



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, April 13, 2023 starting at 7:00 p.m.

1. CALL TO ORDER

2. ACCEPTANCE OF AGENDA

3. DELEGATION

- (a) 6:30 - Audited Financial Statements (Confidential as per s. 29(1) of the FOIP Act)
- (b) 7:00 - Corey Fisher – Discuss Budget, Utility and MILL rate

4. ADOPTION OF THE PREVIOUS MINUTES

- (a) March 9, 2023 Regular Council Meeting
- (b) March 29, 2023 Regular Council Meeting

5. POLICY & BYLAW REVIEW

- (a) Bylaw Review
 - 550-23 Utility Bylaw
 - 549-22 Urban Hen Bylaw
- (b) Policy Review
 - 4.1 Employee Code of Ethics
 - 4.2 Hiring Policy
 - 5.3 Rates & Fees - Changes
 - 5.5 Financial Reserves - Changes
 - 5.14 Community Groups Policy - Changes

6. BUSINESS

- (a) CIMA revised drawing and going to tender
- (b) Summerdaze agreement
- (c) Virtual offering of the land use planning course
- (d) Member Requests for Decisions at Spring Municipal Leaders Caucus
- (e) Retroactive RCMP costs – Newsletter from FCM
- (f) BGIS – Bell Lease Agreement – Rates
- (g) Letter from APWA – National Public Works Week

7. FINANCIAL

- (a) March 2023 Bank Reconciliation and Cheque Listing
- (b) Interim Operating Budget 2023
- (c) Q1 Report

8. COMMITTEE REPORTS

9. CAO, PW & JG Water Services

10. CORRESPONDENCE

- (a) JUPA letter from Minister Schulz
- (b) Borrowing Notice
- (c) Lights On Afterschool Alberta – show support
- (d) Letter from AHS – Dr. John Cowell
- (e) Town of Barrhead to Minister Savage

11. ADJOURNMENT

Next Meeting: Thursday, May 11, 2023 in Council Chambers and via. Conference call

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

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

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 4 in person + 2 person via conference call	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm	
<u>ACCEPTANCE OF AGENDA</u> 2023-03-09-465	MOVED by Councillor Frank that the agenda be accepted with the following addition in Business; (b) Invitation to Pow Wow	CARRIED
<u>APPROVAL OF MINUTES</u> 2023-03-09-466	<u>February 9, 2023 Regular Council Meeting</u> MOVED by Councillor Schindel that the minutes of February 9, 2023, be accepted with one change as discussed	CARRIED
2023-03-09-467	<u>February 28, 2023 Special Meeting</u> MOVED by Councillor Frank that the minutes of February 28, 2023 be accepted as presented	CARRIED
<u>DELEGATION</u>	<u>Summer Daze Committee</u> Discuss Summer Daze Details <u>Gazebo Project Grant</u> Discuss Gazebo Project details <u>Dog Park</u> Discuss Dog Park details	
<u>BYLAW REVIEW</u> 2023-03-09-468	<u>Bylaw Review</u> <ul style="list-style-type: none">539-21 Utility Bylaw & Policy 5.3 Rates and Fees MOVED by Councillor Schultz to direct Administration to update the Bylaw 539-21 Utility Bylaw & Policy 5.3 Rates and Fees to reflect the changes in the penalties in regards to the yearly accounts as discussed and bring back to the next meeting	CARRIED

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Bylaw Review continued

The following Bylaw was reviewed without change:

- 542-22 Tax Penalties

2023-03-09-469 MOVED by Councillor Schindel to do the third and final reading on Bylaw 549-22 for the Keeping of Chickens and Quail in Urban Areas, Hussar, Alberta

CARRIED

POLICY REVIEW

Policy Review

The following Policies were reviewed without changes:

- 2.1 Campground Policy Rental and Reservations
- 2.4 Weed Spraying on Municipal Property
- 3.6 Public Participation
- 5.6 Tangible Capital Assets
- 5.8 Donation Policy
- 5.9 Credit Card Use

2023-03-09-470 MOVED by Councillor Schindel to bring back Policy 5.3 Rates and Fees with Commissioner of Oaths one signature and Commissioner of Oaths Multiple Signatures removed from the Rates and Fees and any changes as discussed regarding the annual Utility Rates penalties

CARRIED

2023-03-09-471 MOVED by Councillor Schindel to have Liz make changes to Policy 5.5 Financial Trust and Reserves to correct the last name for Mrs Barb Feradi

CARRIED

2023-03-09-472 MOVED by Councillor Schindel to have Policy 5.14 Community Groups Policy to have the changes to 3 a. made, participation changed to participate and 6 g. the sentence to read if the project is on Village Property the Village will ensure arrangements for the filing of permits and setting up locates. Invoices will be sent to the Community Groups for the incurred costs as agreed upon

CARRIED

Councillor Schultz calls Recess for 7 to 10 minutes

Back from Recess @ 8:51pm

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BUSINESS
2023-03-09-473

FCM Annual Conference and Trade Show 2023
MOVED by Councillor Frank to accept as information

CARRIED

Invitation to Pow Wow

FINANCIAL
REPORTS
2023-03-09-474

Financial Reports
February 2023 Bank Reconciliation and cheque listing
MOVED by Councillor Frank to accept the February 2023 Bank Reconciliation and Cheque Listing as presented

CARRIED

Operating Budget 2023
Discuss Budget changes

COMMITTEE
REPORTS

Coralee Schindel
On February 22, 2023 WFCSS Board met by Zoom. We finalized our budget for 2023 and approved it. For future Grant Applications we want to make sure that a clear deadline will be added to the forms to inform applicants and hopefully reduce the amount of missed deadlines we've been having. Good Food Box is still a hit, 58 Boxes in February and 44 ordered for March 3rd, so it's doing well. Senior Power Planning continues. Collective Cooking first lesson will be held April 15th in Standard and second one will be May 27th in Standard also. Wheatland County Food Bank, all Villages are on board with having hampers delivered to rural locations. The plan is to have a 4 week rotation between different community locations. CUITP a new season of tax filing begins March 1st. We're looking into offering Compass for the caregiver again if they can train an employee partner with Joanne from AHS. Seniors week, going to offer transportation cost assistance for rural residents to the Strathmore events Oct 13th. Marty has resigned, and the board thanked her for her service and wish her well.

Tim Frank
Drumheller and District Solid Waste Association met February 16th. Discussion items, Auditors Agreement, Conference and Training Policy Wiessel Service Contract Extension as per the agreement and contract. Transfer Station discussion in regard to GFL contracted Services. Strategic Planning and the need to look forward into the future. So a broad meeting.

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Fire Association, AGM and Board meeting February the 27th. No public attendance at the AGM. Audited Financial Statements approved. Auditors are reappointed for another year. And then we moved to the General Meeting, we had a discussion on the Bush Buggy. We had a budget discussion. Chief's Report, currently 15 members on Fire Department with 5 members on leave of absence. Call volumes in 2022; we had 55 calls in 2022. 9 medical effort calls, 11 fire calls, of those 8 were grass fires, 2 were structure fires, 1 vehicle. 12 MVC's, Motor Vehicle Crashes, 7 stand downs, 5 no responses and 1 traffic control in regards to a gas leak. The AED's in town are all up to date with current pads and batteries. All inspection and maintenance on our vehicles was completed. Plans and goals for this year 2023. CPR First Aid Course is Spring. Fit Test and Hearing Test in March. Department would like a Village Map that indicates the residents addresses to facilitate quicker response times.

SAEWA announced they have chosen an Energy from Waste partner, this company being Hitachi Zosen Innova and will be establishing a formal partnership agreement shortly.

Cemetery Board. I will be calling for a Cemetery Board meeting soon.

Wheatland Regional Corporation, Budget meeting held February the 15th, and next WRC Board meeting will be held March the 15th.

Library Board met February 27th, discuss and ratified final year end library report that would be sent to the province. Note from Marigold, motions made by Village to ratify board members are too general, end of terms dates need to be added and included. So just little bit more specificity.

Les Schultz

My WADEMSA meeting has not been rescheduled since it was postponed the last time.

Wheatland Housing Management Body. Report from March 7th. Everything is running smoothly at the Lodge. Everyone gave us congratulations because we (Village of Hussar) have a vote now, which came from the Minister of Municipal Affairs. Planning and preparation for the new lodge/hospice is moving along fairly well. A committee was set up of 6 people to go through the proposals for a Project Manager on the new build. A couple of Board Members volunteered along with the CAO from the lodge and the consultant on this project, Derick Wyse,

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and 2 members at large, one from Strathmore and one from Wheatland. They were known people that are good with dealing with that type of acquisition of a Project Manager so they stepped up to help. Tuesday March 7th at a special meeting of the Board, we were presented with the findings of the RFP and the recommendation from the committee on who to hire as a Project Manager. There were 9 applicants which was narrowed down to 4. All 4 were interviewed by the committee and it was recommended to hire M3 Development Management as the Project Manager, and we voted on it and it passed. They're going to hire those guys, they probably did it the next day.

Community Futures. Everything is going quite well at Community Futures. There's a lot of people coming in and inquiring more about what they do, or the services that they can provide. They've even had people who are bankable come in who would rather deal with Community Futures. The loans that are out right now total \$757,000, 18 loans out. By area there's loans in Bassano, Beiseker, Chestermere, Linden, Standard, Strathmore, Three Hills, Wheatland County, Rockyview County, none in Hussar right now, there used to be one but there isn't anymore. At the time of the meeting there were 3 NSF clients noted but 2 of those are back in good standing, making their payments and there's a third one that's still behind in payments but that pretty good out of all the loans that are out there, they're high risk loans. The new loans since the last report, new loans are at \$137,000 since last month. There has been \$25,000 in youth loans handed out. A youth loan age range is 18 to 34 years old, which is the criteria. The Digital Economy Program has been quite successful in the area and they've received an extension to the program and more funding for another 18 months for the program. It didn't go over well in Hussar and nobody signed on with them but other areas have had a lot of success with it. Community Futures will be reaching out to the municipalities to help with everyone's Village Profile, promoting the Village to attract people to move here or start a business here. This was discussed in a round table discussion at the end of the meeting and a lot of the towns and villages are having those challenges were attracting people or attracting business. Everybody wants development and a lot of places were saying, like even Trochu and others are actually giving away lots if people will develop there. It's village owned property and they've tried to sell it or bring a developer in and they won't come unless they give it. They're giving it away just to bring people in. Down the road after the incentives are all done they'll get their tax money right. Everybody wants development and some way to attract people. Wheatland representatives showed excitement about all the development that's

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been going on in their area in the county, and they want to help the Villages reap some of the rewards from that and promote them. Community Futures want to help set up an open house to invite developers, and then each village can have their own table and highlight why they should come and develop in your community and the advantages of coming to develop in your village. There's no timeline that was discussed but Wendy's going to work on it, to really put out there what you have to offer to bring people in. Maybe with all the development in Wheatland, we'll get some trickle down. Amber, the Reeve from Wheatland was saying that they want to help out any way they can, they want to promote, others, like if someone needs housing, Wheatland wants to help all the villages in some way if they can to benefit from their developments. We also discussed the format for the AGM and if we all liked having the monthly meeting followed by the AGM similar to last year we went to Trochu and we went early for the regular meeting and then after that we had the Annual General Meeting with the meal. We thought it worked well so we'll probably do that again. Our next meeting is April 6th.

CAO REPORT

2023-03-09-475

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

CARRIED

CORRESPONDENCE

2023-03-09-476

MOVED by Councillor Schultz to accept the following correspondence as information as presented

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

CARRIED

2023-03-09-477

MOVED by Councillor Schultz to bring the meeting into closed session to discuss Municipal Sustainability Initiative MOA (as per s. 17(1) of the FOIP Act)

CARRIED

2023-03-09-478

MOVED by Councillor Schultz to bring the meeting out of closed session

CARRIED

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2023-03-09-479 MOVED by Councillor Schultz to accept their in-camera discussion on
Municipal Sustainability Initiative MOA as information at this time

CARRIED

ADJOURNMENT The meeting was adjourned at 10:46 pm

These minutes approved this _____ day of _____, _____.

Les Schultz
Mayor

Elizabeth Santerre
Chief Administrative Officer

DRAFT

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	April 11, 2023
Title:	Bylaw Review
Agenda Item Number:	5a.

BACKGROUND

The following bylaws are attached for review:

- 539-21 Utility Bylaw updated to 550-23 - Changes
- 549-22 Urban Hen Bylaw - Changes

As per Policy & Bylaw review policy – Bylaws that are reviewed by Council with no amendments do not require a resolution but a note shall appear in the Minutes listing all bylaws that were reviewed at that meeting

RECOMMENDATION:

1. Motion to make the changes as discussed to the _____.

**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 B), 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 The applicant must reside on the property on which the Urban Hens and Quail will be kept;
- 5.3 A Hen & Quail License does not take effect until:
- a) The Licensing Authority is satisfied all provisions in Section 5.1 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.
- 5.4 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.
- 5.5 Hen & Quail License fees shall not be reduced or prorated no matter the month of purchase or total number of urban hens and quails.
- 5.6 A Hen & Quail License is not transferable from one person to another or from one property to another.
- 5.7 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.
- 5.8 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,
 - b) Impose conditions on a Hen & Quail License, if the appellant is the person who applied for the Hen & Quail License
 - 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 alleging the likelihood of a material adverse health effect, the Chief Administrative Officer must also make reasonable efforts to appoint the appeal committee 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 daytime hours;
 - j) Remove leftover feed, trash and manure in a timely manner, or disclose plan of bedding method;
 - k) Store 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 9 day of March, 2023

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/	

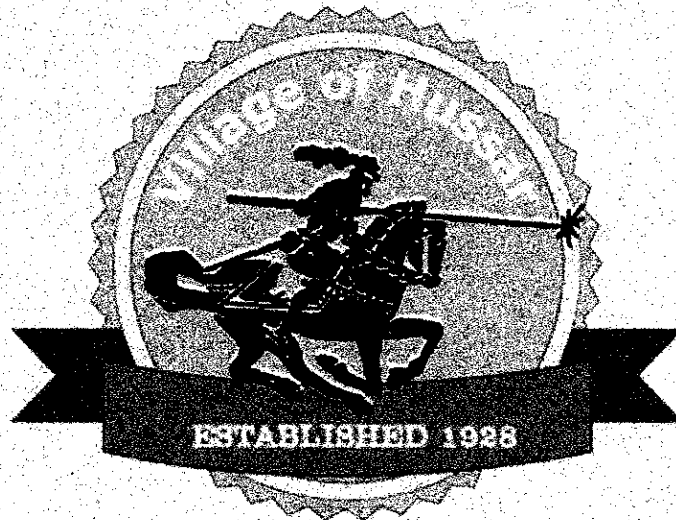
Other Resources:

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

VILLAGE OF HUSSAR

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

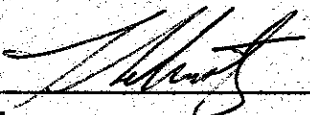
- 13.1 This Bylaw shall come into effect upon third and final reading
- 13.2 This Bylaw shall rescind Bylaws 499-15, 513-17 and 526-20.

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

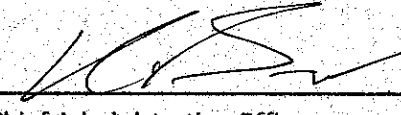
READ second time this 21 day of December, 2021.

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

VILLAGE OF HUSSAR

BYLAW 550-23

UTILITY BYLAW



BYLAW 550-23
VILLAGE OF HUSSAR
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**BYLAW #550-23
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 To Any yearly Account which remains unpaid at the end of the due date for which the Account was rendered shall be moved to monthly billing and added by way of penalty an amount specified by the Village in Schedule A, Rates and that similar accumulated penalty shall be added for each month the account remains unpaid.

11.2.3 Should any Account, or portion thereof, remain unpaid sixty (60) days past the due date of the billing, the Service may be discontinued. Any unpaid utility charges may be added to the tax roll for that property as per the MGA and Village of Hussar policy. Any yearly mortgagee accounts may be added to the tax roll for that property prior to issuing tax assessment notices as per the MGA and Village of Hussar policy.

11.2.4 In the case of default of payment of the Account, the Village may enforce payment by action in a court of competent jurisdiction or by distress upon seizure of goods and chattels of the Owner or by making the Water and Wastewater charges in default a charge or lien against the properties served by these utilities, as per the MGA.

11.2.5 Any person(s) guilty of a breach of the provisions of this Bylaw shall upon summary conviction be liable to a fine of not less than \$50.00 but not more than \$2,500.00 for each offence, or upon failure to pay assessed fines, not more than 60 days imprisonment.

12 SECTION 12 – SEVERABILITY PROVISION

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

13. SECTION 13 – EFFECTIVE DATE

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

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

READ a first time this _____ day of _____, _____.

READ second time this _____ day of _____, _____.

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

Signed this _____ day of _____, _____.

Mayor

Chief Administrative Officer

**BYLAW 550-23
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 550-23
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	-
-	-	-	-	-.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

Village of Hussar

Request for Decision (RFD)

Meeting: Regular Meeting
Meeting Date: April 11, 2023
Title: Policy Review

Agenda Item Number: 5b.

BACKGROUND

The following policies are attached for review:

- 4.1 Employee Code of Ethics
- 4.2 Hiring Policy
- 5.3 Rates & Fees - Changes
- 5.5 Financial Reserves - Changes
- 5.14 Community Groups Policy - Changes

As per Policy & Bylaw review policy – Bylaws and policies that are reviewed by Council with no amendments do not require a resolution, but a note shall appear in the Minutes listing all policies that were reviewed at that meeting

RECOMMENDATION:

1. Motion to make the necessary changes as discussed and bring the policy back at the next council meeting for approval.

EMPLOYEE CODE OF ETHICS

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: April

Related Bylaw: N/A

Amendments:

Purpose

The purpose of an employee code of ethics is to help employees maintain standards of behaviour related to their employment so that the employee neither uses nor appears to use his or her position to gain a personal benefit which is not available to other persons.

It is essential that employees of the Village of Hussar observe the highest ethical standards when dealing with municipal business. This code of ethics establishes performance guidelines to assure compliance with this basic principle.

It is the responsibility of all employees to become familiar with the provisions of the Code of Ethics. Any violation of the Code will be cause of prompt and appropriate disciplinary action.

Guidelines

OUTSIDE EMPLOYMENT

1. Employees of the Village may only hold employment with another organization if:
 - a. The other employment does not interfere with the duties of the person as a municipal employee;
 - b. The employment activities must not overlap;
2. Employees should avoid outside employment which could be seen to influence or affect the way municipal duties are carried out, or for which there may appear to be an advantage from being employed by the Village.
3. Employees should avoid outside employment which is the same as or similar to their municipal duties.

OTHER BUSINESS INTERESTS

4. Employees who have a monetary interest in a business that may do business with the municipality must disclose this interest to Council.
 - a. Council must approve any proposed contract with any business that has been disclosed to them.

DEALING WITH RELATIVES

5. Employees may not be involved in business decisions affecting immediate relatives.
 - a. The CAO may approve any business decisions affecting immediate relatives of other employees,
 - b. The Council must approve any business decisions affecting immediate relatives of the CAO.

MISUSE OF INFORMATION

6. All employees will be required to subscribe an oath of confidentiality. Employees will be expected to maintain the conditions of the oath, and disclosure of personal or confidential information will be considered a breach of confidentiality, and is a reason for dismissal.

CRIMINAL OFFENCES

7. Employees must obey and observe all laws of the federal, provincial and local government.
8. Breaking any law may contravene a condition of employment, and an employee may face disciplinary action as per the Disciplinary Policy as a result of this.
 - a. The Village may consult with a lawyer prior to making a disciplinary decision under this section.

PUBLIC STATEMENTS

9. Employees must not disclose confidential information at any time.
10. Official public statements regarding Village business will be made through the Council, or through the CAO upon direction of Council.
11. Employees shall ensure that their conduct, whether in a personal or official capacity, does not bring the Village into disrepute, or damage public confidence.

ACCEPTANCE OF GIFTS

12. An employee shall not accept payment from some other person for doing anything that he or she is paid to do as an employee.
13. Employees may not engage in business dealings that result in unusual gains for any of the involved parties.
14. Employees should not accept a gift, favour or service related to his or her duties except the normal hospitality associated with doing business, protocol, or exchange of gifts and mementos at public ceremonies.
15. Employees may not accept gifts, favour or service from any company that does not have current business dealings with the Village, or that are currently in the process of negotiating these business dealings.

- a. Employees must be careful to avoid any appearance that their goodwill is being or has been purchased through gifts.
16. Employees shall not use their position to obtain special advantages from dealing with a business to purchase items at a municipal discount for personal use.

POLITICAL ACTIVITY

17. Employees cannot be a candidate for, or serve as a member of Council of the Village of Hussar, unless the employee is granted a leave of absence without pay pursuant to the Local Authorities Election Act.
 - a. Employees may serve on the council of other municipalities, school boards, at the provincial or federal levels or otherwise become involved in political activities in other jurisdictions as long as this activity does not conflict with their ability to perform their employment duties.
18. Employees must be and appear to be politically neutral in their official employment duties in order to sustain public trust in local government.

PENALTIES AND APPEALS

19. Any contravention of this policy may result in disciplinary action against the employee as per the Disciplinary Policy.

HIRING POLICY

Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: April

Related Bylaw: N/A

Amendments: 2021-04-08-409

Purpose

The purpose of this policy is to ensure a consistent method of hiring competent, reliable and efficient staff for the Village's operations.

Guidelines

HIRING OF CAO

1. The Chief Administrative Officer shall be hired by Council.

ALL EMPLOYEES

2. When filling any position, the most qualified applicant will be awarded the position based upon knowledge, skills, education and organizational fit as determined by the individual(s) conducting the hiring.
3. An employee shall not be employed in a position that is directly and/or indirectly supervised by a family member or relative, unless approved by Council prior to the hiring
4. All open positions shall be advertised for at least two consecutive weeks. Posted at the Post Office and on the Village website or on any other media site as deemed necessary in order to secure the best candidates.
 - a. This process will be administered by the CAO, or in the case of the hiring of the CAO, Village Council.
5. After the position deadline has closed the candidates will be shortlisted and this list will be contacted for interviews.
6. The interview panel will include the CAO and may include the Public Works Foreman and one or more representatives from Council depending on the position being filled.

UNSOLICITED RESUMES/APPLICATIONS

7. At times, the Village may receive resumes or applications that are not in response to a position advertised.
8. These resumes or applications will be forwarded to the CAO for review when positions become available.
9. These resumes or applications will be retained for a period of one year, after which they will be destroyed.

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

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 Feradi .

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

Mayors Memorial Trust

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

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

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

Operating Reserve

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

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

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

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

Walking Trail Trust

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

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

Emergency Management Reserve

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

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

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

2028 Centennial Reserve

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

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

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

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.
 - g) If the project is on Village property, the Village will ensure arrangements for the filing of permits and setting up locates. Invoices would be sent to community groups for the incurred cost, as agreed upon.

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

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 13, 2023
Title:	CIMA to Tender
Agenda Item Number:	6a.

BACKGROUND/DISCUSSION:

Approval to send CIMA to Tender. We are just awaiting the login and password for Alberta Purchasing Connection. I am calling multiple times a day to follow-up on this.

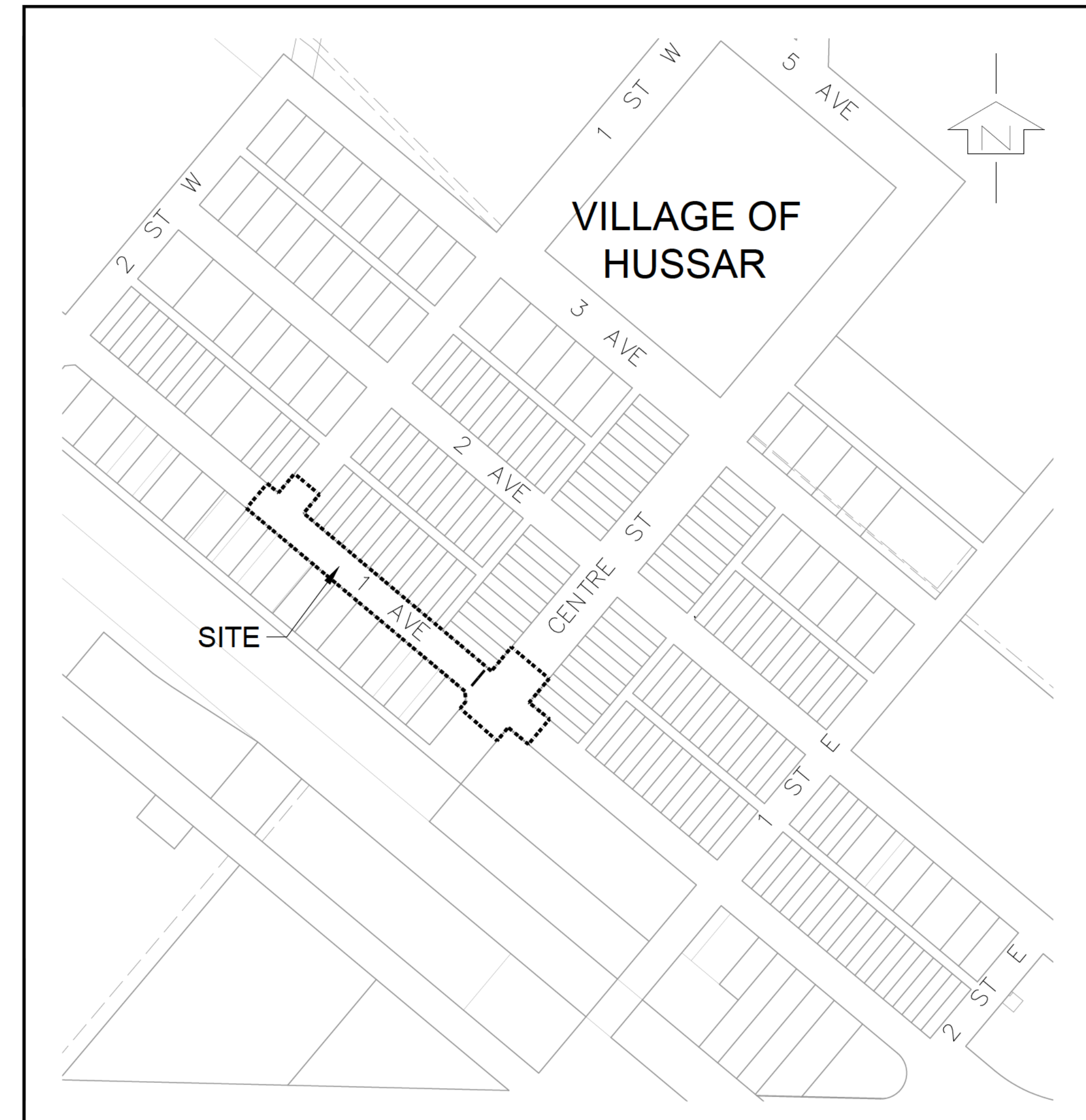
RECOMMENDATION:

1. Motion for Councillor(s) _____ to approve CIMA to go to tender for the 1st Ave construction project

2023 CAPITAL WORKS IN THE VILLAGE OF HUSSAR ISSUE FOR APPROVAL

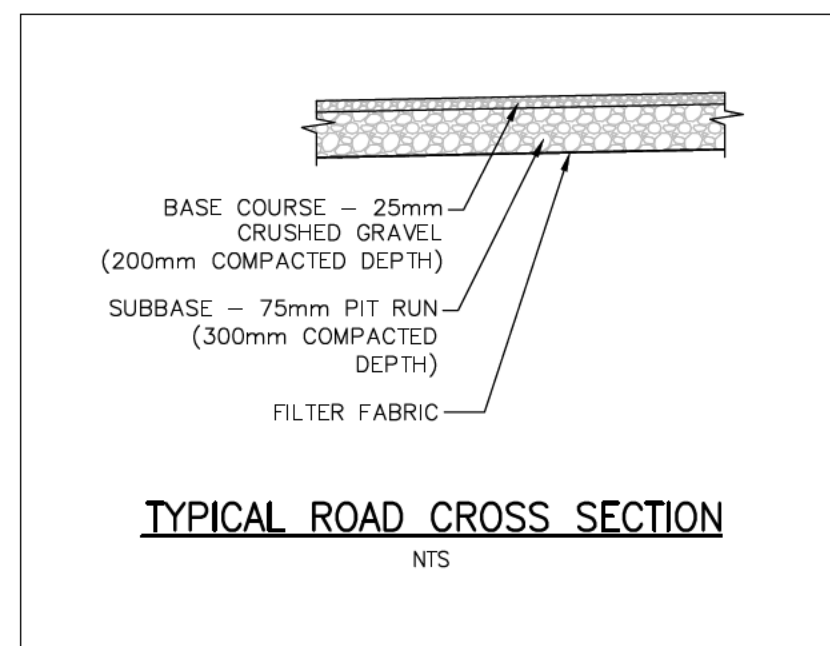
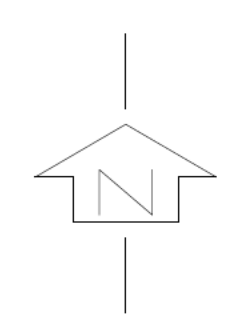
LIST OF DRAWINGS:

- A-1 CURBS & SIDEWALKS
- B-1 WASTEWATER LAYOUT
- D-1 WATER LAYOUT
- 301 BLOCK PROFILE



LOCATION PLAN
N.T.S.





LEGEND

- CONSTRUCTION BOUNDARY
- EXIST'NG CURB AND GUTTER
- PROPOSED ROLLED CURB AND GUTTER
- EXIST'NG EDGE OF GRAVEL
- PROPOSED EDGE OF PAVEMENT
- EXIST'NG SIDEWALK
- PROPOSED SIDEWALK
- EXIST'NG BOLLARD
- EXIST'NG WHEEL CHAIR RAMP
- PROPOSED WHEEL CHAIR RAMP
- EXIST'NG HYDRANT
- PROPOSED HYDRANT
- EXISTING POWER POLE
- OVERLAND FLOW DIRECTION

- NOTES:**
1. ALL CONCRETE FOR SIDEWALKS, CURBS AND GUTTERS, AND SWALES TO BE CITY OF CALGARY STANDARD.
 2. EXIST'NG CROWN 'N ROAD TO BE RE-ESTABLISHED TO CITY OF CALGARY STANDARDS UNLESS OTHERWISE NOTED.

B			
A	2023-FEB-3	ISSUE FOR APPROVAL	PIW
No.	Date	Issue Description	By

STAMPS:

ENGINEER:

 T 403 775-0100, F 403 775-0102
 300, 6815 - 8 Street NE
 Calgary, AB T2E 7H7 CANADA


DRAWING DISCLAIMER: This drawing does not show all existing structures and underground utilities. The evidence, location and elevation of structures and underground utilities shown are approximate and are not guaranteed. It is the Contractor's responsibility to locate and protect all works including pipe ties and to make satisfactory arrangements for the work with Owners or Authorities.



PROJECT NAME:
VILLAGE OF HUSSAR
2023 CAPITAL WORKS
 HUSSAR, ALBERTA

SHEET TITLE:
CURBS & SIDEWALKS

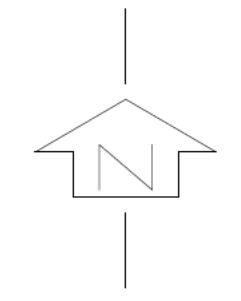
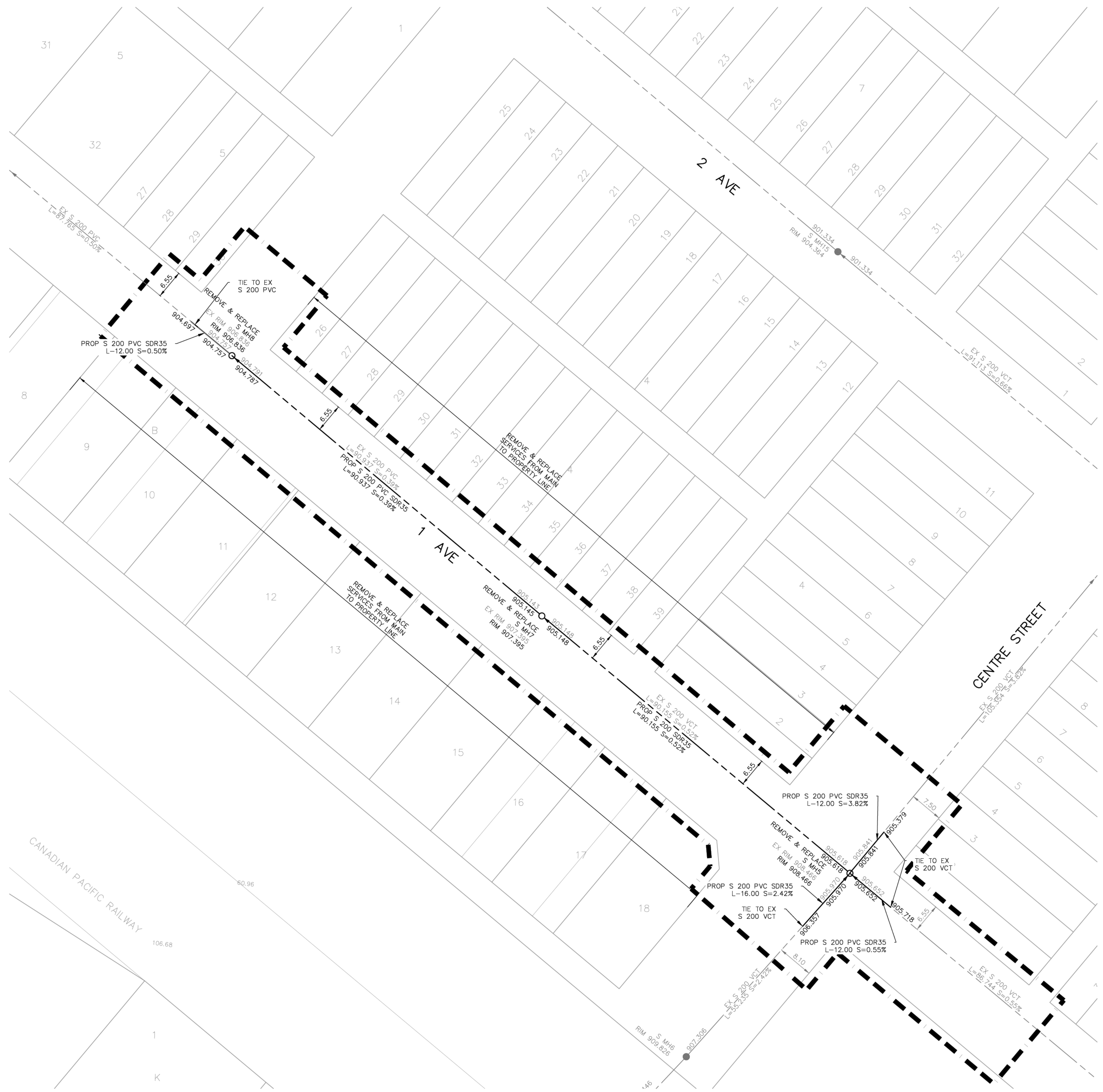
SCALE:
 1:500



DESIGNED: MILC	DESIGNED: PIW
APPROVED: ALB	APPROVED: -
PROJECT No: CD4-00437	DRAWING No: A1
REVISION No: 0	

T:\040 - Hussar\CD4-00437 - Hussar 2023 Capital Works\CD4-00437 - Curbs & Sidewalks.dwg, 2/1/2024, 10:00 AM, 100%
 P:\040 - Hussar\CD4-00437 - Hussar 2023 Capital Works\CD4-00437 - Curbs & Sidewalks.dwg, 2/1/2024, 10:00 AM, 100%
 P:\040 - Hussar\CD4-00437 - Hussar 2023 Capital Works\CD4-00437 - Curbs & Sidewalks.dwg, 2/1/2024, 10:00 AM, 100%

T:\040 - HUSSAR\CD40437 - HUSSAR 2023 CAPITAL WORKS\CD40437 SANITARY SEWER\CD40437 SANITARY SEWER.dwg, PLOT Date: 14 March 2023 8:15:12 AM, PLOTTED By: HUSAR, C:\Users\HUSAR\AppData\Local\Temp\CD40437 SANITARY SEWER.dwg



LEGEND	
	CONSTRUCTION BOUNDARY
	PROPOSED WASTEWATER SEWER
	EXISTING WASTEWATER SEWER
	PROPOSED MANHOLE
	EXISTING MANHOLE
	PROPOSED NVERT ELEVATION
	EXISTING NVERT ELEVATION

- NOTES:**
- ALL SANITARY MANHOLES ARE TYPE SA S.R.C. UNLESS OTHERWISE NOTED.
 - ALL RESIDENTIAL SANITARY SERVICE PIPES SHALL BE 100mm PVC SDR 28.
 - ALL SANITARY PIPES SHALL BE PVC SDR 35 AND CONFORMS TO CSA B182.2-M SPECIFICATIONS UNLESS OTHERWISE NOTED.
 - ALL BEDDING FOR SANITARY PIPE SHALL BE CLASS B BEDDING, TYPE 2 INSTALLATION. THE SAME MATERIAL TO 300mm ABOVE THE TOP OF THE PIPE TO MEET COMPACTION REQUIREMENTS.
 - BEDDING MATERIAL FOR 375mm AND SMALLER DIAMETER PIPE SHALL BE 20mm MAX MUM AND PIPE LARGER THAN 375mm SHALL BE 40mm MAX MUM.
 - ALL PRE-BENCHED UNUSED CHANNELS (TROUGH) INSIDE MANHOLES ARE FILLED WITH CONCRETE.
 - SEWER LENGTHS ARE CL TO CL OF MANHOLES AND/OR STUBS.
 - CONCRETE FOR SANITARY SEWER AND APPURTENANT STRUCTURES TO BE MAINTAINED WITH SULFATE RESISTANT CEMENT.
 - CONNECTION OF FOUNDATION WEEPING TILE TO THE SANITARY SEWERS IS NOT PERMITTED.
 - SANITARY SERVICE CONNECTIONS TO USE INSERT-A-TEE OR APPROVED EQUAL TO TIE INTO MAIN.

No.	Date	Issue Description	By
B			
A	2023-FEB-3	ISSUE FOR APPROVAL	PIW

STAMP:

ENGINEER:

CIM+

T 403 775-0100, F 403 775-0102
 300, 6815 - 8 Street NE
 Calgary, AB T2E 7H7 CANADA

DRAWING DISCLAIMER:
 This drawing does not show all existing structures and underground utilities. The existence, location and elevation of structures and underground utilities shown are approximate and are not guaranteed. It is the Contractor's responsibility to locate and protect all works including pipe lines and to make satisfactory arrangements for the work with Owners or Authorities.



PROJECT NAME:

**VILLAGE OF HUSSAR
 2023 CAPITAL WORKS**
 HUSSAR, ALBERTA

SHEET TITLE:

SANITARY SEWER

SCALE: 1:1000

DESIGNED: MILC	DESIGNED: PIW
APPROVED: ALB	APPROVED: -
PROJECT No: CD4-00437	DRAWING No: -
REVISION No: 0	B1

T:\050 - Hussar\CD4-00437 - Hussar 2023 Capital Works\CD4-00437-Water\DWG - PLW.dwg
 PLOT Date: 14 March 2023 8:14:52 AM Plotted By: Marlene Comrie, Original Scale: ARCH (LAYOUT) D (36.00 X 24.00 INCHES)

LEGEND

- CONSTRUCTION BOUNDARY
- EXISTING HYDRANT
- PROPOSED HYDRANT
- PROPOSED WATERMAIN
- EXISTING WATERMAIN
- EX.W. 200
- EX.W. 150
- PROPOSED GATE VALVE
- EXISTING GATE VALVE
- PROPOSED REDUCER

NOTES:

1. MINIMUM COVER ON WATER MAIN IS 2.7m TO CROWN
2. MAINTAIN 250mm HORIZONTAL SEPARATION BETWEEN WATER MAIN AND SEWER LINES
3. ALL WATER MAIN PIPE SHALL BE BEDDED IN CLASS II BEDDING UNLESS OTHERWISE NOTED. BEDDING SHALL BE ON 100mm OF THE SPECIFIED MATERIAL AND BACKFILL WITH THE SAME MATERIAL TO 300mm ABOVE THE TOP OF THE PIPE
4. BEDDING MATERIAL FOR 375mm AND SMALLER DIAMETER PIPE SHALL BE 20mm MAXIMUM AND PIPE LARGER THAN 375mm SHALL BE 40mm MAXIMUM
5. ALL WATER MAINS AND APPURTENANCES TO BE PROPERLY TESTED PRIOR TO UTILIZATION
6. ALL WATER VALVES OPEN COUNTER-CLOCKWISE ALL METALLIC FITTINGS, HYDRANTS AND VALVES SHALL HAVE CATHODIC PROTECTION (ANODES) IN ACCORDANCE WITH CITY OF CALGARY STANDARDS
7. WATER MAINS SHALL BE DISINFECTED ACCORDING TO AWWA STANDARDS
8. ALL CHLORINATED WATER USED FOR DISINFECTION SHALL BE DECHLORINATED AND DRAINED DIRECTLY INTO THE SANITARY SEWER AT A RATE OF FLOW APPROVED BY THE ENGINEER
9. ALL HYDRANTS ARE MAINTAINED TO THE CITY OF CALGARY STANDARDS
10. ALL WATER MAINS TO BE PVC DR18 UNLESS OTHERWISE NOTED.

B			
A	2023-FEB-3	ISSUE FOR APPROVAL	PIW
No.	Date	Issue Description	By

STAMPS:

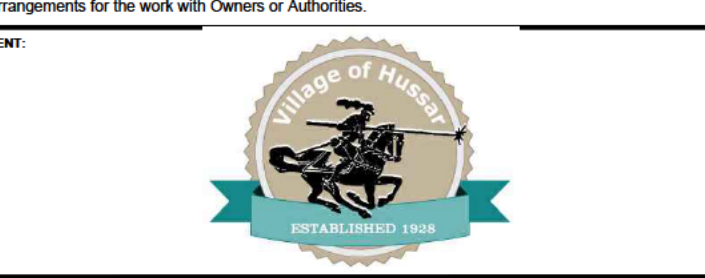
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ENGINEER:

CIWA+

T 403 775-0100, F 403 775-0102
 300, 6815 - 8 Street NE
 Calgary, AB T2E 7H7 CANADA

DRAWING DISCLAIMER:
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PROJECT NAME:

VILLAGE OF HUSSAR
2023 CAPITAL WORKS

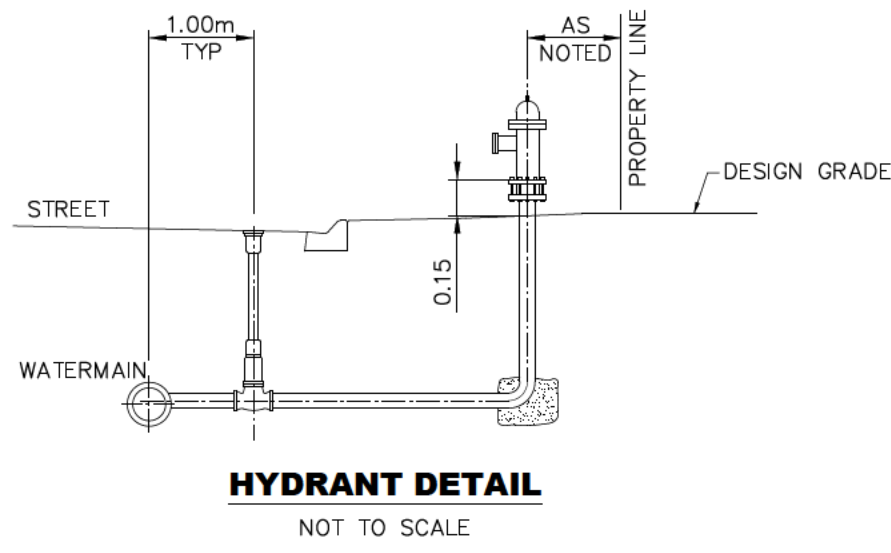
HUSSAR, ALBERTA

SHEET TITLE:

WATER LINE

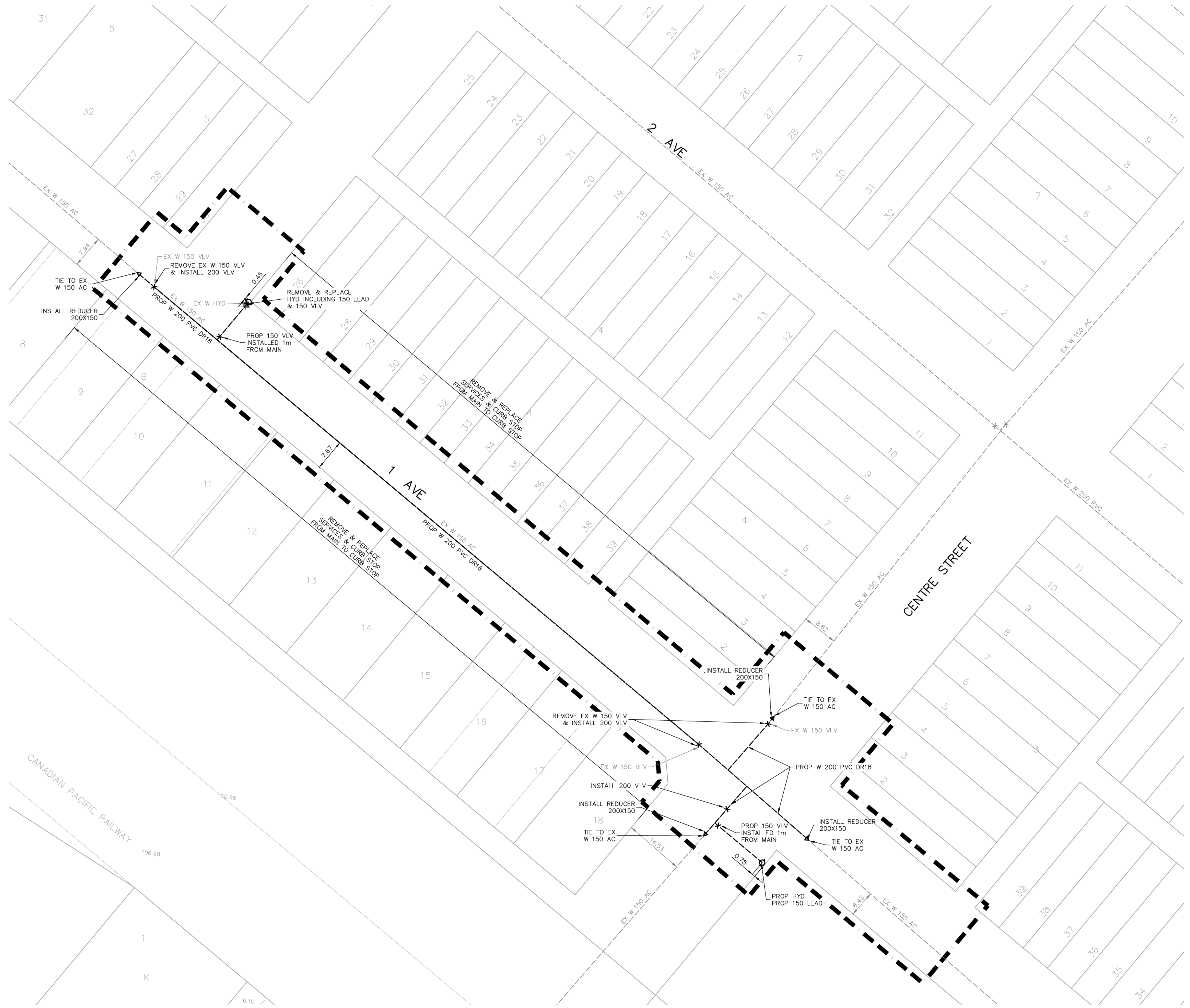
SCALE: 1:1000

DRAFTED: M.L.C.	DESIGNED: PIW
APPROVED: ALB	APPROVED: -
PROJECT No: CD4-00437	DRAWING No.: <div style="text-align: center; font-weight: bold; font-size: 18px;">D1</div>
REVISION No.: 0	



HYDRANT CHART

No.	FLANGE EL.	NV.	DEPTH
#1	906.63	903.92	2.71



Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 13, 2023
Title:	Summerdaze contract review
Agenda Item Number:	6b.

BACKGROUND/DISCUSSION:

Council needs to approved the discussed rate of \$600 for the weekend rental to the Summerdaze committee. I have attached a draft for this year as well as the contract from last year.

RECOMMENDATION:

1. Motion for Councillor(s) _____ to approve the rate of \$_____ for the weekend rental of the entire campgrounds the weekend of June 15, 2023 to June 18, 2023

Summer Daze Committee agreement 2023

Council and the Summer Daze Committee discussed the below terms at the Regular Council Meeting on April 13, 2022. Council has agreed to allow use of the entire ball diamonds / sports grounds and the field for Thursday June 15th to Sunday June 18th, 2023.

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

Liz Santerre, CA
Village of Hussar

Summer Daze Committee Rep

Summer Daze Committee agreement 2022

Council and the Summer Daze Committee discussed the below terms at the Regular Council Meeting on April 14, 2022. Council has agreed to allow use of the entire ball diamonds / sports grounds and the field for Thursday June 16th to Sunday June 19th, 2022.

1. \$250.00 Damage Deposit will be paid by the Summer Daze Committee prior to the event. A walk around will be completed before and after the event, photos will be taken. The Damage Deposit will be reimbursed after a walk around with Summer Daze Committee, the Village CAO and Public Works.
2. Public Works will use the ride on mower to cut the ball diamond area. The tractor will be used to cut the field that surrounds the baseball diamonds on the week prior to the event. (Completed by June 11th)
3. The cost of having the toilets sucked out prior to the event will be paid by the Village. The Summer Daze Committee will be responsible to suck out the toilets after the event at their own cost.
4. Washrooms – The Village will ensure the washrooms are cleaned out and the scent additive is used prior to the event.
5. Toilet paper and garbage bags will be the responsibility of the Summer Daze Committee.
6. Weed Spraying will be completed by a Certified Sprayer and paid for by the Village. Mosquito spraying in the camping area for the event will be completed by a Certified Sprayer and will be paid by the Village (upon approval of a quote provide to the committee) and reimbursed by the Summer Daze Committee.
7. Summer Daze Committee will pay \$110 for electrical usage at the grounds for the event weekend. This includes the camp shelter electrical for bouncy castles on Saturday.
8. Gopher control at the baseball diamonds will be provided by the Village. Any further gopher control will be completed by the Summer Daze Committee.
9. No glass – We have a no glass policy
10. Fire Pit – Above ground firepits are allowed (if there are no fire bans in place). A \$50.00 flat fee will be taken from the damage deposit if a firepit is removed from the upper campground. (This fee is for time and equipment needed to move the firepit back to the upper campground).
11. The Gate used for the entrance during the event will be stored offsite after the event
12. Parking is allowed at the Riding Arena and Fire Trucks along the back alley, east of the Sani Dump.
13. On Saturday June 18th, 2022 the temporary closure of 1st and 2nd Avenue and 2nd Street West and 1st Street East for the Parade. 2nd Street West for the Show and Shine.
14. Power pole will be installed and paid for by the Summer Daze Committee. *A separate agreement will be created for the ongoing electrical costs for the power pole.
15. The village agrees to give the Summer Daze Committee copies of requested power bills for 2021/2022 for review before a final contract is accepted in 2023
16. Jan/Feb 2023 we will review the bills and the village cost proposal so that we can come to a solid agreement prior to Summer Daze 2023

Kate Brandt, CA
Village of Hussar

Summer Daze Committee Rep

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 13, 2023
Title:	EOEP's Strategic Planning course
Agenda Item Number:	6c.

BACKGROUND/DISCUSSION:

Virtual offering EOEP's Strategic Planning course, starting May 4, 2023. The course helps councillors fulfill their role in determining the long-term goals and priorities of their municipality.

While EOEP course materials are targeted at elected officials, municipal administrators are welcome to register. Note that only elected officials are eligible to receive the [Municipal Elected Leader Certificate](#) (MELC) for taking all seven EOEP courses. MELC is delivered in partnership with the University of Alberta's Augustana Extended Education.

RECOMMENDATION:

1. Motion for Councillor(s) to enroll in the EOEP's Strategic Planning course, starting May 4, 2023
2. Motion to accept as information at this time



Land Use and Development Approvals - Virtual

Wednesday, April 5 - Wednesday, April 26

Weekly, from 2:30 pm to 4:30 pm

This course will be offered using a virtual delivery, including independent reading required by participants, as well as four virtual sessions. This will allow participants to review material on their own as well as participate in group discussions and ask questions during virtual sessions. The course will be offered with the following schedule:

- April 5
- April 12
- April 19
- April 26

All sessions will run each week from 2:30pm to 4:30pm. Participants must be able to attend all four sessions.

“Good planning” is a general concept – there is no single approved statement of what good planning consists of. Planning has evolved over many years and can be considered a long term, ongoing process that includes planning itself, as well as project delivery and ongoing monitoring and evaluation. Planning aims to improve the effectiveness of public services in meeting people’s needs, and to support the development of local communities and to improve the quality of life for all.

Councillors play both an initiating and facilitating role in the development of community plans, focused around the following concepts

- Seek the participation of and encourage the public to express their views and take those views into account as part of the planning process

- Identify long-term objectives to improve the social, economic and environmental well-being of the community
- Identify actions and functions to meet these objectives including those related to the planning, provision and improvement of public services
- Consistently review the progress of the municipality's plans and provide direction to change course as local context evolves
- Understand the statutory link between the municipality's plans and the tools in place to implement those plans

Zoom Sessions will cover the following 3 modules over four weeks:

Module 1: The Role of Council in Municipal Land Use Planning and Development

After completing this module, participants will be able to:

- Understand what planning is, why it's important and what the provincial-municipal relationship in planning is

Module 2: Work Effectively Within Alberta's Statutory Land Use Planning Process

After completing this module, participants will be able to:

- Understand the role of council in the planning process
- Understand the role of the public in planning decisions
- Identify statutory and non-statutory plans and what the role is of the land use bylaw

Module 3: The Land Use Application Process

After completing this module, participants will be able to:

- Understand re-designation and subdivision of land
- Evaluate development proposals
- Understand appeals and disputes

For more information on this course, visit the [EOEP website](#).

Date: April 5-16, 2023

Time: 2:30 pm each day

Course cost: \$295 plus GST

Location: VIRTUAL

*Participants will be sent more information, including at-home reading materials and meeting links, in the days leading up to the first virtual session.

If you would you are interested in alternate dates and would like to join the list, please email Leanne at registrar@eoep.ca.

No content from this course may be copied, reproduced, or published at any time without the express written consent of the EOEP.

Register Now

[Already registered?](#)

Contact Us

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Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 13, 2023
Title:	Member Requests for Decisions at Spring Municipal Leaders Caucus
Agenda Item Number:	6d.

BACKGROUND/DISCUSSION:

During our upcoming Spring Municipal Leaders Caucus, attendees will have the chance to consider the attached Requests for Decision (RFDs):

- *Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes* submitted by the City of Calgary
- *Lack of Consultation Between Alberta Health Services, the Provincial Government, and Municipalities* submitted by the Town of Ponoka

At this time Council is not signed up to attend the Spring Municipal Leaders Caucus (this was presented at the April 9, 2023 council meeting).

RECOMMENDATION:

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

Village Office

From: [REDACTED]
Sent: March 20, 2023 9:24 AM
To: [REDACTED]
Subject: Member Requests for Decisions at Spring Municipal Leaders Caucus
Attachments: RFD Lack of consultation between Alberta Health Services, the provincial government, and municipalities - Town of Ponoka.pdf; RFD - Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes- City of Calgary (1).pdf

Follow Up Flag: Flag for follow up
Flag Status: Flagged

Hello Mayors, Councillors, and CAOs:

During our upcoming [Spring Municipal Leaders Caucus](#), attendees will have the chance to consider the attached Requests for Decision (RFDs):

- *Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes* submitted by the City of Calgary
- *Lack of Consultation Between Alberta Health Services, the Provincial Government, and Municipalities* submitted by the Town of Ponoka

The RFD Session is scheduled for Thursday, March 30 at 4:40 p.m. Elected representatives from the submitting municipalities have two minutes to introduce their respective RFDs. Then audience members can make comments or ask questions – you will have up to 45 seconds for your question or comment. Once there are no further questions or comments from the audience, the Elected Officials from ABmunis Regular Members, in attendance will be invited to vote on the RFD using the online platform Mentimeter.

An RFD is approved if 51 percent or more of votes cast are in favour. If the RFD is not approved, no further action is taken, and the matter is closed. If the RFD is approved, it is reviewed by one of ABmunis' standing committees, which then makes recommendations to the ABmunis Board on next steps. A brief update on previous years' RFDs will be provided at the session.

RFDs give members the opportunity to raise issues of concern outside of our annual Convention. As such, the process for submitting, considering, and following up on RFDs is less formal than the process for resolutions considered at Convention.

I look forward to connecting with many of you at Caucus, as well as at the [President's Summit](#), which takes place directly beforehand.

Other ABmunis events that are coming up include the [Elected Officials Education Program](#) virtual offering of the [land use planning course](#) in April and [strategic planning course](#) in May. Don't miss out on these opportunities to build essential skills for municipal leadership!

[REDACTED]



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

MEMBER REQUEST FOR DECISION

SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

March 30-31, 2023

TOPIC:

Strengthening Provincial Regulations to Improve Safety of Unlicensed Private Day Homes

RECOMMENDATION:

That Calgary City Council requests that the Alberta Municipalities Board advocate to the Minister of Children's Services to increase protections for the youngest and most vulnerable Albertans by:

1. Mandating minimum safety standards for unlicensed private day homes including, but not limited to:
 - a) Valid First Aid and Cardiopulmonary Resuscitation (CPR) certification for the day home operator and any employees.
 - b) A criminal record check with vulnerable sector search for the day home operator and any employees.
 - c) A criminal record check with vulnerable sector search for any individual 18 years or older who resides at the day home, regardless of whether they are providing care to children.
2. Ensuring all unlicensed private day home providers across the province have access to affordable and timely First Aid/CPR training, criminal record checks and vulnerable sector searches.

BACKGROUND:

Alberta families should not have to sacrifice safety when choosing child care for their children. Currently, the *Early Learning and Child Care Act* allows for two types of home-based child care: licensed and unlicensed. Whereas licensed home-based child care providers are recruited, trained, and regularly monitored by provincially-licensed family day home agencies, there is no government oversight of unlicensed home-based child care providers and there are no minimum standards to operate an unlicensed private day home. Private day homes are businesses that provide care to children 12 and under out of the caregiver's own home but do not include babysitters, nannies and informal arrangements with family and friends. Currently, the only regulation in place for unlicensed private day home operators is that they are only permitted to care for a maximum of six children, not including their own.

Serious incidents, including traumatic injury, sexual assault, and death have occurred in unlicensed private day homes across the province. The tragic death of 22-month-old toddler Mackenzy Woolfsmith at an unlicensed private day home in Calgary in 2012 sparked a Public Fatality Inquiry led by Justice Joshua B. Hawkes in February 2018. In the Public Fatality Report, released in December 2018, Justice Hawkes detailed the lack of risk-focused regulation of the child care sector and made 10 recommendations to



enhance child care safety. Notably, in paragraph 63(b) on page 12 of the report, Justice Hawkes recommended that a legislative review of provincial regulations for child care be conducted and that “a specific focus of that legislative review should be to shift the focus from solely regulating the size of unlicensed daycare to a focus on reducing risk and increasing protective factors in all forms of child care. Academic research, the experience of other jurisdictions and the tragedy in this case all illustrate and support the need for risk focused regulation of child care¹”.

The Ministry of Children’s Services formally responded to the Public Fatality Report in September 2019 and accepted, or accepted in principle, all 10 recommendations proposed by Justice Hawkes. Following a legislative review, a new *Early Learning and Child Care Act* was introduced in February 2021. Although the updated Act made strides toward addressing some of Justice Hawkes’ recommendations, there were no proactive measures introduced to improve safety for children in unlicensed care. While child care providers operating under a provincially-licensed day home agency are required to pass a criminal record check, there are still no restrictions in place to prevent individuals with criminal records from operating an unlicensed private day home and no requirement that they disclose past convictions to prospective families. This leaves the door open for individuals like Mackenzy Woolfsmith’s care provider, who was convicted of manslaughter in connection with her death, to continue operating.

Municipalities across Alberta have been left to address this significant gap in provincial legislation through a variety of municipal interventions. Calgary City Council recently took steps to enhance safety in unlicensed private day homes by approving a municipal business licence to ensure applicants meet minimum standards, including valid first aid/CPR and criminal record checks and vulnerable sector searches for child care providers and residents of the home. Other municipalities have fewer requirements, and many more have no additional rules for private day homes over and above provincial legislation. This has led to a patchwork of regulations across the province, and a two-tiered system where children in licensed child care programs receive significantly more protections from the Government of Alberta than those in unlicensed care. In November 2022, the Children’s Services mandate letter was released and committed to ensuring more transparency and accountability in unlicensed day homes, including increased training. This is a positive step but falls short of the changes needed to ensure the safety of children in unlicensed child care.

All families care deeply about the health and safety of their children but must make decisions regarding their care within constraints such as child care space availability, location, cost, and work schedules. Currently, there are only enough provincially-regulated child care spaces in Alberta for approximately three out of every 10 children². This has made licensed child care unattainable for many families and, in the absence of provincial safety standards, has left municipalities to shoulder the burden of ensuring children in unlicensed private day homes are protected. Although the province recently committed to creating 42,500 new licensed child care spaces over the next five years, Statistics Canada reported in 2001 that 62 per cent of child care providers in Alberta were unlicensed home-based³. With so many children still in unlicensed care across the province, and an ever-increasing number of incidents occurring in the 10 years since Mackenzy Woolfsmith’s tragic death, it is time for Alberta Municipalities members to add their collective voices to the call for provincial accountability for improved safety and oversight of unlicensed private day homes.



The City of Calgary appreciates the feedback provided by the Alberta Municipalities Small Communities Committee on an early draft of this request for decision and acknowledges the need for the Government of Alberta to ensure that all unlicensed private day home providers across the province have access to affordable and timely First Aid/CPR training, criminal record checks and vulnerable sector searches.

¹ Report to the Minister of Justice and Solicitor General Public Fatality Inquiry, 2018:

<https://open.alberta.ca/dataset/c0485cf2-dc5f-4a49-8459-fe60e29d3bac/resource/adc0a267-4d51-4b91-9caf-c4a00fed419/download/woolfsmith-fatality-inquiry-report.pdf>

² Headed Up, But Still Behind, Child Care Coverage Rates in Alberta's Top Ten Largest Cities, 2016 – 2021:

<https://static1.squarespace.com/static/5f170b16bf7d977d587e43c4/t/62c46530ba63d74c32d55c64/1657038128826/Coverage+Rates+in+Albertas+Ten+Largest+Cities+2022-06-23.Final.pdf>

²Statistics Canada <https://www150.statcan.gc.ca/n1/daily-quotidien/210615/dq210615c-eng.htm>

ENCLOSURES:

None

MEMBER REQUEST FOR DECISION

SPRING MUNICIPAL LEADERS' CAUCUS

DATE:

March 30 and 31, 2023

TOPIC:

Lack of Consultation Between Alberta Health Services, the Provincial Government, and Municipalities

RECOMMENDATION:

1. The Council from the Town of Ponoka requests that the Alberta Municipalities Board advocate for municipalities across the province to be included in the decision-making process when it comes to health care issues concerning their communities, which currently are being made almost exclusively and unilaterally by Alberta Health Services and the provincial government;
2. And further, that Council from the Town of Ponoka requests that the Alberta Municipalities advocate for the provincial government to ensure funding is made available to airports that currently find themselves in the position of needing upgrades to comply with both new Alberta Health Services and provincial standards, and to commit to providing funding to other airports who may find themselves in a similar situation in the very near future.

BACKGROUND:

Early in November 2022, with no advance notice or consultation with the municipality, Alberta Health Services placed the Ponoka Airport on a no-fly winter status. This restriction meant that air ambulance/medivac flights were prohibited from landing at the Ponoka Airport. Three weeks later on November 22, 2022, Alberta Health Services notified Ponoka Town Council of fixed wing safety concerns at the airport, and advised that patients requiring fixed wing air ambulances would be transported through the Wetaskiwin Airport and then be transported by ground ambulance to the destination facility.

Following these events, meetings were arranged with representation from MLA Ron Orr (Lacombe/Ponoka); MLA R. J. Sigurdson (Parliamentary Secretary for EMS Reform), Alberta Health Services, EMS/Air Ambulance Authority, Ponoka County and the Town of Ponoka, where information was shared after the fact.

At these meetings information was shared regarding the varying degrees of experience of pilots and that a risk assessment was conducted which identified hazards on landing the King Aircraft on the existing runway, which is at the minimum length, during winter conditions. It was also identified that in order to achieve full operation, the airport in the future would require an extension to the runway to achieve compliance with operational standards. Funding implications associated with an extension to the runway were also discussed



and it was suggested that Ponoka along with other municipalities lobby the government to ensure funding be made available.

In researching other airports across the province, it was noted that several other airport runways are of similar size and may become subject to the same restrictions imposed on Ponoka. Similarly, we have been informed of airport closures in Two Hills and Spirit River, with the same lack of consultation on behalf of the provincial bodies, whose decisions ultimately impact resources and residents at the local level.

Ponoka's circumstances are unique in that we have the Centennial Centre for Mental Health and Brain Injury, a 330-bed hospital, which serves residents from across Alberta and even some from out of province, as well as the Ponoka Hospital and Care Centre which no longer has a functioning Helipad. Both of these care facilities rely on the air ambulance operations coming into Ponoka, and represent 400 beds.

Additionally, while the Centennial Centre for Mental Health and Brain Injury serves the entire province, the Ponoka Hospital and Care Centre serves a catchment area of nearly 50,000 people, which is comprised of the Town of Ponoka, Ponoka County and Maskwacis residents. To that end, the Emergency Department at the Ponoka Hospital and Care Centre sees on average 70 patients in a 24-hour period.

One only wonders had Ponoka been involved in the consultation and decision-making process regarding the suspension of medivac flights to Ponoka, would the outcomes have been different.

The impacts of this decision include:

- Unknown effects on patients requiring transport. 101 medivac flights came into Ponoka in 2022 delivering 87 patients to the Centennial Centre for Mental Health and Brain Injury. As a designated provincial mental health facility, air ambulance services are paramount in ensuring that patients have access to the mental health services they need in a timely and least invasive manner. It is common practice that patients from across the province receive treatment at this facility, as these specialized services are not available in many municipalities.
- Placing additional stress and workload on an already over-taxed ground ambulance service as these patients have to be transported by ground ambulance from Wetaskiwin which is 39 km away and adds 78 km for a round trip, with at least another hour in travel time.

While we are using our own experience in Ponoka as an example, we understand that lack of proactive, and transparent communication on healthcare decisions with a direct impact on local communities is an issue faced by municipalities across Alberta.

Support of this issue from the Alberta Municipalities will raise an awareness of the importance of reaching out to those closest to the source and inviting them to participate in the decision-making process.

ENCLOSURES:

None

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 13, 2023
Title:	FCM response to Retroactive RCMP costs:
Agenda Item Number:	6e.

BACKGROUND/DISCUSSION:

See attached FCM press release. They have also included a draft template if we would like to also send a letter.

RECOMMENDATION:

1. Motion for Councillor(s) to DRAFT response to RCMP retroactive costs decision
2. Motion to accept as information at this time

[HOME](#) > [NEWS & MEDIA](#) > [FCM RESPONDS UPDATE THE GOVERNMENT CANADA THE ISSUE
RETROACTIVE RCMP COSTS](#)

FCM responds to update from the Government of Canada on the issue of retroactive RCMP costs



March 29, 2023

The Federation of Canadian Municipalities (FCM) responded today to the federal government's disappointing decision to pass unbudgeted and unaccounted for RCMP costs on to municipalities

Despite months of municipal advocacy led by the FCM, provincial territorial associations, and local leaders across Canada, the federal government has indicated in the 2023 Budget that it will not be meeting the request to absorb the retroactive costs associated with the latest RCMP collective bargaining agreement.

Yesterday's budget further confirmed that communities across Canada that are dependent on RCMP services for local policing are expected to cover these costs, and offered details on a repayment period for municipalities. This falls well short of the call from municipalities to fully absorb the costs

"Municipalities have been crystal clear," said FCM president Taneen Rudyk. "Local governments were not at the table for these negotiations. And while cost estimates were provided to some municipalities, these turned out to be far below the final agreement's increase over six years, with retroactive pay going back to 2017"

"The federal government's refusal to absorb these costs – which were essentially negotiated with municipal money but not with municipal input – is not acceptable. Municipal councils will be forced to make incredibly tough decisions, such as making cuts to essential services or passing the bill along to residents, at a time when Canadians' concerns about local safety and the cost of living are already rising."

This decision is an example of a federal commitment that deeply impacts municipalities without municipalities being properly consulted or involved. Municipal governments are paying a growing share of policing costs, but they cannot run deficits and have limited revenue tools.

Communities across the country are facing significant costs associated with this decision of the federal government. Outlined below are cost **estimates** shared by some

- City of Moncton, NB: \$5.7 million, population 79,470
- Town of Hinton, AB: \$750,000, population 9,882
- City of Portage la Prairie, MB: \$800,000, population 13,270
- City of Vernon, BC: \$3.4 million, population 44,519

FCM is clearly reiterating the need for municipalities to be actively involved in any future processes regarding contract policing

“This situation cannot occur again,” said Rudyk “Going forward, municipalities must be properly consulted on issues related to policing costs given the municipal responsibility to keep our communities safe.”

The Federation of Canadian Municipalities (FCM) unites more than 2,100 local governments at the national level, representing more than 92 per cent of Canadians in every province and territory

For more information: FCM Media Relations, (613) 907-6395, media@fcm.ca

- Municipal finance
- Northern and remote communities
- Policing
- Rural communities



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Village Office

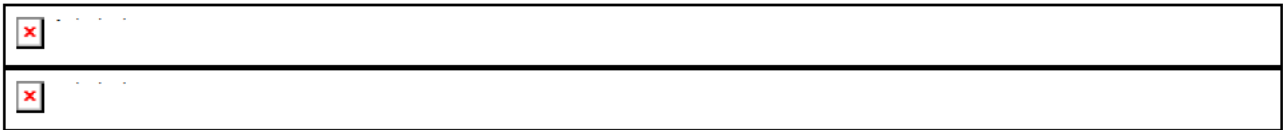
From: [REDACTED]
Sent: March 31, 2023 2:55 PM
To: office@villageofhussar.ca
Subject: Retroactive RCMP costs: a practical toolkit from FCM

Follow Up Flag: Flag for follow up
Flag Status: Flagged

[View email in browser](#)



March 31, 2023



On Tuesday, FCM outlined our profound disappointment in the federal government's decision to not **absorb retroactive costs** associated with the latest RCMP collective bargaining agreement, despite months of municipal advocacy.

FCM issued a [statement](#) on Wednesday responding to this decision to pass unbudgeted and unaccounted-for RCMP costs on to municipalities, without consulting or engaging local governments in the discussions and negotiations. This statement further outlined FCM's position that this situation cannot occur again, and was dispatched to all FCM members.

Today, FCM is reaching out with a practical toolkit to assist RCMP-reliant communities that will be affected by this decision. It includes:

- A [draft press release](#), which affected municipalities can use to articulate their position on this important development in line with FCM's ongoing advocacy. This resource may be useful in engaging with local media or local MPs on this important issue.
- A [draft resolution](#), which can be adopted and utilized to ensure a resolution opposing this decision can be swiftly adopted at your next municipal council meeting.

FCM recognizes the impact and scale of this decision on municipal finances, all the more at a time of inflation and financial uncertainty for Canadians. As such, we will continue to draw attention to this challenge, to help ensure municipalities are properly consulted on issues related to community policing and well-being going forward.

Your FCM team





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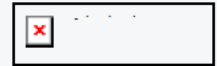
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24 rue Clarence Street | Ottawa, ON K1N 5P3 CA

This email was sent to office@villageofhussar.ca.

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[DRAFT TEMPLATE response to RCMP retroactive costs decision]
FOR IMMEDIATE RELEASE

[DATE], 2023

[MUNICIPALITY] responds to update from the Government of Canada on the issue of retroactive RCMP costs

[CITY/TOWN, PROVINCE] – The [MUNICIPALITY] responded today to the federal government’s disappointing decision to pass unbudgeted and unaccounted for costs on to municipalities.

Despite months of municipal advocacy led by the Federation of Canadian Municipalities (FCM), provincial-territorial associations and local leaders across Canada, the federal government has indicated in the most recent federal budget it will not be meeting the request to absorb the retroactive costs associated with the latest RCMP collective bargaining agreement.

Tuesday’s budget further confirmed that communities across Canada that are dependent on RCMP services for local policing, including [MUNICIPALITY], are expected to cover these costs—a decision falling well short of the call from municipalities to fully absorb the costs.

“[Quote from local representative]”

Local governments were not at the table for these negotiations. And while cost estimates were provided to some municipalities, these turned out to be far below the final agreement’s increase over six years, with retroactive pay going back to 2017. The cost to [MUNICIPALITY] associated with these retroactive payments is expected to be [COST ESTIMATE IF AVAILABLE].

This decision is an example of a federal commitment that deeply impacts municipalities, without municipalities being properly consulted or involved. Municipal governments are paying a growing share of policing costs, but they cannot run deficits and have limited revenue tools.

FCM has clearly reiterated the need for municipalities to be actively involved in any future processes regarding contract policing, calling this recent decision unacceptable. This is a position supported in full by [MUNICIPALITY].

-30-

For more information:

Municipality Media Relations if available, inc. phone number and email



Template Resolution – Prioritizing Municipal Input in Future RCMP Contract Policing Decisions

WHEREAS, The Government of Canada has made the decision in Budget 2023 to make municipalities responsible for all retroactive costs stemming from the latest RCMP collective bargaining agreement; and

WHEREAS, These extraordinary one-time costs, which in some jurisdictions amount to millions of dollars, will cause significant hardship for communities and residents across the country, and were negotiated without meaningful consultation or a seat at the table for the municipalities responsible for paying the bill; and

WHEREAS, Municipal governments are already paying a growing share of policing costs, but unlike other orders of government, cannot run deficits to spread out the impact of these extraordinary one-time sums, and have limited revenue tools; and

WHEREAS, Local governments will now be forced to make difficult decisions that will impact residents, such as cutting essential services, reducing policing levels, raising property taxes significantly, and/or cancelling work on local infrastructure, at a time when Canadians' concerns about community safety and the cost of living are already rising; and

WHEREAS, Going forward, it is critical that municipalities be proactively engaged in any forthcoming processes related to contract policing to prevent this occurring again; therefore be it

RESOLVED, That [insert municipality's name] joins the Federation of Canadian Municipalities in calling on the federal government to commit to ensuring that local governments are meaningfully consulted, fully informed, and at the table on issues related to policing costs given the municipal role in keeping our communities safe; and be it further

RESOLVED, That [insert municipality's name] conveys this support in writing to local Members of Parliament.

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Council
Meeting Date:	April 13, 2023
Title:	Equipment Shelter Lease Agreement Amendment (Bell Canada)
Agenda Item Number:	6f.

BACKGROUND/DISCUSSION:

Please see the attached information from Bell Canada.

The building in question is located behind the tractor shed and is used for fibre optics. The are exercising the option to renew the Equipment Shelter Lease additional 5 year as listed in Section 2 of the extension agreement Dated October 12, 2016. This would renew their lease until February 28, 2023. At this time the lease rate if \$1890.00 per year.

COST/SOURCE OF FUNDING (if applicable):

At this time the lease rate if \$1890.00 per year.

RECOMMENDATION:

Motion to renew the Equipment Shelter Lease Agreement with Bell Canada for the lease of the fibre optic shelter located at 102 2nd Avenue East for \$_____ per year.

November 22, 2022



THE VILLAGE OF HUSSAR
C/O Chief Administration Officer
109 - 1st Avenue East
Hussar, Alberta
T0J 1S0
EMAIL: office@villageofhussar.ca

Attention Landlord,

RE: Exercise of Option to Renew Equipment Shelter Lease dated February 9, 2012, pertaining to an Equipment Shelter located at 102 2ND AVENUE E HUSSAR AB (the "Lease") between Bell Canada, (the "Tenant") and The Village of Hussar (the "Landlord")

Bell Canada as "Tenant" and The Village of Hussar as "Landlord" are parties to a lease dated February 9, 2012, [as Amended from time to time], for a communication Shelter at the location known municipally as 102 2ND AVENUE E HUSSAR AB. (the "Lease").

In accordance with section 2 of the Extension Agreement dated October 12, 2016, the Tenant has the benefit of an option to extend the term of the Lease for an additional 5 years, commencing on March 1, 2023, and expiring on February 29, 2028 ("Option to Extend").

Please take notice that the Tenant does hereby unconditionally and irrevocably exercise its Option to Extend the term of the Lease for the additional 5-year term ("Option to Extend").

Pursuant to the terms of the Lease, all terms and provisions of the Lease remain in full force and effect, save and except that the rent payable by the Tenant during the Renewal Option. To this end, we look forward to hearing from you.

If the Landlord has any questions or concerns arising from the Tenants irrevocable exercise of the Option or the contents of this letter, please contact the Tenants real estate services provider, BGIS Global Integrated Realty Inc. Should you have any questions their representative managing this matter is Karen Sherwood, she can be reached by email or phone at Karen.Sherwood@bgis.com or (204) 250-4960.

Yours truly,

A handwritten signature in blue ink, appearing to be "Karen Sherwood", is located below the "Yours truly," text.

[Redacted signature line]

[Redacted signature line]

[Redacted signature line]

1033



SNC • LAVALIN

RECEIVED JAN 25 2017

Dec 31, 2016

THE VILLAGE OF HUSSAR
PO BOX 100
HUSSAR, AB TOJ 1S0
Canada

To Whom It May Concern:

Re: Lease #612040, NBW5178, BMW-4.2 (Hussar) AB

Please be advised that effective January 1, 2017, the name SNC-Lavalin O&M Solutions Inc. shall be changed to **BGIS O&M Solutions Inc.**

Effective January 1, 2017, all Notices shall be delivered in accordance with the notice provisions contained in your lease to the following address:

To the Tenant/Licensee: **c/o BGIS O&M Solutions Inc.**

[Redacted]

With a copy to: **Bell Canada Real Estate Services**

[Redacted]

Kindly update your records accordingly so that all Notices reflect the change in company name and new Notice address.

For all **rent related statements and invoices**, please send to:

Bell Canada

c/o BGIS O&M Solutions Inc.

[Redacted]

Should you have any questions or concerns, please feel free to contact us at [Redacted]

SNC Lavalin O&M Solutions Inc.

[Handwritten Signature]

[Redacted]



October 12, 2016

THE VILLAGE OF HUSSAR
PO BOX 100
HUSSAR, AB
TOJ 1S0

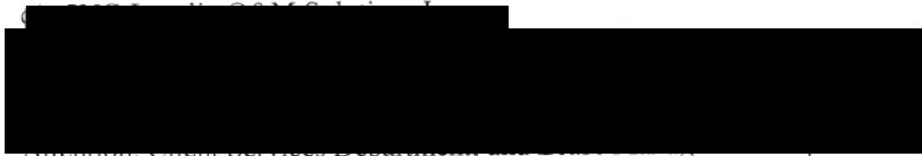
Re: Amendment to Equipment Shelter Lease Agreement between Bell Canada as (the "Tenant") and THE VILLAGE OF HUSSAR as (the "Landlord") dated February 9, 2012 pertaining to the shelter site in Hussar, Alberta (the "Lease Agreement")

Once executed this letter will serve to renew the Lease Agreement noted above under the following terms and conditions:

- 1) First Renewal Term:
Five (5) years commencing March 1, 2018
and expiring February 28, 2023

- 2) Options to Extend
The Tenant shall have Two (2) additional options for a Five (5) year term.

- 3) Mailing address for Licensee has changed. The new address is as follows:



All other terms and conditions of the Equipment Shelter Lease Agreement February 9, 2012, shall remain unchanged and in full force and effect with the exception of Article 6, Option to Renew which has been replaced with 2 additional 5 year options noted above.

A copy of the Equipment Shelter Lease Agreement is also enclosed.

Please arrange to have this Letter signed by the Landlord and return an executed copy to our representative via email as noted below:



October 12, 2016

Page 2



Should you have any questions or comments, please contact the writer by email at kim.larter@snclavalinom.com.

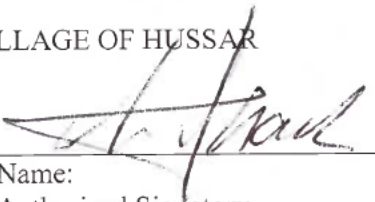
Yours truly,

BELL CANADA



THE VILLAGE OF HUSSAR

Per:


Name:
Authorized Signatory

Dated: Nov. 8, 2016

Village of Hussar

Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	April 13, 2023
Title:	Public Works' Week
Agenda Item Number:	6g.

BACKGROUND

Please see the attached letter from the American Public Works Association -Annual National Public Works' Week – May 21-27, 2023.

RECOMMENDATION:

1. Motion to acknowledge May 21 to May 27, 2023 as National Public Works' Week in the Village of Hussar and to sign the proclamation and submit it to the American Public Works Association.
2. Motion to accept as information at this time



March 16, 2023

**Attention: Honourable Mayor/Reeve,
Members of Council and Chief Administrative Officers**

Re: National Public Works Week, May 21-27, 2023 – “Connecting the World Through Public Works”

The APWA Alberta Chapter is seeking your support to recognize and promote National Public Works Week (NPWW) by acknowledging May 21 - 27, 2023 as National Public Works Week in your community. This year's theme is "Connecting the World Through Public Works". Public works is the thread that connects us all, no matter where we live in the world. Every public works professional strives to improve the quality of life for the community they serve, leading to healthier, happier communities.

The "Connecting the World Through Public Works" theme highlights the way public works professionals connect us physically, through infrastructure, and inspirationally, through service to their communities, whether as first responders, or daily workers carrying out their duties with pride.

Public works connectors help keep communities strong by providing an infrastructure of services in transportation, water, wastewater, and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. Join us in celebrating the quiet work these professionals do that makes life better for all of us.

National Public Works Week is observed each year during the third full week of May and this is the 63rd year. The APWA encourages public works agencies and professionals to take the opportunity to celebrate the week by parades, displays of public works equipment, high school essay contests, open houses, programs for civic organizations and media events. The occasion is marked each year with scores of resolutions and proclamations from Mayors and Premiers and raises the public's awareness of public works issues and increases confidence in public works agencies like yours who are dedicated to improving the quality of life for present and future generations.

For your convenience, I have attached a sample Council proclamation that you may consider using. You may wish to go to www.publicworks.ca for a digital copy of the proclamation and information about this year's theme and resources on making your Public Works Week a success. Also please consider entering your event for our annual awards as well as the National Public Works Week award from CPWA. www.cpwa.net If you have any further questions or require any additional information, please do not hesitate to contact Jeannette Austin, Executive Director at [REDACTED] Thank you for making a difference.

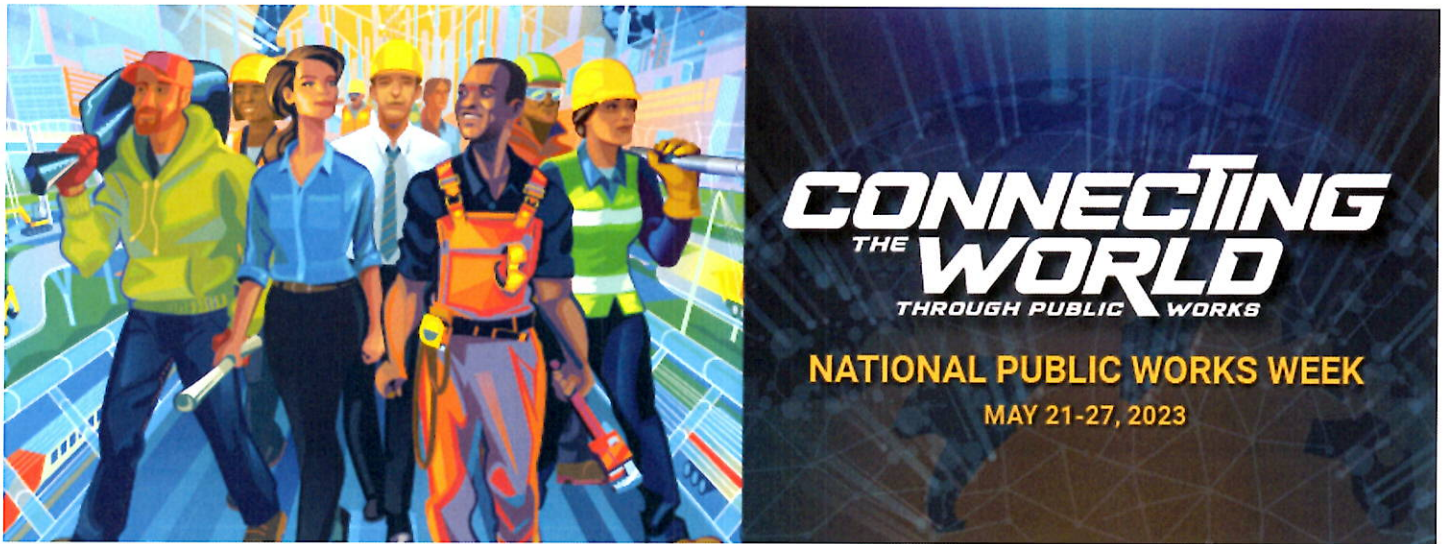
Please note that declarations should be forwarded to office@publicworks.ca or by mail to:

[REDACTED]

Yours truly,

A handwritten signature in blue ink, appearing to read 'Mike Haanen'.

Mike Haanen, APWA President



National Public Works Week

May 21–27, 2023

“Connecting the World Through Public Works”

Provincial/Territorial Proclamation (SAMPLE)

WHEREAS, public works professionals focus on infrastructure, facilities and services that are of vital importance to sustainable and resilient communities and to the public health, high quality of life and well-being of the people of **[insert Province/Territory]**; and,

WHEREAS, these infrastructure, facilities and services could not be provided without the dedicated efforts of public works professionals, who are engineers, managers, and employees at all levels of government and the private sector, who are responsible for rebuilding, improving, and protecting our nation’s transportation, water supply, water treatment and solid waste systems, public buildings, and other structures and facilities essential for our citizens; and,

WHEREAS, it is in the public interest for the citizens, civic leaders and children in **[Insert Province/Territory]** to gain knowledge of and to maintain an ongoing interest and understanding of the importance of public works and public works programs in their respective communities; and,

WHEREAS, the year 2023 marks the 63rd annual National Public Works Week sponsored by the American Public Works Association be it now,

RESOLVED, I, **[Insert Full Name]**, **[Insert Premier -or- other title]** of **[Insert Province/Territory]**, do hereby designate the week May 21–27, 2023 as National Public Works Week; I urge all citizens to join with representatives of the American Public Works Association/Canadian Public Works Association and government agencies in activities, events, and ceremonies designed to pay tribute to our public works professionals, engineers, managers, and employees and to recognize the substantial contributions they make to protecting our national health, safety, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of **[Insert Province/Territory]** (to be affixed),

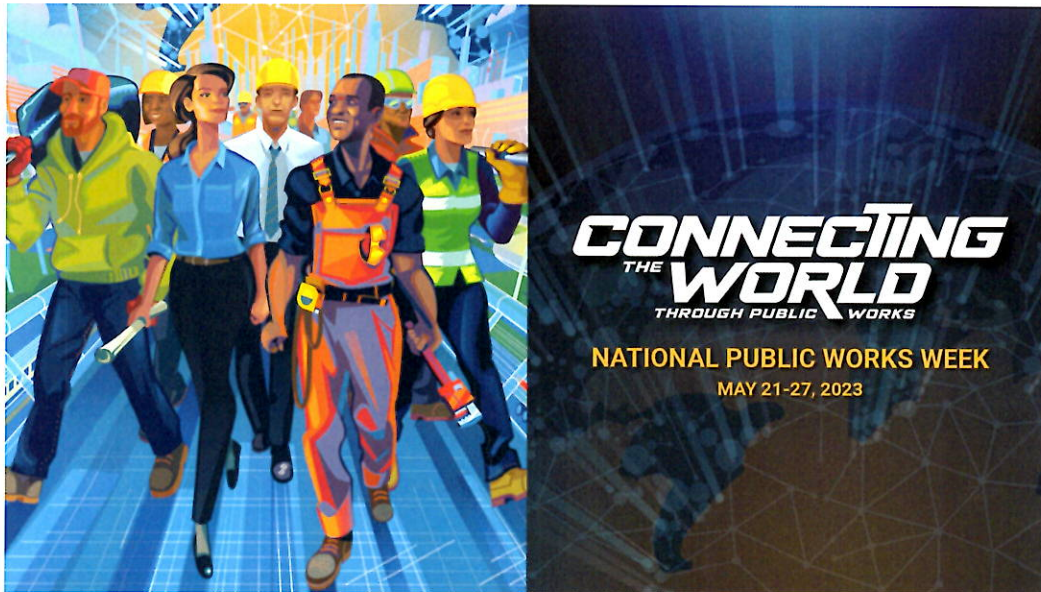
DONE at the **[City/Town/Rural Municipality]** of **[Insert City/Town/Rural Municipality]**, **[Insert Province/Territory]** this _____ day of _____ 2023.

[Insert Full Name of Premier]

[SEAL]



Celebrate Public Works Week



What You Can Do

Proclamation

Ensure that your Municipality proclaims or recognizes NPWW! Contact us for a sample proclamation office@publicworks.ca

Public works superheroes help keep communities strong by providing an infrastructure of services in transportation, water, wastewater and stormwater treatment, public buildings and spaces, parks and grounds, emergency management and first response, solid waste, and right-of-way management. They are what make our communities great places to live and work. So, join us in celebrating these superheroes!

Support your superheroes by sending them to compete in the Equipment Rodeo and participate in the “Boots to Boardroom” Annual Technical Conference & Snow Show May 29 – June 1, 2023 at the River Cree Resort in Enoch AB.

See our website for details www.publicworks.ca

Environmental Campaign

Develop a week of activities to improve the community's environment. Show the many ways public works departments contribute to your community's environmental health.

Thought starters:

- Invite garden clubs, civic groups, historic preservation societies, schools and scouting councils to join you in an environmental project or suggest a project of their own.
- Organize a tree-planting ceremony, recycling drive, public grounds clean-up or free, safe disposal of oversized items and household hazardous wastes.
- Launch a campaign to solicit organizations to adopt a highway or public park.



Public Works Exhibit

Create an exhibit to spotlight your organization's recent successes and emphasize how they benefit all citizens. Arrange to display your exhibit at libraries, community centers and shopping malls. You may be able to take advantage of a captive audience by exhibiting at a scheduled community event.

Thought starters:

- Feature public works equipment, display photos of facilities and provide information on upcoming public works projects.
- Show a film or video of public works in action.
- When practical, have a representative from various departments staff the exhibit to answer questions and provide information.

Rodeo/Equipment Shop

Display equipment your department uses in day-to-day operations. Give public works employees the opportunity to show the skill required to operate public works equipment.

Thought starters:

- Select a location with high visibility such as a parking lot, city park, or public gathering place. Allow adequate time to research and reserve a location.
- Invite elected officials to participate in an activity during the event.
- Sponsor a regional contest and challenge other municipalities to a test of skills necessary to operate a backhoe, garbage pickup, forklift and lawn tractor.
- Emphasize safety; highlight the cost-effective measures and unique features of your equipment and vehicles.
- Have representatives from various departments show equipment and answer questions.

Open House or Tour

An open house or tour offers participants a new perspective on public works and gives professionals an opportunity to discuss the daily operation at their facility. It also is a good time to gather community members opinions of public works projects and services.

Thought starters:

- Plan the open house in conjunction with a dedication ceremony, an anniversary, or a celebration of a completed project.
- Select employees to serve as ambassadors or tour guides.
- Provide a forum for citizens to learn about various departments and their functions.
- Develop a survey to gather attendees' opinions about a public works project or service of importance to your organization.

Employee Appreciation Day

Acknowledge the many accomplishments public works employees contribute throughout the year with a special recognition event.

Thought starters:

- Sponsor a banquet to recognize outstanding performance, special achievements, safety records and attendance. Award honourees with a gift registration to a seminar, an engraved plaque, a special proclamation or a cash award.
- Include family members of honourees.
- Invite elected officials.
- Hold your event in a public works facility. For example, host a barbecue in an equipment garage.

For further information see our website: www.publicworks.ca



Village of Hussar
List of Accounts for Approval (Summary)
Batch: 2023-00026 to 2023-00044

Bank Code: AP - AP-GENERAL OPER

COMPUTER CHEQUE

Payment #	Date	Vendor Name	Payment Amount
9055	2023-03-03	Baker Joyce	20.00
█	█	█	█
9057	2023-03-15	AMSC Insurance Services Ltd.	1,696.73
9058	2023-03-15	CIMA Canada Inc.	5,255.81
9059	2023-03-15	ClearTech Industries Inc	1,039.00
9060	2023-03-15	Direct Energy	896.14
9061	2023-03-15	Drumheller Mail	89.25
9062	2023-03-15	Data Scavenger Inc.	157.50
9063	2023-03-15	Entandem	188.97
9064	2023-03-15	EPCOR Utilities Inc.	3,098.19
9065	2023-03-15	Jepson Petroleum Ltd.	365.39
9066	2023-03-15	JG Water Services	3,748.35
9067	2023-03-15	Reality Bytes Incorporated	20.02
9068	2023-03-15	Canoe Procurement Group of	1,049.60
9069	2023-03-15	Telus Mobility	112.25
9070	2023-03-15	Wild Rose Assessment Service	490.00
█	█	█	█
9072	2023-03-29	Government Of Alberta	6,410.00
9073	2023-03-29	Eagle Lake Nurseries Ltd.	1,000.00
9074	2023-03-29	Federation of Canadian	130.87
9075	2023-03-29	Gleichen Standard Transport	145.15
9076	2023-03-29	Telus Communications Inc.	122.48
9077	2023-03-29	Telus	43.00
9078	2023-03-29	Twin View Ranches	7,446.29
9079	2023-03-29	WADEMSA	1,312.00
9080	2023-03-29	Wheatland County	1,461.80
9081	2023-03-29	Wheatland Housing Management	1,541.00
9082	2023-03-29	Workers' Compensation Board AB	552.00
█	█	█	█
9085	2023-03-30	Jepson Petroleum Ltd.	352.67
9086	2023-03-30	Plante, Michelle	1,112.50
9087	2023-03-30	Santerre, Chris	1,280.00
█	█	█	█
9089	2023-03-30	Coralee Schindel	945.80
9090	2023-03-30	Spinks Insulating Co Ltd	945.00
█	█	█	█
9092	2023-03-30	1605041 Alberta Ltd	1,500.00
9093	2023-03-30	Westcan Power Services	10,000.00
9094	2023-03-30	VOID - Cheque Printing	0.00
█	█	█	█
Total Computer Cheque:			67,251.77

Total AP: 67,251.77

VILLAGE OF HUSSAR
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185
DATE March 31 2023

STATEMENT BALANCE 181,818.56

ADD: OUTSTANDING DEPOSITS

Deposit in	3,870.69
Internet Banking in Correction posted in April	7.91
	<u>3,878.60</u>

LESS: OUTSTANDING CHEQUES

9058 CIMA Canada Inc.	5,255.81
9070 Wild Rose Assessment Services	490.00
9072 Government of Alberta	6,410.00
9073 Eagle Lake Nurseries Ltd	1,000.00
9074 Federation of Canada	130.87
9075 Gleichen Standard Transport	145.15
9076 Telus Communications	122.48
9077 Telus	43.00
9078 Twin View Ranches	7,446.29
9079 WADEMSA	1,312.00
9080 Wheatland County	1,461.80
9081 Wheatland Housing Management	1,541.00
9082 Workers Compensation Board	552.00
[REDACTED]	[REDACTED]
9085 Jepson Petroleum Ltd	352.67
9086 Michelle Plante	1,112.50
9087 Chris Santerre	1,280.00
[REDACTED]	[REDACTED]
9090 Spinks Insultating Co Ltd	945.00
[REDACTED]	[REDACTED]
9092 1605041 Alberta LTD - Toms General	1,500.00
9093 Westcan Power Services	10,000.00
[REDACTED]	[REDACTED]
	<u>- 52,197.85</u>

OUTSTANDING TRANSFERS

Q1 ASFF school taxes	10,321.88
	<u>10,321.88</u>

RECONCILED BALANCE	143,821.19
GL BALANCE (3000012700)	<u>143,805.37</u>
Variance	15.82

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,217.19	Interest
Community Account (Rate .05)	GL BALANCE	<u>3,217.19</u>	\$ 0.14
	Variance	-	

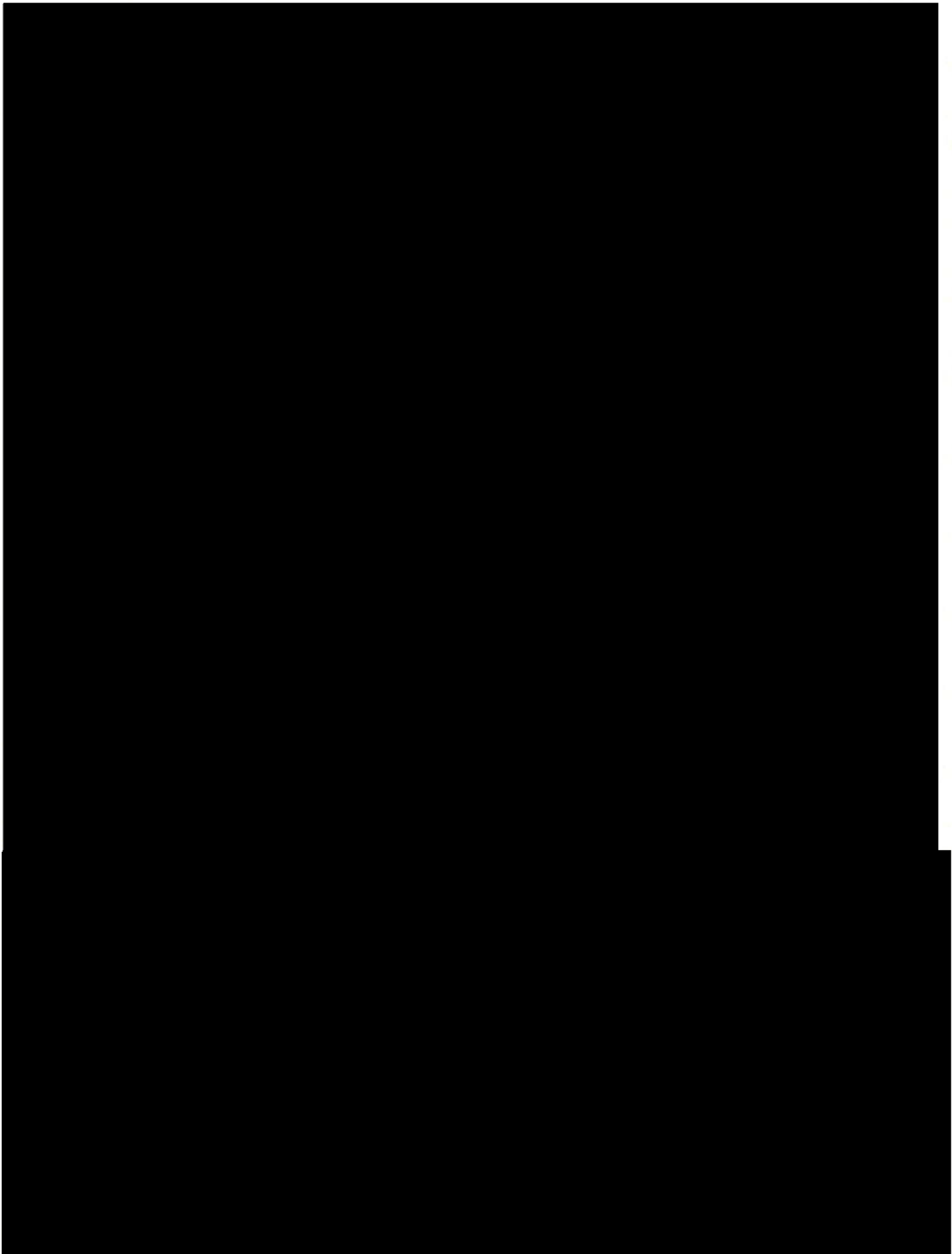
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT GL BALANCE Variance	22,496.57 <u>22,496.57</u> -	Interest \$ 0.96
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT GL BALANCE Variance	27.63 <u>27.63</u> -	Interest \$ -
Mayors Memorial Trust 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	10,574.28 <u>10,574.28</u> -	Interest \$ 13.45
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	58,479.28 <u>58,479.28</u> -	Interest \$ 74.41
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT GL BALANCE Variance	1,118.70 <u>1,118.70</u> -	Interest \$ 8.58
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT GL BALANCE Variance	296,778.46 <u>296,778.46</u> -	Interest \$ 1,911.26
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	10,092.84 <u>10,092.84</u> -	Interest \$ 12.84
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT GL BALANCE Variance	920.98 <u>920.98</u> -	Interest \$ 1.17
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	2,185.35 <u>2,185.35</u> -	Interest \$ 0.09
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT GL BALANCE Variance	1,751.34 <u>1,751.34</u> -	Interest \$ 0.07
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT GL BALANCE Variance	400,000.00 <u>400,000.00</u> -	Interest \$ -

JGwaterservices Montly Summary For March 2023

- | | |
|----------------|--|
| March 6, 2023 | Meeting with Larry (AEP) to review water plant (Trevor & Murray) |
| March 16, 2023 | LS Pump #1 Plugged, unplugged pump |
| March 24, 2023 | CL2 pump not working ,changed, cleaned parts reassembled pump, pump is back in operation , had to reprogram pump to operate with PLC |

Public Works Report

- New blades installed on snowplow last month.
- Snow melt has progressed very nicely. No flooding issues or large areas of standing water.
- Broke down snow pile from arena. Put out into CP land to melt. Will help Road dry up quicker.
- Have started doing some road work ~~ing~~. Grackling on 2nd ave and working on pot holes.
- Will start getting items needed to do oil changes on tractor, truck + riding mower.
- Will start doing MTC checks on our summer eqpt.
- I am going to be doing some road work in the alleys as well.
- Will need another trailer load of cold mix this year.
- I am going to check our gravel pile and see if we will need more for this year. Will advise him.





ALBERTA
MUNICIPAL AFFAIRS

*Office of the Minister
MLA, Calgary-Shaw*

MINISTERIAL ORDER NO. MSD:013/23

I, Rebecca Schulz, Minister of Municipal Affairs, pursuant to Section 605(2) of the *Municipal Government Act (MGA)*, make the following order:

The date by which a municipality must enter into a joint use and planning agreement with a school board, as required by Section 670.1(1) of the *MGA*, is extended to June 10, 2025.

This order shall come into force on April 1, 2023.

Dated at Edmonton, Alberta, this 8th day of March, 2023.

Rebecca Schulz
Minister of Municipal Affairs



LIGHTS ON AFTERSCHOOL ALBERTA

A PROJECT OF THE SCHOOL AGE CARE
DIRECTORS ASSOCIATION OF ALBERTA

APRIL 21st, 2023

www.calgarysacda.com

Celebrate the impact Afterschool programs make to youth across Alberta



Lights On After School is the only province wide event celebrating Afterschool programs and their role in keeping kids safe, inspiring them to learn and helping working families. The effort is becoming a symbol of the Afterschool movement and allows programs and communities celebrate annually.

We need your support to help shine a lights on the importance and effect of Afterschool programs with youth in our communities and to celebrate the positive partnerships with community stakeholders that help these programs thrive!

Afterschool programs have proven to be amazing neighbors within our communities, providing a safe place for youth during the critical hours before and after school and focusing on developing youth skills, responsibility and creating engaged citizens working to improve their community.

What can you do to support After School:

- Attend a Lights On Afterschool event
- Hand-write cards from you and your child
- Email the educators or administrator
- Gift cards for a specialty coffee, teacher supply store or bookstore
- Take a picture with monuments that are lit up around the province (High Level Bridge, Calgary Tower, and Saamis Tepee - Medicine Hat). Use the hashtag **#ABAFTERSCHOOL**.
- Focus your post secondary practicum placements with OSC programs
- Find a way to partner your business with a local OSC
- Support your local OSC by writing to your MLA (or elected official) to advocate for increased government funding models, and quality supports
- Volunteer your time to support OSC programs and youth development
- Host your own Lights On Afterschool event at your program



**AFTERSCHOOL
PROFESSIONALS**
APPRECIATION WEEK

APRIL 17th - 21, 2023



CELEBRATE, ENCOURAGE, APPRECIATE THE #HEARTOFAFTERSCHOOL!

*We want to show the world
the impact Afterschool programs
have for youth, parents, and
communities across Alberta!*

March 1st, 2023

Re: School Age Care Directors Association – Lights On After School Alberta

To whom it may concern,

On behalf of the School Age Care Directors Association of Alberta we wish to reach out to ask for your organizations support and acknowledgment of Out of School Care Programs in Alberta by participating in our 7th Annual *Lights On Afterschool Alberta* celebration on April 21st, 2023. This day is a collective celebration of the positive impact Out of School Care Programs make for children and families throughout the province.

SACDA started this day seven years ago in Calgary with a few programs and in a few short years, has spread province wide. This year, municipalities around the province will be lighting up their monuments in blue and yellow to show support for OOSC programs including the Calgary Tower, High Level Bridge in Edmonton and the Saamis Tepee in Medicine Hat and the Sun Dial in Grand Prairie. Additionally, municipal Mayors have dedicated the day through proclamations showcasing support for OOSC.

Past local events have encouraged programs across the province to host community events, inviting elected officials and policy makers to programs, and allowing each program to help “shine a light” on the value OSC program offers communities and their youth.

The School Age Care Directors Association of Alberta (SACDA), formally requests a show of support to the School Age Care community with either a written letter of support or a quick video that can be shared with programs and parents across the province. This unity in support will show programs and families that School Age Care and its interests will continue to be supported and championed both throughout the province and moving forward from all political parties.

We ask that in your response to please consider the following questions:

- What value and impact do you see quality OSC programs create in both communities and the success and well-being of children in Alberta?
- What is your vision for OOSC in Alberta?
- How will you ensure that OOSC is included in the early learning and childcare conversation?

We truly appreciate the work that you do to continue to help advance our sector, and hope that one day you might be able to attend one of our OOSC members sites, and attend a future annual conferences to see first-hand the dedication of our professional community and the important work conducted on a daily basis with Alberta’s families.



We encourage you to visit <https://www.calgarysacda.com/lights-on-afterschool> and learn more about the event as well as watch our *Lights On Afterschool Alberta Video* developed last year here: <https://youtu.be/00KJ6bRFuT4>.

Feel free to contact me directly for further information, conversation and support.

Sincerely,

Cody Topp

Cody Topp (He/Him)
Chairperson / Conference Chairperson

School Age Care Directors Association AB
PO Box 72034 Glenmore Landing PO
Calgary, AB
T2V 5H9

(P) 403.710.8384
(E) calgarysacdachair@gmail.com
(W) www.calgarysacda.com



I would like to acknowledge that I am located on the traditional territories of the Nemajoo (Blackfoot) and the people of Treaty 7 which includes the Siksika, the Peigan, the Kainai, the TsuTsu, and the TsuTsu Nakoda I am on the land where the Bow River meets the Elbow River, and the traditional Blackfoot name of this place is "Mikisikoi" which we now call the City of Calgary. The City of Calgary is also home to the Métis Nation.

NOTE: The information transmitted is intended only for the person or entity to which it is addressed and may contain confidential and/or privileged material. Any review, retransmission, dissemination or other use of or other disclosure of this information without the express written consent of the sender is prohibited. If you have received this in error, please contact the sender and delete the material immediately.

LIGHTS ON AFTER SCHOOL ALBERTA

Core Values: Families, Awareness, Advocacy, Opportunity, Empowerment,

The only province-wide event that highlights and celebrates how before and afterschool programs keep kids safe, inspire them to learn, and help Canadian working families.

Before and afterschool care programs provide an impactful time for children to learn and develop essential life skills, leadership, and engage in their communities in ways they may not otherwise have the opportunity to experience. While the hours children spend in out of school care are minimal, they have a powerful impact that lasts a lifetime.

Out of school care programs provide an essential service to families by providing safe environments and quality care for their children during the "critical hours" meeting the needs of all families, including low income and single parent households.

<https://www150.statcan.gc.ca/n1/pub/89-652-x/89-652-x2014005-eng.htm>

Lights On After School Alberta is an advocacy initiative that helps "shines a light" on the importance and impact of Afterschool care programs across the province-creating opportunities through community events geared to help programs develop connections with parents, schools, local businesses and advocates, helping build stronger foundations for Alberta youth.

Village Office

From: [REDACTED]
March 20, 2023 11:41 AM
To: Community Engagement
Subject: Mauro Chies Announced as New AHS President and CEO

Follow Up Flag: Flag for follow up
Flag Status: Flagged



Dr. John Cowell
AHS Official Administrator

Mauro Chies Announced as New AHS President and CEO

Dear municipal and indigenous leaders,

I'm pleased to announce today that Mauro Chies has been appointed as the new AHS President and CEO, effective immediately. Mauro has been serving as the Interim President and CEO of AHS since April 4, 2022.

A selection panel led by the Official Administrator Advisory Committee that included the former AHS Chair of the Board of Directors and others, and supported by an international executive search firm, reviewed many highly qualified international and national candidates that resulted in Mauro being chosen and promoted to the permanent position. We thank all panel members for their commitment to this search process.

Mauro began his extensive career in healthcare with the former Capital Health Region and has worked with AHS since the organization's inception in 2009. He has gained the respect and confidence of our employees, partners and subsidiaries, as well as many of our external stakeholders.

He has held previous executive leadership roles, including Board Chair of Alberta Precision Laboratories, Vice President of Cancer Care Alberta & Clinical Support Services, and Senior Operating Officer, Diagnostic Imaging Services. Mauro brings a strong desire to drive innovation and change and he knows the system not only as a leader and executive, but as a front-line provider working with patients and families.

In the past 10 months as Interim President and CEO, Mauro has provided stability while leading the organization through challenges and affecting positive change. He is known for his practical and collaborative approach and has gained the strong support of his colleagues, physicians and staff within AHS.

He also has my full support. I look forward to continuing to work alongside him as we build even more momentum on our four priorities and make measurable progress.

I'd like to take this time to thank all of you at AHS for your ongoing contributions to the organization.

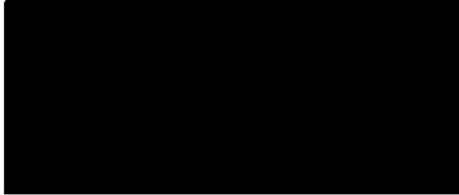
Sincerely,

[Redacted signature]



This message and any attached documents are only for the use of the intended recipient(s), are confidential and may contain privileged information. Any unauthorized review, use, retransmission, or other disclosure is strictly prohibited. If you have received this message in error, please notify the sender immediately, and then delete the original message. Thank you.

March 21, 2023



RE: Community Spaces Grant application by Barrhead Wellness Connection

Dear Minister Savage,

On March 14, Council heard from Evan Jamieson, President, Alberta Weekly Newspapers Association. Mr. Jamieson highlighted what impact changes to the EPR program would have on newspaper media.

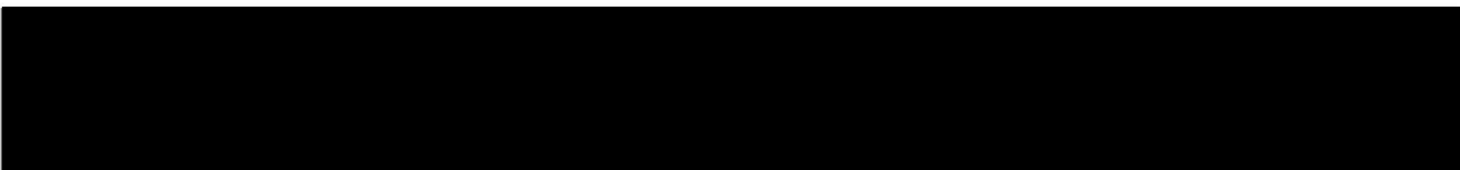
The newspaper industry is already under extreme financial pressure due to increased costs of materials and inflation coupled with the decline in advertising spend and subscriptions. It might seem simple to discontinue physical publications in a digital world; however, digital excludes entire demographics of individuals who cannot access the internet. Newspapers serve as a source of information for those who still operate in an analogue world. A newspaper shuttering its doors due to additional expenses, will cut an entire demographic off from access to local, national, and international news.

We urge the UPC to follow in the footsteps of jurisdictions such as Great Britain and Ontario where newspapers have become exempt from similar EPR programs. Newspapers have multiple uses, offering a secondary purpose aside from providing information about the world. Among other uses, they are conducive as insulation for temperature sensitive products during transport and protect precious family heirlooms during a move. We urge you to recognize the importance of local papers and the impact the potential closure newspaper businesses would have on the social fabric of the communities they serve. Consider the challenges already faced. Follow in the footsteps of the Ontario government, and please exempt newspapers from the revised EPR program.

Regards,

A handwritten signature in black ink, appearing to read "Dave McKenzie".

Dave McKenzie
Mayor



cc: Glen van Dijken, MLA Westlock-Peace River
Alberta Municipalities
All Alberta Municipalities