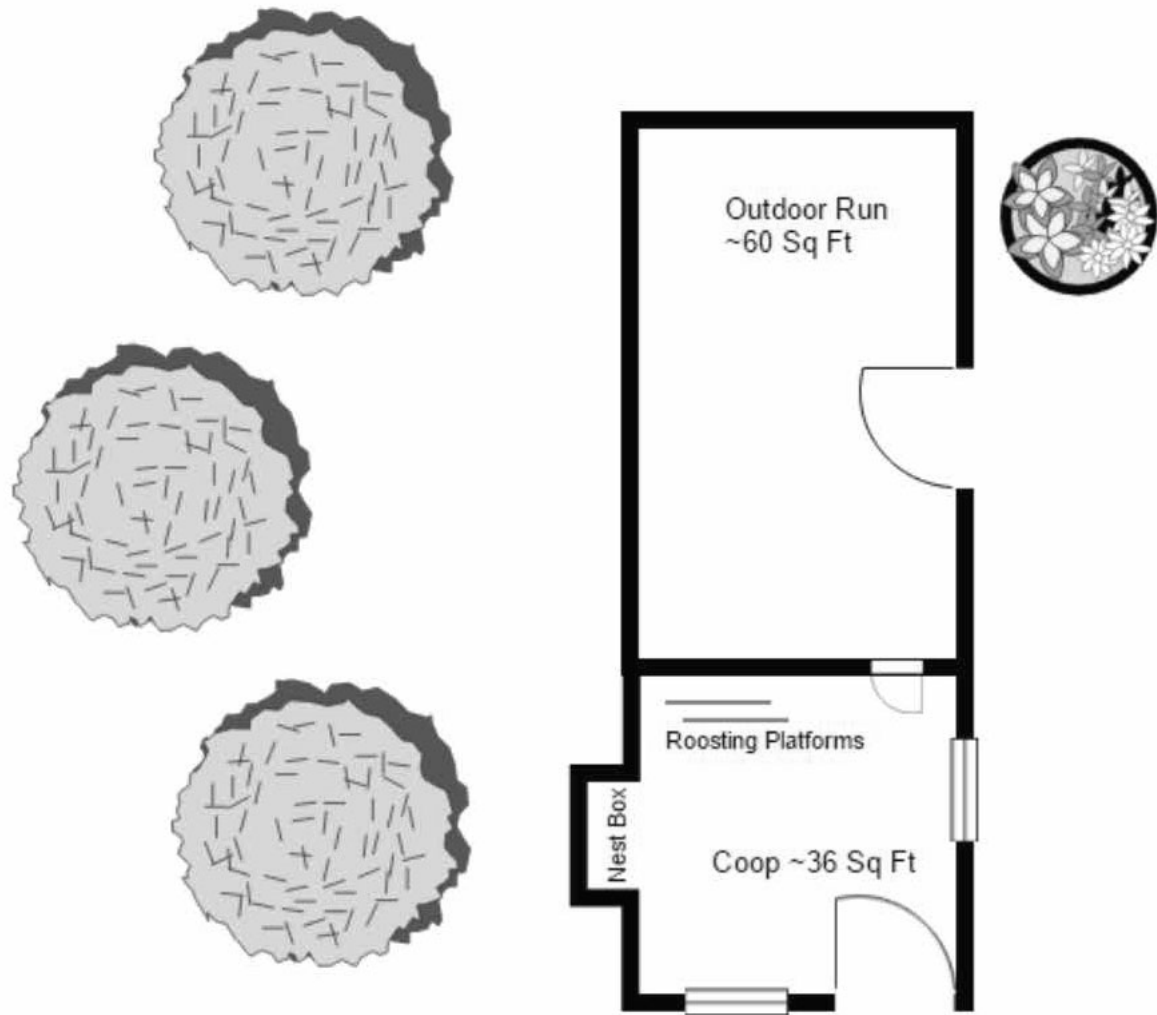
How to humanely euthanize a chicken by Dr. Mike Petrik:

<https://mikethechickenvet.wordpress.com/>

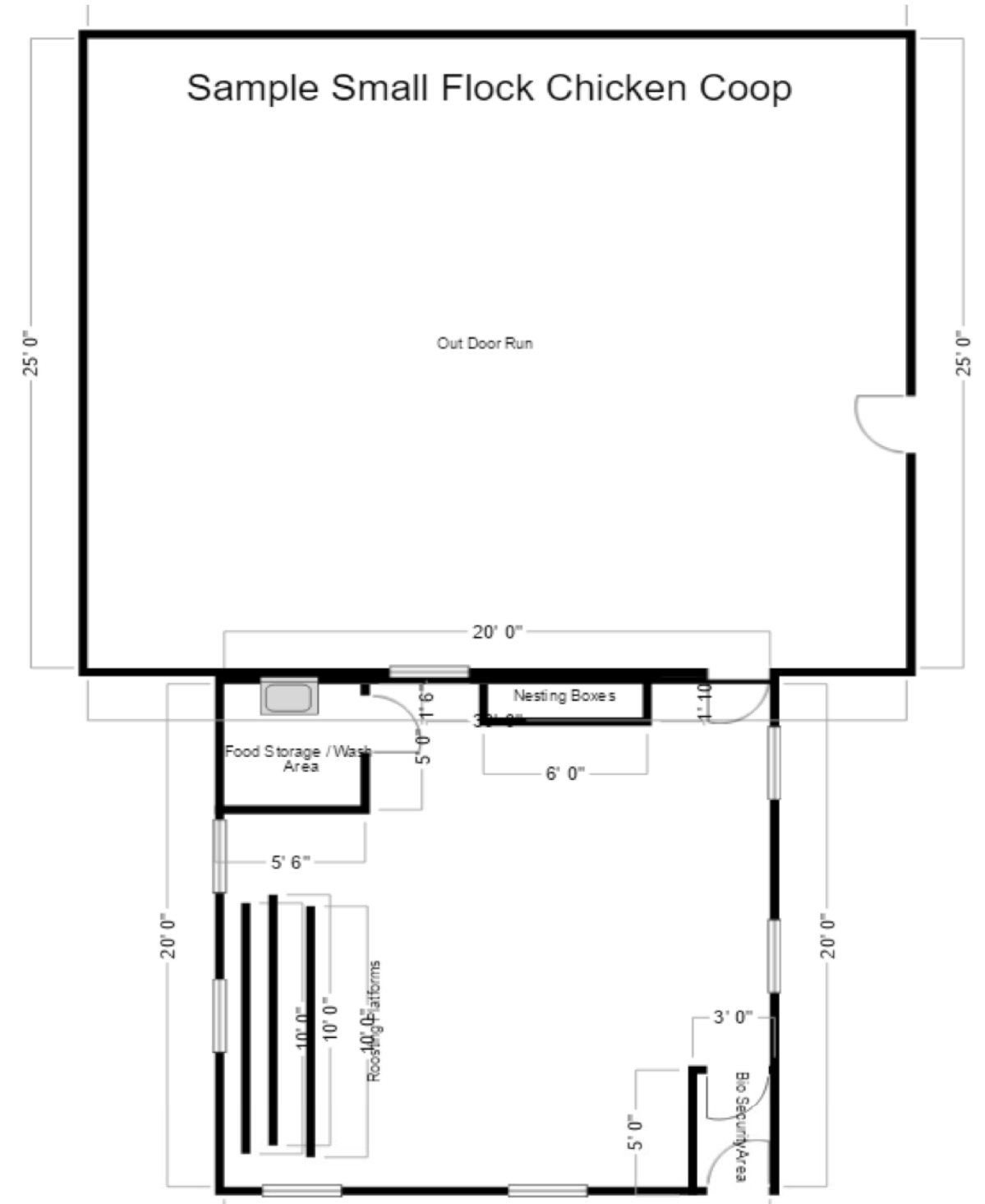
CHAPTER 13: BUTCHERING

List of provincially registered meat establishments: <https://www.agric.gov.ab.ca/app68/foodindustry?section=category&cat1=Meat++Provincial>

SAMPLE PLAN FOR URBAN HEN COOP



SAMPLE SMALL FLOCK CHICKEN COOP





FOWL:

YOUR FEATHERED FRIENDS

Your Comprehensive Guide to Keeping Urban Chickens and Small Flocks

Alberta Farm Animal Care

High River PO Box 5201 • #5 112 Centre Street
High River, AB T1V 1M4 • www.afac.ab.ca • 403-652-5111



Alberta Farm Animal Care



@AbFarmAnimal



Campground Rental & Reservations

Date Approved by Council: December 14, 2015

Resolution:

Review Date: December

Related Bylaw: N/A

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

Purpose

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

Guidelines

CAMPING RATES

- Camping rates will be as follows:

Powered Site	\$25.00/night
Non-Powered Site	\$15.00/night
Tents	\$10.00/night
Group Camping	\$10.00/night/unit (Reservation Only)
Camp Shelter	\$25.00/day (Reservation Only)
Entire Campground	\$250.00/night (Reservation Only) {Does not include Group Camping}
Entire Campground	\$300.00/night (Reservation Only) {Including Group Camping and Ball Diamonds}
Monthly Rate	\$500.00/month (Reservation Only) POWERED SITES
Monthly Rate	\$350.00/month (Reservation Only) NON-POWERED SITES

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

TENTING

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

GROUP CAMPING

- The group camping area may be booked by reservation only.
- All group trailers/RVs and tents must remain parked or erected within the group camping area or will be subject to regular camping rates.
- There is no limit to the number of trailers/RVs or tents that may be parked within the group camping area.

CAMP SHELTER

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

CAMP KITCHEN

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

PLAYGROUND

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

SPORTS GROUNDS

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

RESERVATIONS

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

COMMUNITY GROUPS

19. Community groups may reserve the camp kitchen, camp shelter, ball diamonds, and riding arena for community events at no cost with the approval of Council.
 - a. Community groups must provide a refundable damage deposit for the use of these areas in the amount of \$250.00. The full cost of any property damage repair or cleanup required after the event will be deducted from the amount refunded.
20. Community groups may reserve the group camping area and campsites at the same rates as individual reservations.
 - a. If community groups have paid the damage deposit as per Section 19 they will not be required to pay the damage deposit as per Section 17.

CAMPGROUND RULES

21. The following rules will be posted at the campground:
 - a. Check in: 1:00 pm
 - b. Check out: 11:00 am
 - c. Quiet hours: 11:00 pm to 7:00 am
 - d. Speed limit: 10 km/hour

- e. Sites must be kept clean and tidy. Please place garbage in bins provided.
- f. No open liquor away from campsites. Unruly and/or intoxicated behaviour will not be tolerated. No glass bottles are permitted.
- g. Fires allowed in fire pits only. Do not leave fires unattended. Firewood is not provided.
- h. Pets must be on a leash and under control at all times. Owners must clean up after their pets.
- i. Parents are responsible for children in the playground areas. The Village will not be held responsible for any injuries from use of playground equipment.
- j. No operation of ATV's, Dirt Bikes, Snowmobiles, etc.
- k. Vandalism, including destroying trees, will be subject to a \$1000.00 charge and will result in eviction from the campground without refund.
- l. The Village reserves the right to refuse service to anyone and will not be held responsible for any accidents, injuries, loss or damages due to fire, theft, accident or acts of God.
- m. No camping, including tenting, is allowed in areas not designated for that usage or purpose
- n. No fireworks are allowed unless you receive permission from Council and the fire department as per Section 8.1(s) of the Village of Hussar Fire Bylaw 501-15

Weed Spraying on Municipal Property

Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: March

Related Bylaws: N/A

Amendments:

Purpose

This policy has been adopted to provide guidelines for the spraying of pesticides and herbicides on public lands within the Village of Hussar and the Hussar Cemetery. This policy applies to property owned by the municipality of the Village of Hussar and includes all parks, green spaces, vacant properties, sidewalks, streets and boulevards.

The Village of Hussar does not have a weed spraying bylaw and as such, will utilize this policy in relation to any weed spraying programs that they may undertake.

Guidelines

1. The Village will decide upon a weed spraying program each year, depending on the current situation
2. Weed spraying will be completed by a certified Public Works Foreman of the Village or an approved certified contractor that follows all rules and regulations for the product in use. Application of pesticides or herbicides must be in accordance with the appropriate Pesticide Applicator Certificate and in compliance with all applicable Codes of Practice and legislative acts passed by the Province of Alberta
3. For all weed spraying programs in the parks and green spaces, the Village will post signs on the day of spraying to advise residents.

Public Participation

Date Approved by Council: June 28, 2018

Resolution: 2018-06-28-130

Review Date: Organizational Meeting

Related Bylaw: N/A

Amendments:

Policy Statement

In accordance with Section 216.1 of the *Municipal Government Act*, this Public Participation Policy has been developed to recognize the value of public participation and create opportunities for meaningful public participation in decisions that directly impact the public.

This policy is in addition to and does not modify or replace the statutory public hearing requirements in the *Municipal Government Act*.

General Policy Principles

Council recognizes that good governance includes engaging Municipal Stakeholders in Public Participation by:

- Creating opportunities for Municipal Stakeholders who are affected by a decision to influence the decision;
- Promoting sustainable decisions by recognizing various Municipal Stakeholder interests;
- Providing Municipal Stakeholders with the appropriate information and tools to engage in meaningful participation; and
- Recognizing that although councillors are elected to consider and promote the welfare and interests of the Municipality as a whole and are generally required to vote on matters brought before Council, facilitating Public Participation for matters beyond those where public input is statutorily required can enrich the decision making process.

Definitions

“CAO” means the chief administrative officer of the Municipality or their delegate.

“Municipal Stakeholders” means the residents of the Municipality, as well as other individuals, organizations or persons that may have an interest in, or are affected by, a decision made by the Municipality.

“Municipality” means the Village of Hussar.

“Public Participation” includes a variety of non-statutory opportunities where Municipal Stakeholders receive information and/or provide input to the Municipality.

“Public Participation Plan” means a plan which identifies which Public Participation Tools are to be used to obtain public input in a particular circumstance.

“Public Participation Tools” means the tools that may be used, alone or in combination, to create Public Participation opportunities including, but not limited to:

- in-person participation which may include at-the-counter interactions, door-knocking, interviews, meetings, round-tables, town halls, open houses, annual general meetings, and workshops;
- digital participation which may include online workbooks, chat groups, webinars, message boards/discussion forums, and online polls or surveys;
- written participation which may include written submissions, email, mail-in surveys, polls and workbooks; and
- representative participation which may include being appointed to an advisory committee, ad hoc committee or citizen board.

POLICY RESPONSIBILITIES

Council shall:

- review and approve Public Participation Plans development by the CAO in accordance with this Policy or as directed by Council;
- consider input obtained through Public Participation;
- review this Policy to ensure the Policy complies with all relevant legislation, municipal policies and the spirit and intent of Public Participation;
- ensure appropriate resources are available to solicit Public Participation in accordance with this Policy;
- promote and support Public Participation;
- request and review information from the CAO on the scope, timing, appropriate methods and resources required for Public Participation prior to directing the development of a Public Participation Plan.

The CAO shall:

- in accordance with this Policy or as directed by Council, develop Public Participation Plans, for Council approval;
- implement approved Public Participation Plans;
- report the findings of Public Participation to Council;
- consider timing, resources and engagement when developing and modifying Public Participation Plans;
- evaluate the effectiveness of the Public Participation Plan and the Public Participation Tools used in a particular circumstance;
- communicate to Council and the public, when appropriate, the effectiveness of a Public Participation Plan and the Public Participation Tools used;
- develop the necessary procedures to implement this Policy; and
- assess this Policy and make recommendations to Council about the Public Participation and resourcing.

PUBLIC PARTICIPATION OPPORTUNITIES

The CAO may be directed to develop and implement a Public Participation Plan in the following circumstances:

- when new programs or services are being established;
- when existing programs and services are being reviewed;
- when identifying Council priorities;
- when gathering input or formulating recommendations with respect to budget;
- when gathering input or formulating recommendations with respect to the Municipality's strategic plan or business plans;
- when gathering input or formulating recommendations with respect to the Municipality's capital plan and/or financial plan; or
- as otherwise directed by Council.

The Municipality will, at a minimum, hold an Annual General Meeting each year, prior to June 30th. The Public Participation Plan for this meeting will include, at a minimum:

- presentation of the prior year's Annual Report or Audited Financial Statements; and
- presentation of that year's Annual Budget, including explanation of significant changes from the previous year's budget.

POLICY EXPECTATIONS

Legislative and Policy Implications:

- all Public Participation will be undertaken in accordance with the *Municipal Government Act*, the *Freedom of Information and Protection of Privacy Act* and any other applicable legislation;
- all Public Participation will be undertaken in accordance with all existing municipal policies;
- this Policy shall be available for public inspection and may be posted to the Municipality's website; and
- this Policy shall be reviewed at least once every four years.

Public Participation Standards:

- Public Participation will be conducted in a sustainable and inclusive manner having regard to different levels of accessibility;
- Public Participation activities will be conducted in a professional and respectful manner;
- Public Participation Plans will consider early, ongoing and diverse opportunities to provide input;
- Municipal Stakeholders who participate in any manner of Public Participation are required to be respectful and constructive in their participation. Municipal Stakeholders who are disrespectful, inappropriate or offensive, as determined by Administration, may be excluded from Public Participation opportunities; and
- the results of Public Participation will be made available to Council and Municipal Stakeholders in a timely manner in accordance with municipal policies.

PUBLIC PARTICIPATION PLAN

When so directed by this Policy or Council, the CAO shall develop a Public Participation Plan for approval by Council which shall consider the following:

- the nature of the matter for which the Public Participation is being sought;
- the impact of the matter on Municipal Stakeholders;

- the demographics of the potential Municipal Stakeholders in respect of which the Public Participation Tools to utilize, level of engagement and time for input;
- the timing of the decision and time required to gather input;
- what information is required, if any, to participate; and
- available resources and reasonable costs.

Public Participations Plans will, at minimum, include the following:

- a communication plan to inform the public about the Public Participation Plan and opportunities to provide input;
- identification of which Public Participation Tools will be utilized;
- timelines for participation;
- information about how input will be used; and
- the location of information required, if any, to inform the specific Public Participation.

PUBLIC PARTICIPATION TOOLS

The following Public Participation Tools shall be utilized at all times and in the absence of an approved Public Participation Plan:

- all approved minutes of regular, organizational and special council meetings shall be posted on the Municipality's website in a timely manner and made available to the public upon request;
- the most current audited financial statement of the Municipality shall be posted on the Municipality's website and copies shall be made available to the public upon request;
- subject to the *Freedom of Information and Protection of Privacy Act*, and the *Municipal Government Act*, information related to the Municipality's tax and assessment rolls shall be made available to the public upon request;
- all bylaws of the Municipality shall be made available upon request, and those considered of interest or import by Council or the CAO shall be posted on the Municipality's website;
- agendas of all regular, organizational and special council meetings shall be made available to the public upon request;
- dates of all regular, organizational and special council meetings shall be advertised in a manner compliant with the *Municipal Government Act* and the Public Notification Bylaw;
- members of the public shall be encouraged to attend all regular, organizational and special meetings of council;
- written communications directed to council from the public or other correspondents shall be included in a dedicated section of the next regular meeting agenda package following its receipt, and shall thenceforth become a matter of public record; and
- the Municipality shall endeavour to respond to all reasonable inquiries for information from the public in a timely and professional manner.

REPORTING AND EVALUATION

Information obtained in Public Participation will be reviewed by the CAO and a report shall be provided to Council.

The report shall include, at a minimum, the following:

- an overview of the Public Participation Plan and how it was developed;
- an assessment of the effectiveness of the Plan based on the level of engagement and the quality of input;

- a summary of the input obtained; and
- may include recommendations for future Public Participation Plans.

Reports shall be provided to Council for review.

Rates & Fees

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: January

Related Bylaws: Various

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

Purpose

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

Fee Schedule

ADMINISTRATIVE RATES & FEES

Information Request..... FOIP Act	\$25.00/request
..... Cost to prepare information requested	\$30.00/hour
NSF Cheques..... 1 st NSF Cheque	\$25.00
..... 2 nd NSF Cheque	\$50.00
..... No Further Cheques Will be Accepted	
Photocopying, etc. Policy 5.2	\$0.25/page
Council Meeting Package.....0-125 pages.....	\$10.00
Council Meeting Package.....126+ pages.....	\$20.00
Printed Land Use Bylaw	\$10.00
Tax Certificate	\$40.00
Hawker Peddler’s License.....Per Person/Per Year.....	\$50.00
Commissioner for Oaths 1 signature	\$10.00
Commissioner for Oaths multiple signatures.....	\$15.00
Title Search.....	\$10.00

ANIMAL LICENSES (Bylaw 485-13)

Spayed/Neutered AnimalFirst 2 Animals	\$10.00/each
Un-spayed/Un-neutered AnimalFirst 2 Animals	\$20.00/each
Third Animal.....	\$50.00

CAMPGROUND (Policy)

Powered Site	\$25.00/night
Non-Powered Site	\$15.00/night
Tent	\$10.00/night
Group Camping (Reservation Only)	\$10.00/night/unit
Camp Shelter (Reservation Only).....	\$25.00/day

Entire Campground (Reservation Only) ...Does not include Group Camping	\$250.00/night
Entire Campground (Reservation Only)Includes Group Camping/Ball Diamonds.....	\$300.00/night
Monthly Rate (Reservation Only) Powered Site	\$500.00/month
Monthly Rate (Reservation Only) .. Non-Powered Site	\$350.00/month

CEMETERY PLOTS

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

DEVELOPMENT (Bylaw 493-14)

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

PUBLIC WORKS

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

Water Service Monthly	\$57.00/month
..... Annual	\$684.00/year
Sewer Service Monthly	\$40.00/month
..... Annual	\$480.00/year
Garbage Service Monthly	\$26.00/month
..... Annual	\$312.00/year
Extra Garbage Bag Tag(bundles of 5 or 10)	\$1.00/per tag
Penalties (Monthly Only).....	3%
Bulk Water Fee	\$0.05/gallon
Curb Stop Shut Off Fee	Actual Cost + 25% Admin Fee

General Guidelines

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

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

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 Fratty, ~~at the request of the EFRT.~~

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.

Tangible Capital Assets

Date Approved by Council: January 23, 2017

Resolution: 2017-01-23-16

Review Date: March

Related Bylaws: N/A

Amendments:

Purpose

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

Scope

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

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

Subsequent expenditures on a recorded tangible capital asset that:

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

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

General Guidelines

EFFECTIVE DATE

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

EFFECT ON PRIOR YEAR FINANCIAL STATEMENTS

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

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

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

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

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

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

ASSET CLASSIFICATION

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

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

Assets recorded in the Major classification will include:

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

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

ACQUISITION

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

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

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

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

THRESHOLDS

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

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

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

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

USEFUL LIFE AND AMORTIZATION METHODS

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

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

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

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

VALUATION OF ASSETS

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

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

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

DIVISION OF ASSETS

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

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

GROUP/POOLED ASSETS

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

SCHEDULE A: MAXIMUM USEFUL LIFE

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

Donations Policy

Date Approved by Council: October 11, 2018

Resolution: 2018-10-11-178

Review Date: March

Related Bylaws: N/A

Amendments:

Purpose

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

Eligibility Criteria

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

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

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

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

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

Receipt of Donations

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

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

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

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

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

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

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

Refunds will not be issued for donations.

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

Disbursement of Donations

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

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

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

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

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

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

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

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

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

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

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

Credit Card Use

Date Approved by Council: September 17, 2020

Resolution: 2020-09-17-223

Review Date: March

Related Bylaws: N/A

Amendments:

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

Purpose

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

Guidelines

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

Responsibility of Credit Cardholders

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

Loyalty or Reward Points

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

Responsibility of the CAO

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

Non-Compliance

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

Schedule A

Credit Cardholder Agreement

Requirements for use of the Village Credit Card:

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

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

Credit Card Number: _____

Received by: _____

Name (Please Print)

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

Signature: _____

Date: _____

Credit Card Returned

Authorized Signature: _____

Date: _____

Community Groups Policy

Date Approved by Council: August 31, 2022

Resolution: 2022-08-31-281

Review Date: February

Related Bylaw: N/A

Amendments:

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:
 - b) A detailed write up of work to be completed with a drawing attached; and
 - c) A cost estimate, if it will be a shared project; and
 - d) Maintenance plan, if required.
 - e) Submit drawings and site plan after the work has been completed.
 - f) Any other requirements that the CAO or Council deem necessary, on a case-by-case basis. ~~(Ex. locates, permits, etc.)~~
 - g) If the project is on Village property the Village will ensure the arrangements the filling 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. Any request to the Village for improvements to be made shall be made in writing and presented at a Council meeting~~
9. 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.
10. Community Groups shall supply financial statements to the Village upon request when joint projects are undertaken if required.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	March 9, 2023
Title:	FCM Annual Conference and Trade Show
Agenda Item Number:	6a.

BACKGROUND/DISCUSSION:

FCM is having their Annual Conference and Trade Show May 25-28, 2023

Event summary and agenda are attached.

Virtual attendance is not available this year. The cost to attend in person is \$1161 per person, plus accommodations and per diem for the days attending

RECOMMENDATION:

1. Motion for Councillor(s) _____ to attend the FCM Annual Conference
2. Motion to accept as information at this time



[HOME](#) > [EVENTS & TRAINING](#) > [ANNUAL CONFERENCE AND TRADE SHOW](#) > **PROGRAM**

Program

FCM's 2023 Annual Conference and Trade Show



[Welcome](#)

[Program](#)

[Trade Show](#)

[Registration](#)

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Whatever the needs of your city or community, at FCM's 2023 Annual Conference and Trade Show, we go further.

Packed with learning opportunities, plenaries and networking opportunities, get access to the new tools you need to tackle today's challenges and gear up for the road ahead. As always, you'll engage with everyone from municipal experts to representatives of federal parties, with the conference and trade show offering something for every delegate.

Our workshops will address a wide range of topics, including:

- Housing
- Climate solutions
- Infrastructure & innovation
- Transit
- Climate adaptation
- Harassment of elected officials
- International programs
- Inclusion & diversity
- Resilience in difficult times
- Municipal managing

Legend

Simultaneous interpretation = (S/I)

Subject to change without notice.

Day 1	Day 2	Day 3	Day 4
Thursday, May 25			
8 a.m.–3 p.m.	Exhibitor registration and move-in		

Day 1	Day 2	Day 3	Day 4
8 a.m.–7 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8:30 a.m.–5:30 p.m.	Big City Mayors' Caucus (BCMC) meeting (S/I) <i>Closed meeting for committee members only</i>		
12:30–3:45 p.m.	Study tours (concurrent)		
1–4 p.m.	Blanket exercise: Reconciliation through learning (TBC)		
4–5 p.m.	Regional caucus meetings		
5:30–7:30 p.m.	Official Trade Show opening and reception		
Friday, May 26			
7–8 a.m.	Breakfast on Trade Show floor		
7 a.m.–2:30 p.m.	Exhibitor registration		
7 a.m.–2:30 p.m.	Trade Show		
7 a.m.–5:30 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8–9 a.m.	Opening ceremony (S/I)		
9–9:30 a.m.	Political keynote (S/I)		
9–11 a.m.	Companions access to Trade Show		
9:30–10:30 a.m.	President's Forum (S/I)		
10:30–11 a.m.	Coffee break		
10:30 a.m.–1:45 p.m.	Study tours (concurrent)		

Day 1	Day 2	Day 3	Day 4
11 a.m.-12 p.m.	Workshops (concurrent)		
12-1:30 p.m.	Lunch and Learns on the Trade Show floor		
12-1:30 p.m.	Lunch on Trade Show floor		
1:30-2:30 p.m.	Political keynote and 3 rd VP Speeches (S/I)		
2:30-3 p.m.	Coffee break		
3-4 p.m.	Ask the Experts sessions		
3-4 p.m.	Workshops (concurrent)		
3:15-6:15 p.m.	Study tours (concurrent)		
5-6:30 p.m.	VIP Sponsors Reception (by invitation only)		
6:30-8:30 p.m.	Host City's welcome reception		
Saturday, May 27			
7:30-8:30 a.m.	Breakfast		
7:30 a.m.-2 p.m.	Exhibitor registration		
7:30 a.m. - 2:30 p.m.	Trade Show		
7:30 a.m.-6 p.m.	Delegate registration <i>Sponsored by Municipal Information Network</i>		
8-9 a.m.	Resolutions Plenary (S/I)		
9-10 a.m.	Rural Plenary (S/I)		
9-11 a.m.	Companions access to Trade Show		

Day 1	Day 2	Day 3	Day 4
10-10:30 a.m.	Political keynote (S/I)		
10:30-11 a.m.	Coffee break		
10:30 a.m.-1:45 p.m.	Study tours (concurrent)		
11 a.m.-12 p.m.	Workshops (concurrent)		
12-1:30 p.m.	Lunch and Learns on the Trade Show floor		
12-1:30 p.m.	Lunch on the Trade Show floor		
12:30-2 p.m.	Trade Show prize draw		
2:30-3:30 p.m.	Plenary (S/I)		
3-6:15 p.m.	Study tours (concurrent)		
3:30-4 p.m.	Coffee break		
3:30-5:45 p.m.	Study tours (concurrent)		
3:45-4:45 p.m.	Ask the Experts sessions		
3:45-4:45 p.m.	Workshops (concurrent)		
5-6 p.m.	Women in Local Government Reception		
5:30-6:30 p.m.	Francophone reception		
6-7:30 p.m.	Rural, Northern, Remote Reception		
Sunday, May 28			
7-8 a.m.	Breakfast		
7 a.m.-4 p.m.	Delegate registration		

Day 1	Day 2	Day 3	Day 4
	<i>Sponsored by Municipal Information Network</i>		
8–10 a.m.	Awards presentations, table officers' election and AGM (S/I)		
10–10:30 a.m.	Coffee break		
10:15 a.m.–12:30 p.m.	Study tours (concurrent)		
10:30 a.m.–12:30 p.m.	Selection of candidates for Board of Directors		
12–1:30 p.m.	Lunch		
12:30–1 p.m.	Selection of candidates for Regional Caucus Chair		
1:45–2:15 p.m.	AGM and ratification of FCM 2023-2024 Board Directors (S/I)		
2:15–3:30 p.m.	Closing Plenary (S/I)		
6–11:30 p.m.	Host City Closing Gala Dinner		

Program subject to change without notice.



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Annual Conference and Trade Show

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When: **May 25-28, 2023**

Where: **Metro Conference Center, Toronto**

Registration opens: **February 21, 2023, 2 p.m.**

Early-bird pricing until: **April 21, 2023**

Join many hundreds of elected officials and FCM partners in the heart of Toronto for *Local action, national results*, FCM's 2023 Annual Conference and Trade Show and the largest pan-Canadian gathering of elected officials.

Through our thoughtfully chosen activities and programming, AC 2023 will help you foster connections with your peers, partners and federal representatives while providing you with the tools and insights you need to scale up growth in your communities.

This is your chance to come together with other Canadian municipal leaders from coast to coast to coast who've grappled with the same challenges to shape Canada's future—and to tool up and deliver results in your municipality, supporting a better country for all.

REGISTER

Why attend?

This is one event you won't want to miss.

- **Network** with other local leaders who range from Canada's rural, northern and remote regions to Canada's biggest cities, who are focused on the same municipal issues.

- **Learn** best practices and gain new insights to meet your municipality's ongoing challenges via our interactive workshops, study tours and panels discussions.
- **Influence** the national municipal agenda by electing our new Board, shaping our priorities and convening with federal leaders.
- **Experience** the vibrant, multicultural city of Toronto and its landmark municipal achievements through our popular study tours.
- **Connect** with key municipal partners, experts and suppliers at our sector-leading **trade show**, forging the relationships you need to make your communities stronger as you gear up for growth.
- **Raise** your community's profile by exchanging expertise and sharing how you delivered innovative wins in your own municipality.

We're looking forward to seeing you in person!

REGISTER

Held under the theme *Local action, national results*, AC 2023 showcases how cities and communities are delivering local solutions,

investments and innovations that directly improve Canadians' quality of life. Even in uncertain economic times, local governments are leading the way forward—by delivering local results that have a national impact across Canada.

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Registration

FCM's 2023 Annual Conference and Trade Show



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Join us in Toronto for a memorable event!

FCM AC2023 is the perfect opportunity to come together to gear up for Canada's new challenges and future growth. In our exciting program, you'll find everything from capacity-building workshops and panels to keynote speeches and our ever-popular trade show. You'll learn best practices on a variety of topics and have numerous networking opportunities with your peers. That's what AC2023 is all about.

REGISTER NOW

FCM's Annual Conference registration is supported by our partner:



For any questions, please contact FCM's [registration desk](#). Not an FCM member? [Sign up for our Annual Conference mailing list](#) to receive all the event information.

Event Participants

Delegates

Conference registration is open to municipal/provincial/federal and territorial government elected officials and staff, FCM partners, event sponsors, registered Trade Show exhibitors, students, speakers, panelists and other approved guests.

Your registration gets you access to:

- All sessions, workshops and plenaries
- Trade Show—full access, including opening reception
- Study tours (*A single tour reserved at time of registration*)
- Daily breakfasts, refreshment breaks and lunches
- The Mayor's Welcome Reception and the closing dinner event*
- Other networking opportunities
- Voting in FCM Board elections (accredited FCM Member - Elected Official delegates only)**
- Conference delegate bag
- Access to the event app

***Except for students.** Tickets for social events and companion tours MUST be purchased separately.

Companions

Your registration gets you access to:

- Trade Show Opening Reception
- Access to the trade show on Friday and Saturday from 9-11 a.m. only
- Option to access companion tours (tickets purchased separately)
- Option to attend Mayor's Welcome Reception (tickets purchased separately)
- Option to attend closing dinner event (tickets purchased separately)

Companions may not access other sessions, workshops, plenaries, study tours, or delegate meal functions.

***To vote in FCM Board elections, you must be an accredited conference delegate (FCM Member - Elected Official). We will use the same online voting system as in 2022.*

Conference registration fees

MEMBER	Early Bird (until April 21)	Regular (After April 21)
Municipal / Affiliate <ul style="list-style-type: none"> Elected official or staff 	\$985	\$1,161
NON-MEMBER		
Municipal <ul style="list-style-type: none"> Elected official or staff 	\$1,161	\$1,375
Provincial / Federal / Territorial government <ul style="list-style-type: none"> Elected representative or staff 	\$1,161	\$1,375
Exhibitor / Sponsor / Corporate partner <i>(Only current registered exhibitors / sponsors are eligible for these fees)</i>	\$748	\$875
Students Important: must be full-time student and show proof of current enrollment (student ID) to	\$226	\$226

MEMBER	Early Bird (until April 21)	Regular (After April 21)
register. Contact registration to provide proof and get your access code to register.		
HOST CITY SOCIAL EVENTS		
Mayor's Welcome Reception	\$74	\$74
Host City Reception and Closing Dinner	\$174	\$174

**13% HST will be added to your registration fee.*

Registered delegate's rights and privileges

Delegates may substitute another person from their organization to attend in their place up to 24 hours before the start of the conference. To substitute a new named delegate for a registered delegate, please [send FCM an email](#) to request a substitution. If a registered delegate is unable to find a substitute to take his or her place, the cancellation policy applies.

Limited registration

Registration for study tours and companion tours is limited and will be allocated on a first-come, first-served basis.

Early-bird registration

Early-bird registration ends Friday, **April 21, 2023 (11:59 p.m. EDT)**.

Payments

Registration fees must be paid in full by credit card (VISA, MasterCard or American Express) at the time of registration.

Carbon offset fees

In keeping with FCM's efforts to reduce the environmental impact of its events, all registrations automatically include an optional carbon offset fee to offset greenhouse gas (GHG) emissions from air travel to the conference. The fee is calculated based on a return flight from the most populous city in your province to Toronto. 100% of this fee will be paid to Carbonzero and invested in a Canadian project that permanently retires GHG emissions. The fee is optional and should you wish to opt out, simply remove the check mark from your selections during the registration process. You will also be able to remove it by editing your selections before completing the payment.

Taxes

In keeping with the GST/HST place-of-supply rule, registration fees are taxed based on the location where the conference is held. In 2023, the conference is being held in the province of Ontario with a hybrid component; therefore, two tax rules must be adhered to. For in-person delegates, the applicable 13% HST will be applied to your registration fee. For virtual attendees, the taxes that will be applied to your registration fee will be determined by your home province or territory. Each municipality is entitled to claim the applicable input tax credit (ITC).

Registration confirmation

An email confirmation will be sent once registration has been completed and fully paid online. From your attendee profile, you will be able to modify your registration, add tickets to social events, add a companion and print a copy of your registration invoice.

Cancellation policy

labelling registration

If you need to cancel your registration for the Conference, you must do so in writing by [sending us an email](#). Cancellation requests will **NOT** be accepted by any other means. Cancellation fees will be applied to conference registration, companion tours and social events.

Refund schedule and policy

The amount of your refund will depend on when we receive your notice of cancellation. Please consult this schedule for refund amounts:

Notice of cancellation received	Refund
By April 21 (11:59 p.m. ET)	100%
Between April 22 and May 12 (11:59 p.m. ET)	50%
On or after May 13	No refund

For cancellations received before April 22, refunds will be credited to you on the original credit card used for payment. The following information will appear on the credit card statement once the refund is completed: FCM-FED CND MUN.

After May 13, refunds will be considered for medical or personal emergencies only. Please [send us an email](#) to request a refund due to an emergency. For medical emergencies, you must attach a letter from your doctor. The deadline to submit these requests is June 19, 2023.

We do not issue a refund or credit for portions of the conference which you did not attend. In-person delegates who do not attend meals or social events included in the registration fee will not receive a refund equivalent to the cost of the event, even if they were not in attendance for this portion of the conference.

Please read our [Terms and Conditions](#).

If you have any questions, please contact FCM's [registration desk](#) or call 613-907-6317.



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VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE February 28, 2023

STATEMENT BALANCE 193,079.27

ADD: OUTSTANDING DEPOSITS

Cheques Deposited Feb 1 for Jan 31	1,476.00	-
		1,476.00

LESS: OUTSTANDING CHEQUES

9008 Reality Bytes Incopr	283.50	
9022 Data Scavenger Inc	157.50	
9026 Receiver General For Canada	164.31	
9034 Canada Revenue Agency	11.92	
9045 AMSC Insurance Services	11,649.00	
9046 Canada Revenue Agency	1,566.33	
9047 JG Water Services	4,312.14	
9048 Munisoft	735.00	
9049 Michelle Plante	387.50	
c [REDACTED]	[REDACTED]	
9051 Telus Communication	122.48	
9052 Telus	43.00	
9053 Wheatland County	1,220.66	
9054 Workers' Compensation Board AB	552.00	
		- 23,852.38

OUTSTANDING TRANSFERS

MSI Capital Grant - receipt processing in March	- 61,205.00	
	-	
	-	
		- 61,205.00

RECONCILED BALANCE	109,497.89
GL BALANCE (3000012700)	109,497.89
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800) Community Account (Rate .05)	STATEMENT GL BALANCE Variance	3,217.05 <u>3,217.05</u> -	Interest \$ 0.12
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT GL BALANCE Variance	22,495.61 <u>22,495.61</u> -	Interest \$ 0.86
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT GL BALANCE Variance	27.63 <u>27.63</u> -	Interest \$ -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT GL BALANCE Variance	1,234.24 <u>1,234.24</u> -	Interest \$ -
Cemetery Reserve 722821002853 (3000013500) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,560.83 <u>10,560.83</u> -	Interest \$ 12.14
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	151,350.18 <u>151,350.18</u> -	Interest \$ -
Common Share 10497733 (3000030000) Common Share	STATEMENT GL BALANCE Variance	2,708.32 <u>2,708.32</u> -	Interest \$ -
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	58,404.87 <u>58,404.87</u> -	Interest \$ 67.13
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,110.12 <u>1,110.12</u> -	Interest \$ -
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	294,867.20 <u>294,867.20</u> -	Interest \$ -
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE	10,080.00 10,080.00	Interest \$ 11.59

	Variance	<u>-</u>	
Special Events Account 722821632741 (3000034000)	STATEMENT	919.81	Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>919.81</u>	\$ 1.06
	Variance	-	
Emergency Management 722821646022 (3000035000)	STATEMENT	2,185.26	Interest
Savings Account (Rate .05)	GL BALANCE	<u>2,185.26</u>	\$ 0.08
	Variance	-	
Centennial 722821666012 (3000036000)	STATEMENT	1,751.27	Interest
Savings Account (Rate .05)	GL BALANCE	<u>1,751.27</u>	\$ 0.07
	Variance	-	
Village Reserves Term Account 723112219933 (3000031000)	STATEMENT	400,000.00	Interest
12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	GL BALANCE	<u>400,000.00</u>	\$ -
	Variance	-	

Village of Hussar
List of Accounts for Approval (Summary)
Batch: 2023-00015 to 2023-00025

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
9019	2023-02-15	Armstrong Auto Service	19.80
9020	2023-02-15	CIMA Canada Inc.	20,326.67
9021	2023-02-15	ClearTech Industries Inc	151.25
9022	2023-02-15	Data Scavenger Inc.	157.50
9023	2023-02-15	Jepson Petroleum Ltd.	464.65
9024	2023-02-15	Marigold Library System	1,244.60
9025	2023-02-15	Reality Bytes Incorporated	72.52
9026	2023-02-15	Receiver General For Canada	164.31
9027	2023-02-15	Village of Rockyford	160.00
9028	2023-02-15	Wheatland County	70.46
9029	2023-02-15	Wild Rose Assessment Service	490.00
9030	2023-02-15	Direct Energy	1,215.06
9031	2023-02-15	EPCOR Utilities Inc.	4,657.63
9033	2023-02-16	ClearTech Industries Inc	7.56
9034	2023-02-16	Canada Revenue Agency	11.92
9035	2023-02-16	Bev Penrose	100.00
9036	2023-02-28	VOID - Cheque Confirmation	0.00
9037	2023-02-28	VOID - Cheque Confirmation	0.00
9038	2023-02-28	VOID - Cheque Confirmation	0.00
9039	2023-02-28	VOID - Cheque Confirmation	0.00
9040	2023-02-28	VOID - Cheque Confirmation	0.00
9041	2023-02-28	VOID - Cheque Confirmation	0.00
9042	2023-02-28	VOID - Cheque Confirmation	0.00
9043	2023-02-28	VOID - Cheque Confirmation	0.00
9044	2023-02-28	VOID - Cheque Confirmation	0.00
9045	2023-02-28	AMSC Insurance Services Ltd.	11,649.00
9046	2023-02-28	Canada Revenue Agency	1,566.33
9047	2023-02-28	JG Water Services	4,312.14
9048	2023-02-28	Munisoft	735.00
9049	2023-02-28	Plante, Michelle	387.50
9051	2023-02-28	Telus Communications Inc.	122.48
9052	2023-02-28	Telus	43.00
9053	2023-02-28	Wheatland County	1,220.66
9054	2023-02-28	Workers' Compensation Board AB	552.00
Total Computer Cheque:			54,651.86

Total AP: 54,651.86

VILLAGE OF HUSSAR
2023 Interim Operating Budget

General				
Account #	Description	2021 Budget	2022 Budget	2023 Budget
1000011000	Municipal Property Taxes	(196,283.88)	(189,814.22)	(199,304.93)
1000011200	Alberta School Foundation Taxes	(41,637.84)	(40,415.59)	(42,436.37)
1000011300	Wheatland Lodge Taxes	(1,170.00)	(1,396.00)	(1,465.80)
1000011400	DI Property Taxes	(29.00)	(30.00)	(31.50)
1000051000	Property Tax Penalty	(10,000.00)	(10,000.00)	(10,000.00)
1000054000	ATCO Gas Franchise Fee	(15,489.00)	(20,000.00)	(21,000.00)
1000055000	Return on Investments	(1,000.00)	(1,000.00)	(1,000.00)
2000076000	Alberta School Foundation Fund	41,637.84	40,415.59	42,436.37
2000076200	DI Property Tax Requisition	29.00	30.00	31.50
2000076500	Wheatland Lodge Requisition	1,170.00	1,396.00	1,465.80
2000077000	Operating Contingency	-	-	-
		(222,772.88)	(220,814.22)	(231,304.93)
Council				
Account #	Description	2021 Budget	2022 Budget	2023 Budget
2110013000	Council CPP Deductions	850.00	950.00	997.50
2110014000	Council Training	1,600.00	1,800.00	1,300.00
2110015000	Council Honorarium/Per Diem	13,500.00	14,500.00	14,750.00
2110021000	Council Mileage & Expense	3,000.00	3,000.00	3,500.00
2110051500	Donations/Gifts	1,000.00	1,200.00	1,000.00
		19,950.00	21,450.00	21,547.50
Elections and Census				
Account #	Description	2021 Budget	2022 Budget	2023 Budget
2121122000	Election & Census Advertising	1,000.00	-	-
2121151000	Election & Census Supplies	1,500.00	-	-
		2,500.00	-	-
Administration				
Account #	Description	2021 Budget	2022 Budget	2023 Budget
1120041000	General Services And Supplies	(200.00)	(500.00)	(525.00)
1120056000	Rentals/ Lease Revenue	(3,150.00)	(3,200.00)	(3,200.00)
1120084000	Provincial Operating Grant	(24,203.00)	(24,203.00)	(24,203.00)
1720081000	Grants from Others - Bursary SLGM		(1,200.00)	
2120011000	Admin Salaries & Wages	48,700.00	48,200.00	43,500.00
2120011500	Contracted Casual Hours	-	3,100.00	3,255.00
2120012000	AMSC Benefits Employer Contribution	1,790.00	2,200.00	4,672.00
2120012500	LAPP Employer Contribution	4,310.00	4,075.00	750.00
2120013000	Admin CPP/EI Contributions	3,560.00	3,625.00	3,700.00
2120014000	Administration Training	3,500.00	3,000.00	2,500.00
2120021000	Admin Mileage & Expenses	2,000.00	2,300.00	2,500.00
2120021500	Postage/Courier/Freight	1,500.00	1,500.00	1,500.00
2120022000	Advertising	1,500.00	1,000.00	1,000.00
2120022500	Memberships	1,800.00	1,800.00	1,800.00
2120023000	Banking Charges & Audit expense	12,000.00	12,500.00	14,500.00
2120023500	Legal Fees	4,000.00	1,500.00	1,500.00
2120024000	Assessment Services	5,500.00	5,600.00	5,600.00

2120024500	IT Services/Website	5,800.00	5,890.00	5,000.00
2120027000	Insurance Premiums	6,500.00	6,725.00	7,732.00
2120051000	Office Supplies & Services	4,500.00	6,000.00	6,000.00
2120052000	COVID-19 Expenses	-	-	-
2120054000	Admin Utilities	3,500.00	4,250.00	3,750.00
2120080000	Admin - Amortization Expenses	560.00	560.00	560.00
		<hr/>	<hr/>	<hr/>
		83,467.00	84,722.00	81,891.00

Fire

Account #	Description	2021 Budget	2022 Budget	2023 Budget
2230076000	Fire Association Requisition	8,110.00	8,073.00	8,150.00
2230076500	Fire Capital Contribution	1,000.00	1,000.00	1,000.00
		<hr/>	<hr/>	<hr/>
		9,110.00	9,073.00	9,150.00

2028 Centennial Event

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

Emergency Management

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

Ambulance/Emergency Services

Account #	Description	2021 Budget	2022 Budget	2023 Budget
2250076000	WADEMSA Requisition	1,520.00	1,520.00	1,520.00
		<hr/>	<hr/>	<hr/>
		1,520.00	1,520.00	1,520.00

RCMP & Bylaw Enforcement

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1260051000	Animal Licenses	(300.00)	(400.00)	(600.00)
1260051500	Provincial Fines Distribution	-	(160.00)	(160.00)
2000076600	RCMP	5,341.00	6,760.00	10,400.00
2260035000	Protective Services	600.00	550.00	550.00
		<hr/>	<hr/>	<hr/>
		5,641.00	6,750.00	10,190.00

Public Works

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1310041000	PW Services/Supplies	(2,300.00)	(2,000.00)	(2,000.00)
1720081000	Grants from Others - Summer Student)		(6,800.00)	(5,598.00)
2310011000	Public Works Wages	40,982.00	37,625.00	40,000.00
2310012000	Public Works Benefits	4,567.00	5,070.00	5,088.00
2310013000	Public Works CPP/EI	3,560.00	3,550.00	3,550.00
2310014000	Public Works Training	-	-	-
2310025000	Equipment Maintenance	3,000.00	3,000.00	4,500.00
2310025500	Contracted Maintenance	1,500.00	1,500.00	1,500.00
2310025600	Building Maintenance	-	8,000.00	2,500.00
2310026000	Equipment Rentals	250.00	250.00	500.00
2310027000	Insurance Premiums	1,420.00	1,550.00	1,732.40
2310035000	Weed Inspector	250.00	360.00	360.00
2310051000	PW General Supplies	3,225.00	4,450.00	3,000.00
2310051500	Public Works Tools/Equipment	2,225.00	2,250.00	2,000.00

2310052500	Cardlock Fuel	2,500.00	4,000.00	5,000.00
2310054000	Public Works Utilities	4,500.00	5,600.00	5,750.00
2310077000	Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00
2310080000	Common - Amortization Expense	5,073.11	7,930.00	7,930.00
		<u>80,752.11</u>	<u>86,335.00</u>	<u>85,812.40</u>

Roads

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1320054000	Fortis Franchise	(26,742.00)	(27,252.00)	(28,614.60)
2320025000	Roads Contracted Maintenance	1,500.00	5,500.00	1,500.00
2320024000	Roads Maintenance	1,000.00	1,500.00	1,500.00
2320054000	Utilities - Street Lights	20,000.00	20,500.00	21,000.00
2320080000	Roads - Amortization Expense	70,129.98	70,130.00	70,130.00
		<u>65,887.98</u>	<u>70,378.00</u>	<u>65,515.40</u>

Water

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1410040000	Water Billing	(67,320.00)	(69,768.00)	(70,500.00)
1410041000	Water Services/Supplies		(100.00)	(100.00)
1410041500	Bulk Water Sales	(2,000.00)	(2,000.00)	-
1410051000	Water Penalty	(1,375.00)	(1,000.00)	(1,050.00)
2410021500	Water Postage & Freight	500.00	500.00	500.00
2410023000	Water Operations Contract	25,000.00	27,600.00	27,600.00
2410023500	Water Testing	1,000.00	250.00	250.00
2410025000	Water Contracted Maintenance	20,000.00	20,000.00	25,000.00
2410026000	Lease Payments	2,985.00	3,075.00	3,200.00
2410027000	Insurance Premiums	1,475.00	1,580.00	1,699.00
2410051000	Water Services/Supplies	120.00	150.00	160.00
2410053000	Treatment Chemicals	4,800.00	4,800.00	4,800.00
2410054000	Water Utilities	12,360.00	13,500.00	17,500.00
2410077000	Transfer to Reserves	2,455.00	1,413.00	1,483.65
2410080000	Water - Amortization Expense	38,630.20	38,630.00	38,630.00
		<u>38,630.20</u>	<u>38,630.00</u>	<u>49,172.65</u>

Wastewater

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1420040000	Sewer Billing	(49,170.00)	(48,960.00)	(48,960.00)
1420051000	Sewer Penalty	(1,000.00)	(1,000.00)	(1,000.00)
2420023000	Sewer Operations Contract	6,000.00	7,000.00	7,000.00
2420025000	Contracted Maintenance	2,600.00	3,500.00	3,675.00
2420027000	Insurance Premiums	870.00	930.00	1,001.00
2420051000	Sewer Services/Supplies	120.00	120.00	120.00
2420054000	Sewer Utilities	2,500.00	2,600.00	3,500.00
2420077000	Transfer to Reserves	36,671.86	34,845.00	36,587.25
2420080000	Sewer - Amortization Expense	22,337.43	22,338.00	22,338.00
2420083000	Debenture Interest	1,408.14	965.00	495.24
		<u>22,337.43</u>	<u>22,338.00</u>	<u>24,756.49</u>

Solid Waste

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1430040000	Garbage Collection Billing	(29,700.00)	(31,512.00)	(31,512.00)
1430051000	Garbage Collection Penalty	(500.00)	(500.00)	(500.00)
2430011000	Garbage Collection Wages	4,130.00	3,510.00	3,600.00
2430025000	Transfer Site Maintenance	5,665.00	7,000.00	7,000.00

2430035000	Transfer Site Labour	8,500.00	7,500.00	7,875.00
2430054000	Transfer Site Utilities	500.00	500.00	525.00
2430076000	Drum Solid Waste Requisition	7,970.68	7,880.00	7,646.29
2430077000	Transfer to Reserves	2,689.32	4,873.00	5,116.65
2430078000	SAEWA Requisition	93.00	95.00	99.75
2430077000	Loan Interest	652.00	654.00	654.00
		-	-	504.69

WFCSS

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

Cemetery

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

Planning & Development

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1610041000	Development Permits	(300.00)	(500.00)	(525.00)
1610084000	Provincial Grant	(20,000.00)	(23,000.00)	-
2610022000	Planning & Development Advertising	1,500.00	1,000.00	1,050.00
2610023000	Planning & Development Consulting	20,000.00	23,000.00	24,150.00
2610076000	Palliser Requisition	1,990.00	2,050.00	3,000.00
		3,190.00	2,550.00	27,675.00

Campground

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1720041000	Campground Revenue	(3,500.00)	(12,000.00)	(3,500.00)
1720056500	Fish & Game Club Payments	(500.00)	(500.00)	(500.00)
1720059000	Campground Donations			-
1720081000	Grants from Others			-
2720011000	Campground Wages	3,000.00	3,855.00	3,000.00
2720025000	Campground Maintenance	7,000.00	5,000.00	5,000.00
2720027000	Campground Insurance	320.00	245.00	364.00
2720051000	Campground Services & Supplies	1,050.00	1,200.00	1,000.00
2720054000	Campground Utilities	4,200.00	4,325.00	7,000.00
2720077000	Transfer to Campground Reserve	-	-	-
2720080000	Parks & Rec - Amortization Expense	43,768.15	43,768.00	43,768.00
		<u>55,338.15</u>	<u>45,893.00</u>	<u>56,132.00</u>

School Grounds

Account #	Description	2021 Budget	2022 Budget	2023 Budget
2730011000	School ground wages	1,500.00	700.00	1,000.00
2730025000	School ground maintenance	1,500.00	1,500.00	1,500.00
		<u>3,000.00</u>	<u>2,200.00</u>	<u>2,500.00</u>

Library

Account #	Description	2021 Budget	2022 Budget	2023 Budget
1740056500	Library Payments			
2740076000	Marigold Requisition	1,185.60	1,125.00	1,181.25
2740076500	Hussar Library Contribution	500.00	500.00	500.00
2740080000	Culture Amortization Expense	1,480.00	1,480.00	1,480.00
		<u>3,165.60</u>	<u>3,105.00</u>	<u>3,161.25</u>

Operating Budget

		<u>174,286.59</u>	<u>176,699.78</u>	<u>209,880.45</u>
Less: Amortization Expenses	(182,178.87)	(185,036.00)	(185,036.00)	
Add: Debenture Principal Payments	7,892.28	8,336.22	8,336.22	
Add: Transfer to Capital Reserves				
TOTAL OPERATING BUDGET		<u>0.00</u>	<u>-</u>	<u>33,180.67</u>

Approved this ___ day of _____, 2022

Les Schultz, Mayor

Liz Santerre, CAO



February 14, 2023



Re: Letter of Support – Relocation of Camrose Casino

Dear Nadja:

Rural Alberta, and their communities are comprised of community groups, clubs, charitable organizations and societies. The culmination of these organizations leads to the betterment of communities on a whole. These organizations work tirelessly on behalf of the community to provide enhancements through projects that would not be possible without their hard work and dedication. However, the key factor to success is funding. These groups are often accessing funding through casinos. As many other communities have stated, accessing funding through casinos is often multiple months away, which could leave these important projects, or enhancements without the ability to move forward.

Having an ability for Tofield to access a larger pool of casino opportunities would provide a higher element of success. Our proximity to a larger urban location, such as Edmonton, or even Saint Albert, is no further than the distance to Camrose. Although we have been thankful when our service groups have been successful in accessing Camrose Casino, it is an exceptionally long wait, and the return is minimal, at best.

Upon review, this appears to be another slight to Rural Alberta, which as of recent seems to be continually accumulating, and enhancing barriers to provide success for the communities each of us represent. We believe there should be an allowance for relocation for the Camrose Casino. The relocation would allow for the betterment of our entire region, as well as Rural Alberta.

Nadja Lacroix
Senior Manager
Inspections Gaming
Page 2

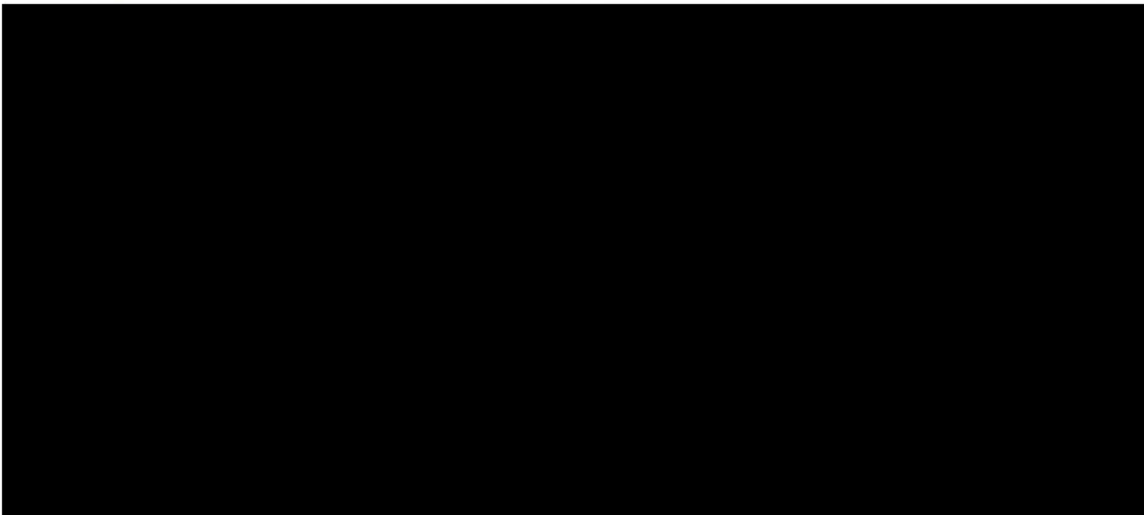
Further, the pooling of accessible casinos in larger urban settings would provide an enhanced level of success for Rural Alberta. The major urbans have additional resources and accessing abilities, as opposed to those of us in outlying areas. Collectively, the barriers need to be reduced to allow us all to flourish and provide betterment to our communities.

Respectfully,

Debora L. Dueck

Debora Dueck
Mayor
Town of Tofield

Cc.



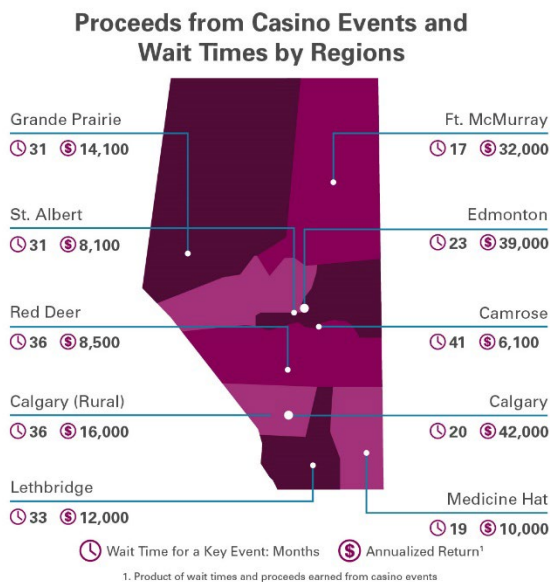


Alberta Rural Charities Set to Lose Out, Again

Edmonton – The Alberta Gaming, Liquor & Cannabis Commission (AGLC) has handed down a decision that will further shortchange rural charities. Already at a distinct disadvantage compared to their urban counterparts, rural charities are set to lose out once again thanks to the AGLC Board’s refusal to let the Camrose Resort Casino relocate to South Edmonton.

The disparity between urban and rural charitable event revenue is significant. It doesn’t matter if an event is held in a major urban centre or a rural community; the volunteers work the same number of hours. At the end of the night, however, a charitable event in the urban centre will bring in up to six times more revenue. What’s more, the average wait time for a gaming event is generally lower, too.

“AGLC’s unfair treatment of rural charities has been going on for decades, shortchanging rural communities hundreds of millions of dollars. Rural communities and their leaders should be alarmed by their mistreatment by AGLC and the failure by the AGLC Board to approve a relocation that would help to resolve this disparity,” said Jason Pechet, president of Capital City Casino, which owns the Camrose Resort Casino.



The proposed relocation would ensure revenues would continue to flow to rural charities. Given the pooling mechanism used by AGLC for the Camrose and St. Albert AGLC-defined regions, the proposed relocation would have benefitted hundreds of thousands of rural Albertans living in communities spanning from the B.C. border to the Saskatchewan border. According to AGLC’s own data, these two regions have the lowest revenues per gaming event (Camrose: \$6,100/event, St. Albert: \$8,100/event) and some of the highest event wait times (Camrose: 41 months, St. Albert: 31 months) in the entire province. By way of comparison, an event in Edmonton will generate \$39,000 in revenue and has a wait time of only 23 months.

“The AGLC Board’s decision is as frustrating as it is perplexing, especially given that AGLC management approved the relocation,” said Pechet. “One of the key recommendations that came out of AGLC’s extensive Charitable Gaming Model Review was to designate a casino in Edmonton to serve rural charities exclusively, just like Calgary has. We offered AGLC the perfect project – one that would create jobs, drive economic development, increase revenues for the province, and provide parity for rural charities. In a baffling move, the AGLC Board rejected our proposal citing concerns that its own management did not feel were issues.”

As the Camrose Resort Casino struggled to generate a sustainable amount of charitable revenues, AGLC made two decisions that effectively doomed the casino’s financial viability. In 2019, AGLC approved the relocation of the Century Mile Race Track Casino from Edmonton to just 60 km away from the Camrose Resort Casino. Then, in 2022, AGLC also green-lit the construction of a new Louis Bull First Nations Casino, which is just 55 km away. The local market isn’t large enough to support a single gaming facility, let alone three. What’s more, none of the revenue from the First Nations Casino or Race Track Casino will support rural charities in the Camrose and St. Albert regions.



The Camrose Resort Casino is asking Albertans upset with the unfair treatment of rural charities to let AGLC know they support the relocation of the Camrose Resort Casino.

275 Edmonton Charities wrote to AGLC to block the Camrose Casino relocation and deny rural charitable groups the opportunity to receive a fair and equal share of charitable gaming revenues.

Please send your message of support by calling or emailing AGLC at: [REDACTED]

Media Contact

Meredith McDonald



Background Facts and Figures

- In June 2021, Capital City Casino hired HLT Advisory Inc., a consulting firm specializing in the gaming sector (and one that AGLC regularly uses), to review its relocation proposal. HLT Advisory Inc. determined relocating the Camrose Resort Casino would generate \$28 million of new, incremental AGLC revenue.
- AGLC estimates that relocating the Camrose Casino to South Edmonton would result in \$8.8 million in new, incremental revenues for charitable groups.
- St Albert and Camrose gaming regions are the only AGLC gaming regions in the province that pool revenues together. The relocation will increase the amount of charitable revenues for both the Camrose and the St Albert regions, improving parity with large urban charitable revenues. The relocation would improve the financial disparity issue for the two rural gaming regions, not just one.
- If the relocation application is unsuccessful, the Camrose Resort Casino will need to close its doors, and 650 regional charities will lose desperately needed revenues.
- In the event that the Camrose Casino relocated to Edmonton, AGLC estimates the decline in Edmonton Urban Charity revenue as \$8,438 per Urban Charity event, which is far less than if the Camrose Casino closed and all 650 regional charities were reallocated to Edmonton casinos, which would result in a decline of approximately \$14,000 per annualized event. In short, Edmonton Urban Charities have more to lose by opposing this relocation.