



The regular meeting of the council of the Village of Hussar will be held at the Hussar Arena on Thursday, August 10, 2023 starting at approximately 8:15 p.m, after the Annual General Meeting.

**1. CALL TO ORDER**

**2. ACCEPTANCE OF AGENDA**

**3. ADOPTION OF THE PREVIOUS MINUTES**

- (a) July 13, 2023 Regular Council Meeting

**4. POLICY & BYLAW REVIEW**

- (a) Bylaw Review
  - 506-16 CAO Bylaw
  - 538-21 new bylaw created due to changes
  - 549-22 new bylaw created due to changes
- (b) Policy Review
  - 4.6 Vacation Entitlement - Changes

**5. BUSINESS**

- (a) Fall Convention - Meet with Minister McIver
- (b) Recycling Council of Alberta - 2023 Circular Economy Conference
- (c) WHMB requesting a letter of support
- (d) Gazebo Grand Opening
- (e) Public Utility Lot subdivision - 3rd Ave & Centre Street
- (f) CAO Training – DEM, ICS, Emergency Management

**6. FINANCIAL REPORTS**

- (a) July 2023 Bank Reconciliation and Cheque Listing
- (b) Term Rate for Mayors Memorial Trust

**7. COMMITTEE REPORTS**

**8. CAO, PW & JG WATER SERVICES REPORTS**

**9. CORRESPONDENCE**

- (a) Municipal Affairs - Village of Hussar 2023 Funding Letter
- (b) Release of Municipal Affairs 2022-23 Annual Report
- (c) Municipal Accountability Program Cycle 2
- (d) Deborah Reid-Mickler – to run for the position of Director Villages South
- (e) WFCSS hosts the Wheatland Interagency Council

**10. CONFIDENTIAL**

- (a) Resident email (as per S. 17(1) of the FOIP Act)

**11. ADJOURNMENT**

Next Meeting: Thursday September 14, 2023 (Council Chambers and via. Conference call)

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023**

The regular meeting of the council of the Village of Hussar was held in Council Chambers on Thursday, July 13, 2023, commencing at 7:00 pm

---

<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 5 in person + 1 person via conference call	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:01 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2023-07-13-601	MOVED by Councillor Schindel that the agenda be accepted with the following changes; <ul style="list-style-type: none"><li>• Remove; 3. (a) Delegation - Debbie Leblanc</li><li>• Add; 11. Confidential (Resident Letter)</li></ul>	CARRIED
<u>DELEGATION</u>	<u>Dave &amp; Judy Kirkpatrick – concerns with house at 231 3<sup>rd</sup> Ave W</u>	
2023-07-13-602	<u>Julie Wiechel – request permission to adopt new puppy</u> MOVED by Councillor Schultz to approve for the fourth animal for Julie Wiechel	CARRIED
<u>APPROVAL OF MINUTES</u>	<u>April 13, 2023 Regular Council Meeting</u>	
2023-07-13-603	MOVED by Councillor Frank that the minutes of April 13, 2023 be accepted as presented	CARRIED
2023-07-13-604	<u>May 11, 2023 Regular Council Meeting</u> MOVED by Councillor Frank that the minutes of May 11, 2023 be accepted as presented	CARRIED
2023-07-13-605	<u>June 8, 2023 Regular Council Meeting</u> MOVED by Councillor Schindel that the minutes of June 8, 2023 be accepted as presented	CARRIED
<u>POLICY &amp; BYLAW REVIEW</u>	<u>Bylaw Review</u> <ul style="list-style-type: none"><li>• 538-21 Procedural Bylaw</li></ul>	
2023-07-13-606	MOVED by Councillor Schindel to make the changes as discussed	CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023

The following Bylaw was reviewed without changes

- 521-18 Unsightly Premises

Policy Review

2023-07-13-607

- 4.6 Vacation Entitlement

MOVED by Councillor Frank to make changes as discussed

CARRIED

The following Policies were reviewed without changes

- 4.9 Overtime
- 4.10 Performance Review

BUSINESS

2023-07-13-608

Purchase of an industrial lot for purchase

MOVED by Councillor Schindel to have our CAO look into the process of pricing out and looking into the process necessary to sell lot RY584 or RW5 and RLY24 on the tracks, and get back to us next council meeting

CARRIED

2023-07-13-609

Alberta Transportation and Economic Corridors – Golf Tournament

MOVED by Councillor Schultz to accept as information

CARRIED

2023-07-13-610

Alberta Municipalities – Fall Convention

MOVED by Councillor Frank to accept as information

CARRIED

2023-07-13-611

Hussar Summer Daze request

MOVED by Councillor Schultz to direct administration to draft a letter to the Summer Daze Committee as discussed with Council's approval

CARRIED

2023-07-13-612

Sharing Assessment Data with 9 Pillars Real Estate Board

MOVED by Councillor Frank to let Wild Rose Assessment Services share our assessment data with Pillar 9 Real Estate Board

CARRIED

2023-07-13-613

Ratify the Library Board Auditor

MOVED by Councillor Schindel to appoint Carol Santerre as our Library Board Auditor for the Hussar Library Board

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023

2023-07-13-614 Discuss Property at 235 2<sup>nd</sup> Ave East  
MOVED by Councillor Schindel to accept as information  
CARRIED

Councillor Schultz called Recess at 8:50pm  
Back from Recess at 9:00pm

FINANCIALS  
2023-07-13-615 June 2023 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Schultz to accept the June 2023 Bank  
Reconciliation and Cheque Listing as presented  
CARRIED

2023-07-13-616 Q2 Budget Variance Report  
MOVED by Councillor Schultz to accept as presented  
CARRIED

2023-07-13-617 Term Deposit Renewal – Mayors Memorial Trust  
MOVED by Councillor Schindel to direct our CAO to discuss with  
Connect First Credit Union to find whatever the best rate is to lock into  
a term with the best rate that they have available up to a 5 year term  
CARRIED

COMMITTEE  
REPORTS

Tim Frank  
Drumheller District Solid Waste Association met June 15<sup>th</sup>. Annual  
report presented for 2022. The landfill accepted 34,488.06 metric tons  
of waste. Councillor Frank continues to give yearly numbers for waste  
operations.

Fire Association Board next board meeting is August 21<sup>st</sup>.

SAEWA has nothing new to report at this time.

Cemetery Board. Columbarium base will be poured withing the next  
couple of weeks. Discuss desired configuration of base and benches.  
Discuss upkeep of cemetery.

Wheatland Regional Corporation Board meeting is July 19<sup>th</sup>.

Les Schultz  
Community Futures Wild Rose – Running smoothly, new staff, word  
getting around about them so interest is getting busier with people  
wanting to get a loan. They've hired an office manager due to getting  
busy. Loans are currently at 60% of their target but they expect more

**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023**

coming this fall. Branching out and helping non-profit organizations with strategic planning, most recently they worked with WADEMOSA on their Strategic Plan. Councillor Schultz explains this further. Councillor Schultz explains that Chestermere is looking for another representative. Councillor Schultz explains details about their finances, loan applicants and account balances. AGM was June 15<sup>th</sup> as well as a short board meeting where they presented the audited financials which were approved and then presented to the stakeholders at the AGM which followed. Councillor Schultz describes some success stories that were discussed at this meeting. Next meeting is scheduled for September 7<sup>th</sup>. Councillor Schultz distributes reports to council.

Wheatland and District Emergency Medical Services Association (WADEMOSA). Meeting was Monday June 19<sup>th</sup> where they presented the Audited Financial Statements which resulted in a clean audit and was accepted. Community Futures presented an update about the Dispatch Sustainability and the Strategic Plan which they gave everyone a draft copy of, and the board is now reviewing this. The next meeting is July 25<sup>th</sup> which is just to discuss the Strategic Plan because they normally don't meet in July or August. Councillor explains that there are 2 dispatch levels at different pay scales which caused issues so they gave a pay raise to make it fair. Discuss the issues. Councillor Schultz explains why they have to meet to catch up on some work due to some meetings being cancelled in the past.

Wheatland Housing Management Body. WHMB is moving forward with the new lodge build request to the province. The application has been sent with the numbers as we know them at this time, because they can change, they probably won't hear back until at least September on whether the funding is granted to build this or not. Councillor Schultz explains that this has gone to the province and Canadian Mortgage Housing Association for approval. Councillor Schultz explains there are at least 6 other municipalities who are looking for money for similar projects so the province has to decide who gets it. Most recently WHMB approved a press release to be sent out to all the media sources to keep the public and taxpayers informed about the status and the progress of the project.

Councillor Schultz explains he had an online meeting with Martin Shields which are always informative with news from Ottawa and everyone gives updates on their respective communities.



**VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023**

RCMP - Corporal Mamchur, Councillor Schultz and Councillor Frank met on Friday July 7<sup>th</sup> regarding the new online reporting that the RCMP have. Cpl. Mamchur would like to attend a few council meetings per year but will continue to send quarterly reports. Discuss online reporting.

Coralee Schindel

WFCSS regular meeting was on June 28<sup>th</sup>. Since that meeting Crystal sent them an update that she found a letter for their municipalities regarding funding. Crystal wasn't aware that they need to make a letter and send that off to them so now that she's found it for the budget and financial review she has worked one together and sent it to them asap after having it approved by the board. Councillor Schindel explains that she and Shannon met prior to the meeting for the CAO's performance review and that Crystal will continue to oversee WFCSS as the CAO and build on the foundation established before her. At the June 28<sup>th</sup> meeting they discussed the province's approval of a 4.5% FCSS funding agreement and a funding agreement has been approved. Funding allocations have been recalculated and amended for 2023 to 2025 so Crystal should have or will be forwarding that to them. They discussed adjusting Meals on Wheels Volunteer Vouchers as gas costs have increased so much. Seniors week was busy, coffee and chat had 53 people visit and they picked a new home support client. Joanne Simpson with AHS Mental Health and Addictions and Crystal, held an Elder Abuse presentation with 7 participants and there ended up being a senior that they found in need of their resources so it's already benefiting people. Good Food boxes they had 54 for June 16<sup>th</sup>. Effective August 1<sup>st</sup> there will be a \$5 increase to the boxes and Crystal is going to push for a subsidy for low-income families to still be able to qualify. Delivery fee is also increasing from \$20 to \$50, and if numbers drop below 25, because Crystal does believe this is going to impact it, the program will need to be re-evaluated at that time. Senior Power monthly until conference. Meals on Wheels numbers holding steady with 2 new volunteers. Lunch and Learn, Hope Bridge provided decoupage craft, 24 were registered, 18 showed. And they almost have all of 2023 to 2024 lined up for Lunch and Learns. Community Fee Assistance Program received additional funding of \$3,250 from East Solar Project Elemental Energy. They continue to advertise the program so hopefully they'll have lots of people sign up. Collective Cooking coordinated a youth event for July 24<sup>th</sup>, Councillor Schindel has posters for the Village of Hussar's CAO, Councillor Schindel gives the details of the event. Compass for Caregivers is underway with 2 participants and the last session is June 27<sup>th</sup> and will resume in September or October.

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023

Crystal has some ongoing projects she's working on, Elder Abuse Awareness Initiative. Crystal has partnered with CRPCN to promote Elder Abuse Awareness in Chestermere, Langdon, Strathmore, Gleichen and surrounding areas. \$25,000 to be utilized by March 31<sup>st</sup> 2024. Wellness Bags 2024, Crystal will be planning those in September so if there's any feedback we want to give we can send that to her. Women's Conference 2024, Crystal will be planning that in September. ART Summer Fall Awareness Event is coming up. ETG and 5 for Life, there are transitions happening with them and she's still working on those. Next meeting September 27<sup>th</sup>, 2023.

CAO REPORT

2023-07-13-618

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

CARRIED

CORRESPONDENCE

2023-07-13-619

MOVED by Councillor Frank to accept the following correspondence as presented;

- Marigold - Victim to Scam Impersonation
- Minister McIver Letter
- Sea Can Beautification consideration
- WHMB - Joint Agreement
- RCMP - Report Online

CARRIED

CONFIDENTIAL

2023-07-13-620

Confidential (Resident Letter)

MOVED by Councillor Schultz to move into in-camera to discuss a confidential Resident Letter (as per s. 17(1) of the *FOIP Act*)

CARRIED

2023-07-13-621

MOVED by Councillor Schultz to move out of camera at 10:59pm

CARRIED

2023-07-13-622

MOVED by Councillor Schultz to direct administration to respond to the resident letter as discussed

CARRIED

VILLAGE OF HUSSAR  
REGULAR COUNCIL MEETING  
MINUTES  
Thursday, July 13, 2023

ADJOURNMENT      The meeting was adjourned at 11:00 pm

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

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

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

DRAFT



**BYLAW #506-16  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA, TO ESTABLISH THE POSITION OF CHIEF ADMINISTRATIVE OFFICER AND TO DEFINE THE DUTIES, POWERS AND FUNCTIONS OF THAT POSITION.**

WHEREAS, the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws for the purpose of establishing the position of Chief Administrative Officer;

AND, the Council may in accordance with Section 203 of the *Municipal Government Act*, delegate any of its executive and administrative duties and powers and functions;

THEREFORE, the Council of the Village of Hussar in the Province of Alberta duly assembled, hereby enacts as follows:

PART I: BYLAW TITLE

- 1.1 This bylaw shall be known as the "Chief Administrative Officer Bylaw".

PART II: DEFINITIONS

- 2.1 *Act* means the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26 and amendments.
- 2.2 *Chief Administrative Officer* or *CAO* means the person appointed to the position of Chief Administrative Officer by Council.
- 2.3 *Council* means the council of the Village of Hussar.

PART III: APPOINTMENT, TERMS AND CONDITIONS

- 3.1 Council hereby establishes the position of Chief Administrative Officer.
- 3.2 Council shall, by resolution, appoint an individual to the position of Chief Administrative Officer.
- 3.3 Council may, by resolution, appoint an Interim CAO. The Interim CAO shall act as the CAO if the CAO becomes ill or is otherwise preventing from fulfilling the roll of the CAO. The CAO may appoint an Acting CAO where such absences are for a period of less than one month.
- 3.4 Except for the purpose of an official inquiry, the Council shall deal with the administration and control thereof solely through the CAO.
-

#### PART IV: RESPONSIBILITIES

- 4.1 The CAO's responsibilities shall be in accordance of Section 207 of the *Act*.

#### PART V: ADMINISTRATIVE DUTIES

- 5.1 The CAO must ensure that all powers, duties and functions are performed in accordance with Section 208 of the *Act* and any other enactment.
- 5.2 In order to carry out the responsibilities of the position, the CAO has the authority to:
- 5.2.1 hire, dismiss, promote, demote, reward or discipline any municipal employee;
  - 5.2.2 implement any internal reorganization of responsibilities and duties required for the effective and efficient operation of the municipality. If a major organizational change is effected, the CAO shall report on such expenditure and its need is presented to the next meeting of Council;
  - 5.2.3 be present at any meeting of Council or committee of council;
  - 5.2.4 in the case of an emergency, incur any expenditure not previously approved by Council provided a detailed report on such expenditure and its need is presented to the next meeting of Council;
  - 5.2.5 negotiate contracts, agreements and transactions required for the effective operation of the municipality and to recommend the approval of such to Council;
  - 5.2.6 conclude contracts on behalf of the municipality to a financial limit established by policy or resolution;
  - 5.2.7 sign any order, agreement, cheque, negotiate instrument or document made or executed on behalf of the municipality;
  - 5.2.8 take such other actions as necessary to carry out the responsibilities and duties assigned by Council;
- in accordance with any bylaw or approved policy of Council.
- 5.3 In accordance with Section 209 of the *Act*, delegate any of the CAO's powers, duties or functions under the *Act*, or any other enactment or bylaw to a Designated Officer or an employee of the municipality.
-

PART VI: SEVERABILITY

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

PART VII: REPEAL

7.1 All previous Chief Administrative Officer Bylaws or similar bylaws are hereby repealed.

PART VIII: ENACTMENT

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

READ a first time this 24 day of May, 2016.

READ second time this 24 day of May, 2016.

READ a third time this 24 day of May, 2016.

Signed this 9 day of June, 2016.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Chief Administrative Officer

**BYLAW #553-23  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO REGULATE THE PROCEEDINGS OF MEETINGS OF COUNCIL AND COUNCIL COMMITTEES AND DEFINE CERTAIN DUTIES OF THE COUNCIL AND OFFICERS OF THE VILLAGE OF HUSSAR.**

**WHEREAS**, Section 145 of the *Municipal Government Act*, Revised Statutes of Alberta 2000, Chapter M-26, and amendments thereto, authorizes Council to pass bylaws in relation to the procedures of Council and Council Committees and the conduct of elected officials and members of Council Committees,

**AND WHEREAS**, it is Council's desire to establish and follow a process and procedure of municipal government that reflects an open, transparent government where decisions are made after all information has been provided,

**AND WHEREAS**, it is necessary to establish rules and provisions to regulate the conduct of business in Council meetings, to control and maintain order in Council for the enactment of municipal legislation and to provide for dealing with petitions, delegations and submissions to Council,

**NOW THEREFORE**, the Council of the Village of Hussar duly assembled establishing the following rules and regulations for the order and conduct in which the business of all Council meetings shall be transacted.

**PART I: BYLAW TITLE**

1.1 This bylaw may be cited as the "Procedural Bylaw."

**PART II: DEFINITIONS**

2.1 *Act* means the *Municipal Government Act*, RSA 2000 M-26 and all amendments thereto.

2.2 *Agenda* means the list of items and order of business of any meeting of Council as prepared by the Chief Administrative Officer.

2.3 *Appellant* means the person who is appealing to Council.

2.4 *Bylaw* means a Bylaw of the Village of Hussar.

2.5 *CAO* means the Chief Administrative Officer of the Village of Hussar.

2.6 *Council* means the duly elected Municipal Council of the Village of Hussar.

- 2.7 *Councillor* means a duly elected member of Council.
- 2.8 *Deputy Mayor* means the member of Council duly appointed to the office of Deputy Chief Elected Official, pursuant to the Act.
- 2.9 *Mayor* means the member of Council duly appointed to the office of Chief Elected Official, pursuant to the Act.
- 2.10 *Point of Information* means a request to the Mayor or presiding member, or through the Chair, to another member or to the staff for information relevant to the business or item being discussed.
- 2.11 *Public Hearing* means a meeting of Council held in accordance with the Act.
- 2.12 *Quorum* means a majority of Council members required to hold a meeting and to vote.
- 2.13 *Resolution* means a motion in Council.
- 2.14 *Special Meeting* means a meeting called pursuant to the Act.

#### PART III: APPLICATION

- 3.1 This Bylaw applies to:
- a. all meetings of Council, and
  - b. subject to the Act, boards and authorities established by Council unless permission has been granted to them to establish their own procedures by a simple majority decision of Council.

#### PART IV: ORGANIZATIONAL MEETING

- 4.1 The annual Organizational Meeting of Council shall be held in accordance with the Act and the date shall be called by Council at the September regular Council meeting and shall be entered into the minutes of that meeting.
- 4.2 At the Organizational Meeting the CAO shall initially take the chair and:
- a. call the meeting to order,
  - b. administer the Oath of Office to any new elected officials, and
  - c. record the election for Mayor and Deputy Mayor.

4.3 Upon the election of Mayor and Deputy Mayor the Mayor shall take the chair for the remainder of the meeting.

4.4 The Agenda for the Organizational Meeting shall be as follows:

- a. Call to Order
- b. Oaths of Office (if necessary)
- c. Election of Mayor and Deputy Mayor
- d. Board and Committee Appointments
- e. Review of Legislative Policies
- f. Set the Date for Regular Council Meetings
- g. Any other Business as Required by the Act (if necessary)

4.5 The following board and committee appointments shall be made:

- a. Cemetery Board (1 member)
- b. Drumheller and District Solid Waste Management (1 member, 1 alternate)
- c. Hussar Municipal Library Board (1 member)
- d. Hussar Rural Fire Association (1 member, 1 alternate)
- e. Intermunicipal Development Plan Committee {IDP} (2 members, 1 alternate)
- f. Palliser Regional Municipal Services (1 member, 1 alternate)
- g. Southern Alberta Energy from Waste Association (1 member, 1 alternate)
- h. Wheatland County Assessment Review Board (1 public member)
- i. Wheatland Family & Community Support Services (1 member, 1 alternate)
- j. Wheatland Regional Emergency Advisory Committee (1 member, 1 alternate)
- k. Wheatland Regional Partnership (3 members)
- l. Wheatland & District Emergency Medical Services Association (1 member, 1 alternate)
- m. Wildrose Community Futures (1 member, 1 alternate)
- n. Wheatland Housing Management Representative (1 member, 1 alternate)
- o. any additional boards and committees.

4.6 The following boards or positions shall be ratified:

- a. Hussar Municipal Library Board
- b. Hussar Rural Fire Department Chief
- c. Hussar Municipal Library Board Auditor

4.7 The following position appointments shall be made:

- a. Director of Emergency Management
- b. Deputy Director of Emergency Management



#### PART V: REGULAR AND SPECIAL MEETINGS

- 5.1 The date and time of regular meetings shall be set at the annual organizational meeting.
- 5.2 Special meetings shall be called and held in accordance with the Act.
- 5.3 In accordance with the Act, all Council meetings shall be open to the public and twenty-four (24) hours written notice shall be given to the public as stated in Section 5.8 and Section 5.9.
- 5.4 The Mayor, subject to being overruled by a majority vote of Council:
  - a. may call Council to order,
  - b. shall maintain order and preserve decorum of the meeting,
  - c. shall decide points of order without debate or comment other than to state the rule governing,
  - d. shall determine which Councillor has the right to speak,
  - e. shall ascertain whether all Council members who wish to speak on a motion have spoken thereon and all Council members are ready to vote by asking "Are you ready for the question?" and shall thereafter call for the vote, and
  - f. shall rule when a motion is out of order.
- 5.5 Members of the public who attend a Council meeting shall:
  - a. not address Council unless they are on the Agenda or if the Chair allows, may comment for a five (5) minute period following the close of Council business at a regular meeting, and
  - b. maintain order and quiet.
- 5.6 When a member of Council or the public is addressing the Chair, every other member attending the meeting shall:
  - a. remain quiet and seated,
  - b. not interrupt the speaker except on a point of order, and
  - c. not carry on a private conversation.
- 5.7 When a member of the public is addressing Council, the member shall:
  - a. not reflect on any vote of Council except when asking to rescind the vote and when doing so shall not reflect on the motives of the Councillors who voted for the motion or the mover of the motion,
  - b. not shout or raise their voice or use profane, vulgar or offensive language, and

- c. assume personal responsibility for any statement they quote to Council and shall give the source of the information. Unfounded information or hearsay may be disregarded by Council.

5.8 Notice of regular Council meetings shall be given by publishing them on Village of Hussar website and posting notices at the Village Office and Canada Post Office.

5.9 Notice of a change to a regular Council meeting or of a special meeting shall be given by publishing them on the Village of Hussar website and posting notices at the Village Office and Canada Post Office.

#### PART VI: PUBLIC MEETINGS

6.1 Public meetings may be held at the pleasure of Council and as required as per the Act.

#### PART VII: VOTING

7.1 Voting shall be governed by the Act.

7.2 The names of those who vote for and those who vote against a motion shall be entered in the Minutes by the CAO only when a member of Council asks for a recorded vote before that vote is taken by the Chair.

#### PART VIII: GENERAL RULES OF COUNCIL

8.1 Regular Council meetings shall commence at 7:00 p.m. and adjourn not later than 11:00 p.m.

- a. Upon resolution of Council the meeting may be extended to a time determined in the resolution.

8.2 Special Council meetings shall commence at the time stated in the notice to the public and shall not last longer than three (3) hours unless agreed upon by a majority vote in Council.

8.3 If there is no quorum by 7:30 p.m., the CAO shall record the names of the Council members present and Council shall stand adjourned.

8.4 As soon after 7:00 p.m. as there is a quorum present, the Mayor shall take the Chair and call the meeting to order.

8.5 In the event the Mayor is absent, the Deputy Mayor shall take the Chair.

## PART IX: PROCEEDINGS AT COUNCIL MEETINGS

- 9.1 Unless otherwise specified in this Bylaw, the order of business for a regular meeting of Council shall be contained in the Agenda for the meeting as prepared by the CAO. Copies of reports or business to be dealt with shall be available at the meeting.
- a. The Agenda shall be made available to Council at least one day prior to the regular meeting of Council.
- 9.2 The order of business on the Agenda is as follows:
- a. Call to Order
  - b. Approval of Agenda
  - c. Public Hearings
  - d. Delegations
  - e. Minutes of Previous Meeting
  - f. Business
  - g. Development
  - h. Financial Reports
  - i. Committee Reports
  - j. CAO Report
  - k. Correspondence
  - l. In Camera
  - m. Adjournment.
- 9.3 The cut off for items to be added to the Agenda is three (3) days before the set meeting date. Any item submitted for consideration by Council after the deadline will be added to the Agenda for the next regular Council meeting.

## PART X: PETITIONS AND LETTERS

- 10.1 Petitions shall be dealt with as per the Act.
- 10.2 Letters directing items of business or concerns to Council shall be clearly written or typewritten and addressed to the Council or CAO and shall be signed by the person bringing up the business or concern.

- 10.3 Anonymous letters will be disregarded. Verbal complaints and/or concerns may not be considered by Council until which time they are written and signed as indicated in Section 10.2.

#### PART XI: DELEGATIONS

- 11.1 When a person or delegation wishes to address Council on a matter not on the Agenda, Council may add it to the proposed Agenda by resolution of Council.
- 11.2 Council shall hear all persons or delegations that so request and are placed on the Agenda. All rules of conduct in this Bylaw apply to each member of the delegation.
- 11.3 Delegations may be limited to fifteen (15) minutes presentation time to Council with additional time for Council to ask questions or for clarification.

#### XII: RESOLUTIONS (MOTIONS) IN COUNCIL

- 12.1 Any motion before council does not need to be seconded.
- 12.2 Motions may be withdrawn prior to debate or decision with the approval of Council.
- 12.3 When a motion is made and is being considered, no other motion may be made and voted on except:
- a. a motion to refer the main question to some other person or group for consideration,
  - b. a motion to amend the main question,
  - c. a motion to postpone or table the main question to another time.
- 12.4 After the question has been called, no member shall speak to the question nor shall any other motion be made until after the vote.
- 12.5 A motion to adjourn the meeting may be made at any time except when:
- a. another Council member is in possession of the floor,
  - b. a call for a decision has been made, or
  - c. the members of the Council are voting.
- 12.6 A motion to rescind a motion of Council may be made at any time after the meeting at which the motion was passed, as follows:
- a. any member of Council may make the motion to rescind,

- b. notice of the rescinding motion shall be on the agenda, and
- c. the rescinding motion must be passed by a simple majority.

#### XIII: BYLAWS

- 13.1 Bylaws shall be presented and passed in accordance with the Act.

#### XIV: SIGNING AUTHORITY

- 14.1 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes and financial statements of the Village of Hussar so that all cheques and financial instruments are signed by the CAO and a member of Council a per the Act.
- 14.2 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall sign all cheques, Bylaws, applications, agreements, minutes or financial statements of the Village of Hussar Cemetery accounts so that all cheques and financial statements are signed by the CAO and a member of Council as per the Act.
- 14.3 Any one (1) of the Mayor, Deputy Mayor or Councillor along with the CAO shall have permission to access the safety deposit box in the name of the Village of Hussar so that two (2) persons access the safety deposit box.

#### XV: PUBLIC HEARINGS

- 15.1 Public hearings shall be held in accordance with the Act.
- 15.2 The Mayor or Deputy Mayor shall act as Chair for public hearings.
- 15.3 The CAO shall act as Secretary for public hearings.
- 15.4 The order for the Agenda for a public hearing shall be as follows:
  - a. Call to Order
  - b. Introduction of Public Hearing Item
  - c. Written or Oral Submissions In Favour of the Item
  - d. Written or Oral Submission Against the Item
  - e. Appellant Rebuttal
  - f. Adjournment
- 15.5 Council may ask for further information or clarification from the CAO, Appellant or any individual who provided a written or oral submission at any time during a public hearing.

- 15.6 Cross examination, debating or questions from the public is not allowed during a public hearing.
- 15.7 The public hearing may, by motion of Council, be held over to the next regular or special Council meeting if more information is required.
- 15.8 Decision on the item discussed at a public hearing will be included in the Minutes of the Council meeting at which it was held.
- 15.9 Decision must be made on the item discussed at a public hearing within fifteen (15) days of the public hearing and sent to the appellant in writing.

XVI: EXCEPTIONS AND AMENDMENTS

- 16.1 If a matter of procedure arises that is not specifically covered in this Bylaw, the matter will be decided by use of the Act, common sense and a simple majority vote of Council.

XVII: GENERAL

- 17.1 This Bylaw comes into force upon third and final reading.
- 17.2 This Bylaw repeals Bylaw #512-16, 530-20, and 538-21

READ a first time this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ second time this \_\_\_\_ day of \_\_\_\_\_, 2023.

READ a third time this \_\_\_\_ day of \_\_\_\_\_, 2023..

Signed this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Chief Administrative Officer



**BYLAW 554-23  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR, IN THE PROVINCE OF ALBERTA, TO REGULATE THE KEEPING OF HENS 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 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 thirty (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.
- 17.2 This Bylaw repeals Bylaw #549-22

READ a first time on this \_\_\_ day of \_\_\_\_\_, 2023

READ a second time on this \_\_\_ day of \_\_\_\_\_, 2023

READ a third and final time on this \_\_\_ day of \_\_\_\_\_, 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 <sup>st</sup> Offence)	Penalty (2 <sup>nd</sup> & 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

**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	
<a href="https://www.thehappychickencoop.com/the-ultimate-guide-to-raising-quail/">https://www.thehappychickencoop.com/the-ultimate-guide-to-raising-quail/</a>	
<a href="https://www.thehappychickencoop.com/how-to-raise-chicken-and-quail-together/">https://www.thehappychickencoop.com/how-to-raise-chicken-and-quail-together/</a>	

**Other Resources:**

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



---

# Vacation Entitlement

---

Date Approved by Council: September 10, 2015

Resolution: 08.09.15

Review Date: June

Related Bylaw: N/A

Amendments: 2016-11-22-04

---

## **Purpose**

This policy has been adopted to provide guidelines for the allocation of vacation entitlement for Village of Hussar staff.

## **Guidelines**

The vacation entitlement for salary employees shall be as described in the Alberta Employment Standards Code:

An employee becomes entitled to an annual vacation of at least:

- (a) 2 weeks after each of the first 4 years of employment, and
- (b) 3 weeks after 5 consecutive years of employment and each year of employment after that.

The vacation entitlement for non-salary employees shall be as described in the Alberta Employment Standards Code:

The employer must pay an employee who is not paid by the month vacation pay or an amount at least equal to:

- (a) for an employee entitled to 2 weeks' vacation or any lesser amount, 4% of the employee's wages for the year of employment for which vacation is given, or
- (b) for an employee entitled to 3 weeks' vacation, 6% of the employee's wages for the year of employment for which vacation is given.

Salary and non-salaried employees will give 1 month notice. Vacation for the CAO is to be approved by council and for all other employees approved by the CAO.

Council may, by resolution, provide for additional vacation for any employee on a case by case basis.

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: August 10, 2023  
Title: Fall Convention - Meet with Minister McIver  
Agenda Item Number: 6a.

### **BACKGROUND**

Bringing back as requested at the July 13, 2023 Council meeting.

The ABmunis Convention on **Thursday September 27-29, 2023** at the Edmonton Convention Centre. There is a potential opportunity for municipal councils to meet with the Honourable Ric McIver, Minister of Municipal Affairs. Request would need to be received by July 13, 2023.

The virtual Convention will include all the main plenary components – Opening Ceremonies, keynote speakers, Minister dialogue sessions, resolutions, Premier’s address - and will allow eligible elected officials the opportunity to virtually vote on resolutions and elections.

Virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

#### **Pricing:**

Type	Early-bird & Virtual Pricing	In-Person Regular (After August 18)
Alberta Municipalities Member	\$620	\$775
RMA Member	\$720	\$900
Non-Member	\$1000	\$1200
Municipal Interns	Complimentary	
Virtual	\$250	

**EOEP - Effective Meetings** - Join the inaugural offering of EOEP’s newest course, Effective Meetings! The course builds on highly rated education sessions at recent ABmunis and RMA conventions by providing a full day interactive learning experience that will help participants:

- Understand what makes a great meeting and how you can help make meetings great
- Examine how rules of order and proper procedure enhance your meetings
- Discover ways to set up great decisions
- Identify action items that you can implement at your next council meeting

As an elected official, you spend a good chunk of your life in meetings. This course provides tools, tips, and ideas to make your meetings work best!

\*\*Please note this course is not applicable for associate or affiliate members.

**EOEP - Municipal Corporate Planning and Finance** - Understanding municipal finances is fundamental to the job of an elected official. Municipal councils are expected to plan, govern and set policy for the best interests of their community. Sound financial planning and management is key to supporting a

healthy municipality that can ensure that its current and future service commitments are funded in a sustainable manner.

It is important that elected officials understand how financial planning and monitoring align with the municipality's business cycle, including strategic planning, business planning and performance measurement. Elected officials need to understand their role in establishing and prioritizing competing service level demands on behalf of citizens and then determine strategies to fund those service level commitments.

\*\*Please note this course is not applicable for associate or affiliate members.

**RMRF Legal Course** - The Reynold Mirth Richards and Farmer LLP legal pre-convention session will focus on two different subjects through the day:

CAOs: The One and Only

This session will cover a variety of topics related to the lifecycle of a Chief Administrative Officer, including hiring and firing, employment contracts, healthy communications between Council and the CAO and recognizing and cultivating the unique roles of Council and the CAO in a municipality. In addition, we will discuss some of the more mundane aspects of life as a CAO such as signing authority, going in camera and CAO duties and responsibilities.

Back Off: Harassment in the Workplace

As employers, municipalities have an obligation to provide a safe workplace for employees, which includes providing a workplace free from bullying, harassment or intimidation. This session will address the recent increase in difficult ratepayer interactions and what options municipalities have available to them to avoid potential liability under Occupational Health and Safety legislation, Human Rights legislation, Workers Compensation legislation and the common law, including the brand new tort of harassment. But this session will also address internal challenges and the importance of those at the top leading by example.

\* Please note this course is not applicable for associate or affiliate members.

**STUDY TOUR** - Edmonton International Airport (YEG) Airport City Sustainability Campus Tour

Tuesday, September 26 from 2:00 pm to 4:30 pm (Complimentary)

Join us for an exciting tour of the Airport City Sustainability Campus, a hub of leading and emerging technologies from all sectors focused on aviation, commercial development and decarbonization. Having attracted \$1.5B in investment over the past nine years, the YEG campus houses many types of businesses in the transportation, cargo logistics, manufacturing, sustainability, technology development, training and tourism sectors. This tour will explore the Airport City Sustainability Campus' integrated ecosystem that spurs collaboration and innovation while fostering the commercialization of clean and emerging technologies.

Attendees will be picked up from the Edmonton Convention Centre, and will be dropped off at the same location at the conclusion of the study tour.

\*\* Timing for this tour overlaps with Pre-Convention sessions. If you are registered for Pre-Convention, please do not register for the YEG Airport Tour.

**CITY OF EDMONTON RECEPTION** - Edmonton City Hall, Thursday, September 28 starting at 6:00 pm

Tickets: \$25 + GST (Guest tickets are available)

Join us for an evening to celebrate with our host municipality, The City of Edmonton. The evening with feature great entertainment, snacks, and beverages. Please note, the event will be a cash bar.

**HOTELS** - Alberta Municipalities has partnered with the following hotels to do our best to get members the best hotel rates. Please note, as our pre-determined blocks become full, the below rates may no longer be available. A deposit of first and last night's room rates may be required at the time of booking.

**Sandman Signature Downtown Edmonton** - rates starting at \$160 per night + tax\*

**Chateau Lacombe Hotel** - rates starting at \$154 per night + tax\*

*Courtyard Marriott Downtown - Room block full*

*Westin Edmonton Downtown - Room block full*

*Fairmont Hotel MacDonald - Room block full*

\*Taxi chits will be available for those staying at the Chateau Lacombe and Sandman Signature hotels for transportation to and from the Edmonton Convention Centre, as well as transportation to and from evening events. Please see the front desk of your hotel, or the registration desk at the Edmonton Convention Centre to pick up a chit.

**RECOMMENDATION:**

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

## Potential Meeting Opportunity (Municipal Affairs Minister) 2023 Alberta Municipalities Fall Convention

[REDACTED]  
[REDACTED]  
[REDACTED]  
Dear Chief Administrative Officer

We are writing to inform you of a potential opportunity for municipal council to meet with the Honourable Ric McIver, Minister of Municipal Affairs, at the 2023 Alberta Municipalities (ABmunis) Fall Convention, scheduled to take place at the Edmonton Convention Centre from September 27-29, 2023. These meetings will be in person at the convention centre.

Should your council wish to meet with Minister McIver during the convention, please submit a request by email to [REDACTED] no later than **July 13, 2023**.

We generally receive more requests than can be reasonably accommodated over the course of the convention. To ensure suitable consideration of requests, municipalities should be mindful of the following criteria:

- No more than three policy items or issues **directly relevant to the Minister of Municipal Affairs and the department will be given priority.**
- Municipalities located within the Capital Region can be more easily accommodated throughout the year, so priority will be given to requests from municipalities at a distance from Edmonton and to municipalities with whom Minister McIver has not yet had an opportunity to meet.
- Meeting requests received after the deadline will not be considered for the convention.

Meeting times with the Minister are scheduled for approximately 15 minutes per municipality. This will allow the Minister the opportunity to engage with as many municipal councils as possible. All municipalities submitting meeting requests will be notified at least two weeks prior to the convention as to the status of their request.

Municipal Affairs will make every effort to find alternative opportunities throughout the remainder of the year for those municipalities the Minister is unable to accommodate during the convention.

Engagement Team  
Municipal Services Division  
Municipal Affairs

The logo for the province of Alberta, featuring the word "Alberta" in a stylized, cursive font with a small blue square to the right of the letter "a".

## Registration open for ABmunis Convention!

[Redacted]

Tue 2023-06-20 11:24 AM

To:Village Office <office@villageofhussar.ca>

Good morning,

We are excited to announce that [registration is now open](#) for the 2023 Alberta Municipalities' Convention and Trade Show! Convention will take place September 27 - 29 at the Edmonton Convention Centre, with pre-Convention sessions taking place Tuesday, September 26. Hotel room blocks are open, information is listed on our event website.

### Virtual is returning for 2023

The virtual Convention will include all the main plenary components – Opening Ceremonies, keynote speakers, Minister dialogue sessions, resolutions, Premier’s address - and will allow eligible elected officials the opportunity to virtually vote on resolutions and elections.

Virtual attendees will not have the ability to attend the breakout education sessions or be able to network in-person with other attendees. All slide presentations and audio from the breakout session will be recorded and will be made available to virtual attendees within two weeks of the event.

### Pricing

Member In-person registration (early-bird until August 18): \$620

Member In-person registration (after early-bird): \$775

Virtual registration: \$250

### What we need from you

We will hold a moment of silence during the program for elected officials or administrators that we have lost in the last year. If you have a person you would like to remember a person, please send their name to [Redacted] to have them included in the 2023 In Memoriam.

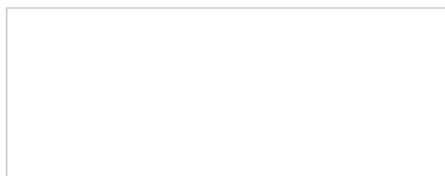
And as always, we will have our flag/logo video play throughout the event. If your flag/logo has changed in the last year, please send the updated, high-resolution photo to [Redacted]

For all Convention information and updates, visit our [ABmunis Convention event page](#). If you can't find the answer to your questions, please reach out to us and we would be happy to help.

Thank you for your continued support of our events, we look forward to seeing you in Edmonton!

[Redacted]

[Redacted]



This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to whom they are addressed. If you have received this email in error please notify the sender. This message contains confidential information and is intended only for the individual named. If you are not the named addressee, you should not disseminate, distribute or copy this email.

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

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 10, 2023
Title:	Recycling Council of Alberta - 2023 Circular Economy Conference
Agenda Item Number:	6 b.

### **BACKGROUND**

2023 Circular Economy Conference, hosted by the Recycling Council of Alberta  
Location: Fairmont Chateau Lake Louise  
Dates: October 18 - 20, 2023.

Early bird registration ends on September 8, 2023

#### **Conference Attendee Registration**

- **Early Bird Delegate Registration – RCA Member \$750** (\$900 after early-bird)
- **Early Bird Delegate Registration – Non-Member \$900** (\$1050 after early-bird)

#### **Optional Additions**

You can choose these options right from within your registration form. If you have already registered without choosing options, you can still purchase these stand-alone add-ons below and we will add them to your registration.

- Extra Banquet Ticket - **\$120.00**
- Spousal Meals Ticket - **\$330.00**

Additional Costs to consider - Hotel, Food and Travel

### **RECOMMENDATION:**

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



## 2023 RCA Circular Economy Conference Program Updates and Speaker Announcement

Mon 2023-07-31 9:34 AM

To:Village Office <office@villageofhussar.ca>

[View this email in your browser](#)

Get ready for an unforgettable experience at the highly anticipated 2023 Circular Economy Conference, hosted by the Recycling Council of Alberta. Set against the breathtaking backdrop of the Fairmont Chateau Lake Louise, this conference will be held from October 18 to 20. Prepare to embark on a transformative journey as we delve into the theme, '**There and Back Again: The Journey to Circularity**,' drawing inspiration from the epic Lord of the Rings saga.

To explore the preliminary program and secure your registration, visit our conference website at [www.conference.recycle.ab.ca](http://www.conference.recycle.ab.ca). Don't miss the opportunity to choose from a wide range of sponsorship options or host a tradeshow exhibit during the event. We're here to assist you every step of the way.

**Early bird registration ends on September 8, 2023 – make sure to register before that date for reduced rates.**

For any further inquiries, please contact the RCA at 403.843.6563 or email us at [info@recycle.ab.ca](mailto:info@recycle.ab.ca). We look forward to making this conference an unforgettable experience!

---

### Speaker Session Announcement - One Cannot Just Say They Are Circular

In the session, titled “One Cannot Just Say They Are Circular”, an exceptional lineup of speakers will emphasize the criticality of measuring progress, with the adage in mind: “You can’t manage what you can’t measure.” Discover valuable insights on obtaining reliable data and, more importantly, how to leverage this data for informed decision-making.

- **Sébastien Harvey & Mario Perron (Entropic)** - Leveraging data to drive sustainable practices
- **Catherine Tays (CSA Group)** – Standardizing Recycling in Canada: Definitions, Measuring, and Reporting
- **Lori Koebel (ABCRC)** – ESG reporting

- **Melissa Gorrie (Ecojustice / Waste Free Edmonton)** – Ecojustice federal legal framework with accountability mechanisms
- **Vicente Frias (Town of Banff)** – Municipal waste dashboard

**Stay tuned to the website and our social media channels for updates on speakers for our other sessions!** [More detailed bios on speakers can be found here.](#)

---

*Copyright © 2023 Recycling Council of Alberta, All rights reserved.*

You are receiving this email because you requested to receive RCA conference and event updates.

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]  
[Redacted] [book](#)

Want to change how you receive these emails?  
You can [update your preferences](#) or [unsubscribe from this list](#).

## Village of Hussar

### Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 10, 2023
Title:	WHMB requesting a letter of support
Agenda Item Number:	6 c.

#### **BACKGROUND**

Wheatland Housing Management Body is requesting a letter of support as they are applying for the New Horizon Senior Grant project titled (Virtual Reality Headsets and Recliners).

Letter Must be submitted by September 1, 2023

#### **RECOMMENDATION:**

1. Motion to send a letter to the Wheatland Housing Management Body in support of them applying for the New Horizon Senior Grant project
2. Accept as information at this time

*Wheatland Housing Management Body*

76 – Second Street  
Strathmore, Alberta  
T1P 1J8



August 1, 2023

To Village of Hussar

On behalf of Wheatland Housing Management Body, I am contacting you to request a letter of support as we apply for the New Horizon Senior Grant project titled (Virtual Reality Headsets and Recliners).

WHMB staff is focused on reducing and eliminating loneliness, depression, cognitive decline, and inclusion. Virtual reality (VR) is an amazing technology that can transport you anywhere and experiencing it with others has a magical effect. It will give participants the opportunity to open up, share stories, discuss how their feeling, and ultimately are able to find common ground with their peers.

Residents can create new friendships through the power of shared experience all while providing unforgettable moment and stories.

By customizing reminiscence therapy tools on the virtual head sets it allows resident to take a stroll down memory lane by revisiting their childhood home, wedding location or anywhere else from their past and in their current neighbourhood.

The proposed grant money should we receive it, would be for the purchase of four virtual headsets with six seating chairs for ultimate comfort. This interactive gaming system is proven to increase residents' participation and socializing and as a result residents are visible happier and have an increase in cognitive improvements and alertness.

The window for application is very short this year and must be submitted by September 1<sup>st</sup>, 2023. Your immediate response is greatly appreciated.

Thank you in advance for your letter of support as we continue to serve our most vulnerable senior population.

Sincerely

Vickey Cook

CAO Wheatland Housing Management Body

## Letter template

[Date] (no earlier than July 1, 2022)

Employment and Social Development Canada (ESDC)  
New Horizons for Seniors Program (NHSP)

**Subject: Support Letter “ [Project Title] ”**

Madam, Sir

I am writing to you in support of an application submitted by organization [organization name] in [insert location], for funding through Community-based stream of the New Horizons for Seniors Program (NHSP)

[Provide a brief description of the organization, the impact it has on seniors in your community, and why you support it.]

The outlined project will [Provide a brief description of the project and the impacts it has on seniors in your community].

[Provide a brief description on how the project will advance the established National Priorities (supporting healthy ageing, preventing senior abuse, celebrating diversity and promoting inclusion, helping seniors to age in place).]

For the reasons noted above, I am excited to support your funding request.

Yours sincerely,

[Name]

[Title]

[Name of Organization]

[Address]

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 10, 2023
Title:	Gazebo Grand Opening
Agenda Item Number:	6 d.

### **BACKGROUND**

Final Submission was made for the Gazebo Grant they are asking for picture and confirmation of when the Grand Opening will be held. We need to select a day for the Grand Opening.

### **RECOMMENDATION:**

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

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	August 10, 2023
Title:	3rd Ave PUL
Agenda Item Number:	6 e.

### **BACKGROUND**

Discussion regarding the 3<sup>rd</sup> Ave East PUL.

### **RECOMMENDATION:**

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

**Village of Hussar**  
**Request for Decision (RFD)**

Meeting:	Regular Meeting
Meeting Date:	August 10, 2023
Title:	CAO Training – DEM, ICS, Emergency Management
Agenda Item Number:	6 f.

**BACKGROUND**

The following Emergency Management Courses will be hosted at the Wheatland ECC only the mandatory meeting is the one on September 28, 2023.

- What is EM? August 22<sup>nd</sup> – 1:30 to 3:30 – Wheatland ECC
- Logistics Mini Session – August 29<sup>th</sup> – 1:30 to 3:30 – Wheatland ECC
- Planning Mini Session – August 31<sup>st</sup> – 1:30 to 3:30 – Wheatland ECC
- On September 28<sup>th</sup> we will be practicing how to response to and start to manage a Tornado event in a regional live exercise scenario. Attendance is expected.

**ICS and DEM Training. I have enrolled in the Basic Emergency Management. To take the DEM course would also be required to complete the ICS 100 which is also available online.**

- ICS 200 training October 30 and 31 – 8:30-4:30 - Wheatland ECC
- ICS 300 – September 12-14 (24 max) – 8:30-4:30 - Wheatland ECC
- ICS 400 – September 18/19 (24 max) – 8:30-4:30 - Wheatland ECC
- DEM Course – September 7/8 – (12 max) – 9am-3pm – Chestermere Fire Hall

**RECOMMENDATION:**

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



## EM Training & Live Exercise Info

[REDACTED]  
Hello everyone,

We have some upcoming Emergency Management training mini sessions at the end of August! Each session will be 2 hours long and will be hosted at the Wheatland ECC. Not all sessions will be necessary for everyone to participate in. Please reach out if you have questions about the sessions or would like to attend any.

### **What is EM? August 22<sup>nd</sup> – 1:30 to 3:30 – Wheatland ECC**

This session aims to create a better understand of what Emergency Management and ICS is, an overview of all roles and responsibilities of the ECC and overview of what Emergency Social Services entails. This is meant to be a quick and brief training session aiming to build knowledge within our staff and create comfortability within the ECC.

### **Logistics Mini Session – August 29<sup>th</sup> – 1:30 to 3:30 – Wheatland ECC**

This session is specific to the Logistics Section. We will be diving into each unit, what their roles and responsibilities are and what tools are available to help you support the incident and gather the resources we need. I love Logistics and I think this will be very beneficial to everyone working within this section.

### **Planning Mini Session – August 31<sup>st</sup> – 1:30 to 3:30 – Wheatland ECC**

This session is specific to the Planning Section. We will be diving into each unit within, what their roles and responsibilities are and what tools can be used to help you in an incident. Planning is the most difficult section in the ECC as planning is all about foreseeing future events within the incident, planning for the next operational period and ensuring there is a plan in place to follow to get us all through the incident.

As we have seen in our neighboring communities recently, tornados are a threat to our region. We know this, and we must be ready for this because one day, we may just be in that pathway.

**On September 28<sup>th</sup> we will be practicing how to response to and start to manage a Tornado event in a regional live exercise scenario.** Live exercises are very complex, and a lot of work goes into planning and setting this event us for everyone. **Attendance is expected.** The day is meant to be a fun but challenging. We hope to create a comfortable learning space where everyone can be involved and be supported throughout the whole day.

**Please fill out this RSVP. Whether coming or not, we need to have an expectation of numbers.** It is only 4 questions. Please take the time. <https://www.surveymonkey.com/r/2DF5K5B>



[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED]  
[REDACTED] 8

[Strathmore.ca](http://Strathmore.ca)



## ICS and DEM Training

[Redacted]

Good afternoon,

I am pleased to offer the following ICS courses. Please be sure to confirm with your supervisor to ensure sufficient coverage in your department, and let me know by September 1, 2023

### **ICS 300 September 12 14 (24 max)**

Please understand that there is a pre-requisite required to take this course. ICS 200 – **if you are attending this course, please email me both certificates for our instructor’s records**

This course will be hosted at the Wheatland County ECC in the training room from 8 30 am to 4 30 pm (242006 Range Rd 243, Wheatland County)

Lunch will be provided, please let me know if you have any food sensitivities.

### **ICS 400 – September 18/19 (24 max)**

Please understand that there is a pre requisite required to take this course ICS 300 **if you are attending this course, please email me both certificates for our instructor’s records before the course date.**

This course will be hosted at the Wheatland County ECC in the training room from 8:30 am to 4:30 pm (242006 Range Rd 243, Wheatland County)

Lunch will be provided, please let me know if you have any food sensitivities

### **DEM Course – September 7/8 – (12 max)**

Please understand that there are 2 pre requisites required to take this course “Basic Emergency Management” and ICS 100 (ICS 200 is recommended) – if you can attend this course, please email me both certificates for our instructor’s records

This course will be hosted at the Chestermere Firehall in the training room from 9am to 3pm (156 E Chestermere Dr.)

Regards,



[Redacted]

[Redacted signature block]

VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE July 31 2023

STATEMENT BALANCE 318,522.96

ADD: OUTSTANDING DEPOSITS

Deposit in August	84.00
Deposit in August	1,578.00
	<hr/>
	1,662.00

LESS: OUTSTANDING CHEQUES

9157 Wheatland WFCSS	1,316.00
9192 Gregg Distributers	52.95
9193 Hussar Summer Daze Committee	250.00
9201 Gleichen Standard Transport	145.15
█ [REDACTED]	█
9206 Wheatland County	1,711.60
9207 Canadian Pacific Railway Co.	3,325.06
9208 CIMA Canada	10,559.96
9209 Gray's Ltd	3,439.26
9210 John Deere Financial Inc	761.33
9211 Wheatland WFCSS	44.42
¢ [REDACTED]	█
9213 Loop, a division of box clever	441.00
9214 Canada Revenue Agency	2,111.81
9215 Michelle Plante	175.00
9216 Telus Mobility	67.00
9217 YS Welding	236.25
	<hr/>
	- 28,139.67

OUTSTANDING TRANSFERS

Someone paid 50 cent cash balance was .49 found a - 0.01  
- 0.01

RECONCILED BALANCE	292,045.28
GL BALANCE (3000012700)	<hr/> 292,045.28
Variance	-

OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800) Community Account (Rate .05)	STATEMENT 3,217.73 GL BALANCE <hr/> 3,217.73 Variance -	Interest \$ 0.14
Cemetery Perpetual Account 10189009 (3000012900) Community Account (Rate .05)	STATEMENT 17,184.90 GL BALANCE <hr/> 17,184.90 Variance -	Interest \$ 0.70
Cemetery Common Share Account 10499317 (3000013000) Common Share	STATEMENT 27.63 GL BALANCE <hr/> 27.63 Variance -	Interest \$ -
Mayors Memorial Trust Term Account 723112380412 (3000013400) 6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	STATEMENT 1,213.36 GL BALANCE <hr/> 1,257.98 Variance - 44.62	Interest \$ 23.74 Need to review GL
Cemetery Reserve 722821002853 (3000013500)	STATEMENT 10,627.40	Interest

High Interest Savings (Rate .35)	GL BALANCE	<u>10,627.40</u>	\$ 13.52
	Variance	-	
FGTF Grant Term Account 723112220006 (3000013700) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT	-	Interest
	GL BALANCE	<u>-</u>	\$ -
	Variance	-	
Common Share 10497733 (3000030000) Common Share	STATEMENT	2,708.32	Interest
	GL BALANCE	<u>2,708.32</u>	\$ -
	Variance	-	
Village Reserves 15037021 (3000032000) High Interest Savings (Rate .35)	STATEMENT	619,625.92	Interest
	GL BALANCE	<u>619,625.92</u>	\$ 756.82
	Variance	-	
Walking Trail Trust Term Account 15137870 (3000032220) 6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	STATEMENT	1,118.70	Interest
	GL BALANCE	<u>1,118.70</u>	\$ -
	Variance	-	
MSI Capital Term Account 15137904 (3000032400) 12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	STATEMENT	296,778.46	Interest
	GL BALANCE	<u>296,778.46</u>	\$ -
	Variance	-	
Equipment Reserve Account 722821632733(3000033000) High Interest Savings (Rate .35)	STATEMENT	10,143.54	Interest
	GL BALANCE	<u>10,143.53</u>	\$ 12.91
	Variance	0.01	
Special Events Account 722821632741 (3000034000) High Interest Savings (Rate .35)	STATEMENT	925.61	Interest
	GL BALANCE	<u>925.61</u>	\$ 1.18
	Variance	-	
Emergency Management 722821646022 (3000035000) Savings Account (Rate .05)	STATEMENT	2,185.71	Interest
	GL BALANCE	<u>2,185.71</u>	\$ 0.09
	Variance	-	
Centennial 722821666012 (3000036000) Savings Account (Rate .05)	STATEMENT	1,751.62	Interest
	GL BALANCE	<u>1,751.62</u>	\$ 0.07
	Variance	-	
Village Reserves Term Account 723112219933 (3000031000) 12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	STATEMENT	-	Interest
	GL BALANCE	<u>-</u>	\$ -
	Variance	-	

**Village of Hussar**  
**List of Accounts for Approval (Summary)**  
Batch: 2023-00073 to 2023-00085

Bank Code: AP - AP-GENERAL OPER

**COMPUTER CHEQUE**

Payment #	Date	Vendor Name	Payment Amount
9179	2023-07-11	AMSC Insurance Services Ltd.	1,131.45
9180	2023-07-11	Brandt Tractor Ltd.	593.43
9181	2023-07-11	Canada Revenue Agency	2,275.67
9182	2023-07-11	Data Scavenger Inc.	157.50
9183	2023-07-11	JG Water Services	4,378.96
9185	2023-07-11	Plante, Michelle	941.92
9186	2023-07-11	Rommens Construction Ltd.	7,098.53
9187	2023-07-11	Wheatland County	4,382.99
9188	2023-07-11	Wild Rose Assessment Service	498.75
9189	2023-07-11	Xylem Canada Company	1,653.54
9190	2023-07-11	Y.S.Welding	47.25
9191	2023-07-13	EPCOR Utilities Inc.	4,182.10
9192	2023-07-13	Gregg Distributors LP	52.95
9193	2023-07-13	Hussar Summer Daze Committee	250.00
9194	2023-07-13	Canoe Procurement Group of	161.66
9197	2023-07-20	4 Elements Environment Control	4,647.30
9198	2023-07-20	Brenkirk Construction	243.77
9199	2023-07-20	Brandt Tractor Ltd.	26.02
9200	2023-07-20	Direct Energy	200.42
9201	2023-07-20	Gleichen Standard Transport	145.15
9202	2023-07-20	Canoe Procurement Group of	6.29
9204	2023-07-20	Telus Communications Inc.	122.48
9205	2023-07-20	Telus	43.00
9206	2023-07-20	Wheatland County	1,711.60
9207	2023-07-27	Canadian Pacific Railway Co.	3,325.06
9208	2023-07-27	CIMA Canada Inc.	10,559.96
9209	2023-07-27	Gray's Ltd.,	3,439.26
9210	2023-07-27	John Deere Financial Inc.	761.33
9211	2023-07-27	Wheatland F.C.S.S.,	44.42
9213	2023-07-31	Loop, a division of Box Clever	441.00
9214	2023-07-31	Canada Revenue Agency	2,111.81
9215	2023-07-31	Plante, Michelle	175.00
9216	2023-07-31	Telus Mobility	67.00
9217	2023-07-31	Y.S.Welding	236.25
Total Computer Cheque:			56,969.55

Total AP: 56,969.55

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: August 10, 2023  
Title: Term Rate

Agenda Item Number: 7 b.

### **BACKGROUND**

Please confirm which term council would like to select to the Mayors Memorial Fund

*If different, please enter rates as special rates.*

<b>Long Term Non-Redeemable</b>		
	<b>Annual</b>	<b>Monthly</b>
12 to 23 months	5.00%	4.70%
24 to 35 months	4.80%	4.50%
36 to 47 months	4.10%	3.80%
48 to 59 months	4.05%	3.75%
60 months	4.00%	3.70%

minimum                      \$500                      \$2,500

### **RECOMMENDATION:**

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



ALBERTA

MUNICIPAL AFFAIRS

*Office of the Minister  
MLA, Calgary-Hays*

AR111593

July 7, 2023

His Worship Leslie Schultz  
Mayor  
Village of Hussar  
PO Box 100  
Hussar AB T0J 1S0

Dear Mayor Schultz:

Further to my predecessor's letter of March 2, 2023, a strong partnership between the province and local governments remains a key priority for the Government of Alberta. To that end, I am pleased to confirm the allocation amounts to your community for the Municipal Sustainability Initiative (MSI) Capital and Operating programs, and the Canada Community-Building Fund (CCBF) program.

For the Village of Hussar:

- The **2023 MSI Capital allocation is \$61,205.**
- The **2023 MSI Operating allocation is \$48,406**, double the 2022 allocation amount.
- The **2023 CCBF allocation is \$50,000.**

MSI and CCBF funding amounts for all municipalities and Metis Settlements are posted on the Government of Alberta website at [open.alberta.ca/publications](https://open.alberta.ca/publications).

I look forward to working together with you to support your local infrastructure and operating needs, and building strong, vibrant communities across Alberta.

Sincerely,

Ric McIver  
Minister

cc: Liz Santerre, Chief Administrative Officer, Village of Hussar



## Release of Municipal Affairs 2022 23 Annual Report

Wed 2023-07-12 10:36 AM

To: Village Office <office@villageofhussar.ca>

Attention: All CAOs

Subject: Release of Municipal Affairs 2022 23 Annual Report

I am very pleased to share the Ministry of Municipal Affairs 2022 23 Annual Report with you. This year's report is a great reminder of the diverse, collaborative, and valuable work of our ministry.

The report provides a comprehensive review of the programs and initiatives the ministry has undertaken over the past fiscal year to build stronger, safer local communities that contribute to greater economic prosperity for all Albertans. It offers a detailed analysis of the Ministry's performance in relation to its 2022 25 Business Plan, and highlights many of the Ministry's accomplishments, opportunities, and challenges in 2022 23, including the following.

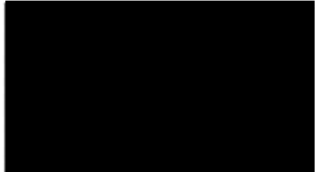
- Continued to strengthen municipal accountability and transparency through the Municipal Accountability Program, the municipal inspection process, and the annual Alberta Municipal Measurement Index.
- Collaborated with stakeholders to conduct a review of the newly published editions of the national building, fire, and energy codes to ensure they align with the best interests of Albertans. By maintaining the exclusion of large farm buildings, Alberta will preserve affordability for the agricultural industry, and protect jobs and the economy while maintaining public safety. Adopting tier 1 as the minimum province-wide standard for energy efficiency in buildings and homes will allow Alberta to set a consistent framework for achieving higher levels of energy efficiency in housing and small buildings, while maintaining affordability.
- Continued to support Alberta's municipalities with stable funding for capital projects through the Municipal Sustainability Initiative, the province's primary capital grant program for municipalities. The Ministry provided \$486 million in capital funding to Alberta municipalities through this initiative, as well as \$255 million through the federal Canada Community-Building Fund. Additionally, \$29 million in operating grant funding was provided to municipalities and Metis Settlements. The ministry continued to collaborate with stakeholders on the program design and allocation formula for the future Local Government Fiscal Framework.
- Provided \$16 million in funding for the Alberta Community Partnership, a grant program that enables municipalities to advance local and regional priorities, including municipal regional collaboration and capacity building initiatives.

- Engaged in a series of meetings with the Government of Saskatchewan, City of Lloydminster, and the Lloydminster public and separate school divisions to review and update the Lloydminster Charter. The resulting amendments better aligned the charter with municipal legislation in both provinces and addressed, where possible, the unique status of the city.
- Delivered funding under the Fire Services Training Program to supplement training supports for fire departments across municipalities. A total of \$500,000 was provided, with funds disbursed to 63 successful applicants, including municipal fire services in cities, towns, villages, counties, and improvement districts, as well as First Nations.
- Continued to address the unpaid oil and gas property tax issue within municipalities. To gain a better understanding of the issue, the Ministry conducted a municipal survey in fall 2022. A summary of the results is published at [www.alberta.ca/unpaid-oil-and-gas-property-taxes.asp](http://www.alberta.ca/unpaid-oil-and-gas-property-taxes.asp). Municipal Affairs supported the Minister of Energy to issue a new directive to the Alberta Energy Regulator (AER) to make payment of municipal taxes a mandatory condition for the AER to approve license transfers between oil and gas companies or to grant new licenses. Municipal Affairs is supporting the implementation of the directive by compiling and maintaining a list of companies with unpaid taxes for the AER to reference.
- Continued to manage a high volume of appeals and applications made to the Land and Property Rights Tribunal, the majority of which were filed under the *Surface Rights Act* by rural landowners to recover unpaid surface lease payments owing from oil and gas operators, and made significant improvements to modernize and improve processes to make intake of these applications more efficient.
- Granted Municipal Stimulus Program time extensions for 94 municipalities and two Metis Settlements for projects under the program. By extending program time limits to December 31, 2022, 169 projects were successfully completed.
- Provided \$30.8 million to 165 municipalities under the Grants in Place of Taxes program in 2022-23. This program provided municipalities with grant funding equivalent to the municipal property taxes on more than 5,100 properties the Crown owns or leases, which would otherwise be tax exempt under the *Municipal Government Act*.
- Provided advice and guidance to the Village of Glendon and Frog Lake First Nation as they each formed new library boards. Public libraries or outreach services are now available on numerous First Nation reserves and Metis Settlements throughout the province.

Within this report, you can see how actions and decisions connect to the Ministry's goals and key strategies, and how Municipal Affairs is progressing. I invite you to look through our annual report online at <https://open.alberta.ca/publications/1925-9247>.

I look forward to our continued partnership.





AR111594

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

Dear Ms. Santerre:

**Subject: Municipal Accountability Program Cycle 2**

As you may know, the Municipal Accountability Program (MAP) was initiated in 2018 to collaboratively foster effective local governance and build administrative capacity in Alberta's municipalities. Municipal Accountability Advisors review municipal processes and procedures to develop and enhance knowledge of mandatory legislative requirements. Through these efforts, Municipal Affairs supports Alberta municipalities with legislative compliance, and Chief Administrative Officers (CAOs) are able to confirm areas where the municipality is doing well and receive guidance on areas for improvement.

The first cycle of the program is complete, with 210 municipalities participating in a MAP review from 2018-22. The program is mandatory for municipalities with populations of 2,500 or less and may be offered to any municipality upon council request, if approved by the Minister.

I am pleased to advise Municipal Affairs is initiating the second cycle of the MAP in conjunction with continued support for municipalities to complete their remaining action plans for legislative compliance from Cycle 1. Your municipality is not included in the schedule for the 2023 program year; however, as a municipality with a population of 2,500 or less, Municipal Affairs will schedule a review within the five-year cycle between 2024 to 2027. As in the first cycle of the program, municipalities will be notified of their scheduling in advance of their review.

To ensure MAP continues to provide value to program participants and to the Ministry, the review areas in Cycle 2 have been expanded to include discretionary areas within the *Municipal Government Act*. During a MAP Cycle 2 review, the program team will work with you as the municipality's CAO to highlight the municipality's progress made through MAP Cycle 1. Additionally, the program team will assist in identifying areas to review and identify discretionary legislative provisions that apply or are likely to apply to your municipality. In your role as CAO, you will also be invited to identify other areas of focus for inclusion in the review.

.../2

[REDACTED]

## Candidate for Director of Villages South on the Alberta Municipalities' Board

Elections to be held at Convention in September 2023

Hello Villages South,

Villages are the “arterial lifeforce” of rural Alberta. We are the communities that help support all rural Albertans, providing their schools, libraries, coffee shops, community halls, arenas and all the other services that are vital for our rural residents to thrive. And we are **unique**.

I have submitted my nomination papers to run as a candidate to represent Villages South on the Alberta Municipalities' Board. As a second term elected official I currently serve as the Deputy Mayor for the Village of Duchess. Since 2020 I have been an active member on two Alberta Municipalities Committees – Small Communities and Economic Strategy. At all committee meetings I am a passionate and vocal advocate for the needs of Villages and have broadened the committees' understanding of the unique context of Villages. This experience has provided me with valuable knowledge about the needs of all the Alberta Municipalities' members, and I am continuously learning about the challenges facing all our great communities.

Over the last six years as an elected official, I have represented the Village and region on several Boards and Committees as Member, Chair, Vice-Chair and Secretary/Treasurer. In addition, for six years I have served on the for-profit Corporate Board – Newell Regional Services where I am the current Vice-Chair. Recognising the importance of rural health, I am also an active member of our regional Health Advisory Council (Palliser Triangle). My municipal education includes completion of the Municipal Elected Leaders Certificate through Augustana in 2022 and currently, I am working to complete the Community Economic Development program through Economic Developers of Alberta.

I would be proud to serve Villages South on the Alberta Municipalities Board and would be honoured to work with all our unique Villages. My goal is to understand **your** challenges, advocate for **your** needs and, to provide that critical “village lens” to all priorities and decisions. To that end I would like to hear from you. Please reach out to me, I value all your insights, questions and concerns.



**Fun Facts: I am a big fan of Biathlon and Cricket**

**And yes, the accent is real. I emigrated to Alberta in 1981!**

## Interagency Council



Good Morning,

I wanted to pass along some information that you may be interested in.

WFCSS hosts the Wheatland Interagency Council. We provide a platform for local organizations to share their events, information and updates to other local individuals, groups, organizations and agencies (as well as some provincial). Every September we begin a new year with a Luncheon and member sharing. Every month (Sept-Jun) after that our meetings are held the third Wednesday at 11:30am. We try to have several meetings each year in person and the remaining dates are held virtually. Meetings are not mandatory to attend and you can still send info on anything you wish to have shared with the council.

I wanted to know if you would be interested in providing an email that we could add to our Interagency group email? You would receive emails on topics mentioned above as well as info on available grants, job opportunities and workshops.

I know you likely received too many emails everyday so if you decide not to participate that is completely fine. I understand! I just wanted to ensure you were aware of the opportunity.

Thank you

