



The regular meeting of the council of the Village of Hussar will be held in Council Chambers and via conference call on Thursday, December 14, 2023 starting at 7:00 p.m.

**1. CALL TO ORDER**

**2. ACCEPTANCE OF AGENDA**

**3. DELEGATION**

- (a) Gordon Armstrong – Masonic Lodge
- (b) Samuel Bray – Utilities at 235 2<sup>nd</sup> Ave East

**4. ADOPTION OF THE PREVIOUS MINUTES**

- (a) November 9, 2023 Regular Council Meeting

**5. POLICY & BYLAW REVIEW**

- (a) Bylaw Review
  - 550-23 Utility Bylaw
  - 540-21 Garbage Collection Fees
  - 541-21 Garbage Collection
- (b) Policy Review
  - 2.1 Campground Rental and Reservations
  - 2.2 Metal Detecting on Village Property
  - 4.4 Employee Benefits
  - 5.12 Cell Phone Policy
  - 7.5 Utility Rate Policy

**6. BUSINESS**

- (a) Summer Student
- (b) STD/LTD for Employees
- (c) SDAB Training Workshop – January 15, 2024
- (d) Emerging Trends In Municipal Law - Seminar February 8/15, 2024
- (e) WRC – Response from Brownlee LLP
- (f) Marigold Reading Week
- (g) Additional Animal Request
- (h) Columbarium- Cemetery
- (i) Utility Rate Options

**7. FINANCIAL**

- (a) November 2023 Bank Reconciliation and Cheque Listing
- (b) Interim Budget 2024

**8. COMMITTEE REPORTS**

**9. CAO, PW & JG REPORT**

**10. CORRESPONDENCE**

- (a) Utility Safety Partners
- (b) RCMP Q2 Report
- (c) Wheatland County Proposed amendments to Land Use Bylaw

**11. CONFIDENTIAL**

- (a) CAO performance Review (as per s. 17(1) of the *FOIP Act*)
- (b) Assessment Audit Report – Draft (as per s. 29(1) of the *FOIP Act*)

**12. ADJOURNMENT**

Next Meeting: Thursday, January 11, 2024 (Council Chambers and via. Conference call)

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

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

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<u>IN ATTENDANCE</u>	Councillors: Les Schultz, Tim Frank, Coralee Schindel Elizabeth Santerre (CAO) 1 person via conference call 1 person in attendance	
<u>CALL TO ORDER</u>	The meeting was called to order at 7:00 pm	
<u>ACCEPTANCE OF AGENDA</u>		
2023-10-12-698	MOVED by Councillor Frank to add item; 6.(h) December Office Closure Dates	CARRIED
<u>DELEGATION</u>	<u>Gordon Armstrong – Masonic Lodge</u>	
2023-10-12-699	MOVED by Councillor Schindel to accept his presentation as information	CARRIED
<u>APPROVAL OF MINUTES</u>		
2023-10-12-700	<u>October 12, 2023 Organizational Meeting</u> MOVED by Councillor Schindel that the minutes of October 12, 2023 be accepted as presented	CARRIED
2023-10-12-701	<u>October 12, 2023 Regular Council Meeting</u> MOVED by Councillor Schultz that the minutes of October 12, 2023 be accepted as presented	CARRIED
<u>POLICY &amp; BYLAW REVIEW</u>	<u>Bylaw Review</u> <ul style="list-style-type: none"><li>• New 553-23 Procedural Bylaw</li></ul>	
2023-10-12-702	MOVED by Councillor Schultz to have First Reading of Bylaw 553-23 Procedural Bylaw	CARRIED
2023-10-12-703	MOVED by Councillor Frank to have Second Reading of Bylaw 553-23 Procedural Bylaw	CARRIED
2023-10-12-704	MOVED by Councillor Frank to bring forth Bylaw 553-23 Procedural Bylaw forward for Third Reading	CARRIED

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2023-10-12-705      MOVED by Councillor Schindel to have Third and Final Reading of Bylaw 553-23 Procedural Bylaw

CARRIED

The following Bylaw was reviewed;

- New 554-23 Garbage Bylaw

2023-10-12-706      MOVED by Councillor Schindel to bring back Bylaw 554-23 Garbage Bylaw with the changes made as discussed

CARRIED

Policy Review

- 5.1 Office Hours of Operation

2023-10-12-707      MOVED by Councillor Schindel regarding Policy 5.1 Office Hours of Operation to make changes to the third sentence under guidelines, to change it from saying “when vacation time is taken by the CAO, when” to striking the comma and “when” from the sentence and replacing it with “or”

CARRIED

- 5.7 Annual Budgeting Process

2023-10-12-708      MOVED by Councillor Schindel regarding Policy 5.7 Annual Budgeting Process, on the seventh point under the operational portion of the annual budget must include, instead of saying “recovery” it should say “recover”

CARRIED

The following Policies were reviewed without changes;

- 6.1 Snow Removal
- 8.1 Health & Safety
- 8.2 Work Alone

BUSINESS

2023-10-12-709      Drumheller Mail – Year in Review  
MOVED by Councillor Frank to have our CAO send the Drumheller Mail our Year in Review as discussed

CARRIED

2023-10-12-710      Christmas Bonus  
MOVED by Councillor Schindel that CAO and Public Works Foreman be provided with an annual bonus in the amount of \$200 payable with a Visa Gift Card

CARRIED

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- 2023-10-12-711 AMENDMENT to previous motion by Councillor Schindel to include \$50 to our Casual Admin Assistant  
CARRIED
- 2023-10-12-712 MOVED by Councillor Schindel that CAO coordinate a Christmas party for Council, Staff and family at a date to be determined.  
CARRIED
- Columbarium 2 quotes to review  
2023-10-12-713 MOVED by Councillor Frank to approve the quote option #1 from Sunset in the amount of \$25,274 + GST  
CARRIED
- Councillor Schultz called Recess at 8:30pm  
Back from Recess
- TAXervice – Tax Arrears Recovery Specialists  
2023-10-12-714 MOVED by Councillor Schultz to approve outsourcing tax recovery to TAXervice for the property located at Plan 0810495 Block 2 Lot 9, Certificate Of Title #171257188  
CARRIED
- December Payroll  
2023-10-12-715 MOVED by Councillor Schultz to pay staff and council payroll on December 22, 2023  
CARRIED
- ATCO – ULA study  
2023-10-12-716 MOVED by Councillor Schindel to accept as information the ATCO contact for proposed work clearance by ATCO  
CARRIED
- Commercial Lot Purchase Request  
2023-10-12-717 MOVED by Councillor Frank to put a valuation of \$50,000 plus incurred costs on the proposed lot for sale, and have our CAO consult with Palliser to determine the proper procedure for this public sale  
CARRIED
- December Christmas Hours  
2023-10-12-718 MOVED by Councillor Schultz that the Village Office will be closed from December 22<sup>nd</sup>, 2023 to January 2<sup>nd</sup> of 2024, and also approve any additional vacation days needed during that closure for that pay period for our CAO  
CARRIED

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FINANCIAL  
2023-10-12-719

October 2023 Bank Reconciliation and Cheque Listing  
MOVED by Councillor Frank to accept the October 2023 Bank Reconciliation and Cheque Listing as presented

CARRIED

2023-10-12-720

2024 Budget  
MOVED by Councillor Schindel to accept as information at this time

CARRIED

COMMITTEE  
REPORTS

Tim Frank

Drumheller District Solid Waste Association met October 26th. Discussions around EPR held. Solid Waste Manager Sonja will help any municipality register for EPR. Budget will be looked at in our November meeting.

Fire Association; Casino was successful. Next meeting November 20th

SAEWA – SAEWA has nothing new to report at this time.

Cemetery Board – Cemetery watering is complete and tank has been drained in readiness for winter. Location stakes are being put in place.

Wheatland Regional Corporation - Budget discussions held, along with Delegation from Redland. Connections to regional water line for Redland residents discussed and approved in principle. Technical discussions will now happen.

Coralee Schindel

WFCSS Board Meeting October 25, 2023. The WFCSS has some new board members since the municipalities held their organizational meetings. Darcy Burke is no longer the primary representative for Rockyford. Councillor April Geeraert will now be representing Rockyford and Darcy as Alternate. The board is sad to see him step back, as he brought a lot of knowledge and experience to the table. We look forward to working alongside Councillor Geeraert. Operations are going well. Senior Power 2023 was a success. With 78 tickets, 15 vendors, 9 speakers, and many wonderful doorprizes. A favorite among many was the Indigenous speaker, Francis Melting Tallow (Indigenous history of Siksika). WREMP Live Exercise held on September 28, we had 7+ ESS representatives at the Reception Centre, Budd from Strathmore FCSS and Crystal were in the ECC room. A great learning exercise and follow up meeting November 2nd. After School Program with WYN - held October 5th at CMJHS. Used Collective Cooking funding to provide some

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ingredients to teach kids about making a healthy after school snack, chicken wraps. Played some games and provided helpful information to youth aged 11-14 years. ESS Regional Meeting - was held in Canmore September 26th. Lots of information was provided due to the recent wildfires in Alberta. Many policies and resources were reviewed and we may see changes in the near future. Good Food Box - early October saw 43 boxes sold, and 41 for the end of Oct. Meals on Wheels - numbers are up, many clients utilizing the delivery option. Three Hills numbers are up as well. Lunch & Learn was held on Oct 18, we had 15 people in attendance, our topic this month was E-prep presented by Joanne Simpson of AHS Addictions and Mental Health. Community Fee Assistance Program - slight increase in interest of this program. Sent application forms to a couple local sports agencies. Busy time of year and so hard to reach organizations. After some public input some adjustments have been made to the program. Updated information about the program being open to all ages, and parameters. Highly recommend checking out the website and contacting WFCSS with any questions. Collective Cooking - in Standard Nov 4th and they are working on a date for Strathmore at Hope Church. Collective Cooking for 1 is taking place a few locations in Nov. See the flyer or website for details. Compass for the Caregiver - two sessions set for this fall: Sept-Oct and Nov-Dec. Sept had to be cancelled due to no registrations. Elder Abuse Resource Awareness Coalition - Joanne Simpson and Crystal will be presenting IT's Not Right workshops in Wheatland County this upcoming fall. One Nov 14th and another to be announced for January. Social Prescribing for Older Adults - A proposal presented to WFCSS earlier this summer designed to increase the outreach for social workers who have senior clients. Included the social workers from the hospital, PCN, and Strathmore FCSS. It was agreed the program would be huge benefit to the local residents and the Link Worker will be based out of Strathmore FCSS and therefore they will hold the grant funding. UPDATE FOLLOWING OCT 23RD MEETING Womens Conference 2024 - first meeting held Sept 14th. Had 7 organizations in planning. Some great ideas for topics and a keynote already put in place. Tentative April 12, 2024. Wellness Bags - Had a meeting already and 9 organizations interested in planning. Pushing back into January, away from the holidays. ARC is planning a Community Conversation to take place on Wednesday, November 22 at the Strathmore Municipal Library. 5 for Life Book Sale starts soon and donations run until December. Bins are coming. Sale date January 27-28, 2024. Christmas Hamper Society - is in full swing and this year they will not be collecting food from the stores, as this takes away from the Food Bank in the most needed month. They will be focusing on providing hampers filled with enough food to cover

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xmas day breakfast and supper, and toy hampers. WFCSS Grant Applications met with Kim Kueber from FCSSAA , and was assisted in reducing irrelevant information from grant application forms. Will present a revised version in November. FCSSAA Conference - Crystal, Donna and I will be attending Nov 22-24 at West Edmonton Mall Conference Centre. I will be attending Indigenous Relationships & Engagement, Brilliant Boards Masterclass, Value of a Board, and Unicorns of Unity: Increase the Connection of Your Team. We are looking forward with the time spent together, and learning more to serve our community FCSS . Next meeting TBD as our regular meeting falls during the conference.

Les Schultz

Wheatland Housing Management Body... Meeting from October 19th 2023. Still waiting on estimates and specs on the roof repairs needed. A project manager has been hired to look after this as quite a large scope of work is needed. The CUPE Union contract was negotiated and signed and was presented to the Board for its approval and signature as well. Wheatland County representative Shannon Laprise had some comments for the board about the recent governance review that was done. It was a third-party review and has already been sent to the housing minister for the province. Ms. Laprise made the motion to amend the review to show Wheatland County in a more positive light, as this was not our review to change, the motion was defeated. The Action Plan that came from the governance review has already been started by the CAO and some changes made. We also made a motion to cease all legal action against Mr. Ikert which passed. 2 people have been evicted from the Lodge for non-payment of rent, this happened only after exhausting every effort to help them and speaking with the families of the residents. Tough decisions were made by staff after months of trying. Another Special meeting was held on Oct. 24th, 2023. Ended up being a zoom meeting due to the weather. The M3 engineering team was online along with the project manager for the proposed new build project summary. So far everything is moving forward on the assumption that we get the go ahead from the province.

WADEMSA – Wheatland and District Emergency Medical Services Association. Notes from Nov. 2nd, 2023, meeting. (council Nov.9th) Started with an Organizational meeting with Darcy Burke from Rockyford being nominated as Chairman and no others. Richard Wegener from Strathmore was nominated as Vice Chair and no others. Both accepted the positions. Regular meeting was called to order about 15 minutes later. There was no report from the Chair. All Financials



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were accepted as presented. The CAO report was presented and as of Oct. 31st there have been 3069 calls, which is about a 20% decrease from the same period last year. The new ambulances that were ordered come off the assembly line on Nov. 6th and 7th. Crestline does the inspections in Saskatchewan, and they should be all equipped with everything by mid-December. Having some trouble filling the Monday to Friday shifts as it seems some of the staff don't like the 5 on and 2 off shifts. Rob may have to alter it a bit to make it more desirable for members to fill it. Rob is going in for a double hip replacement on November 15th and will be off from work for as long as is needed. We wished him well with recovery. We had some discussion on requisitions for fire dispatch and the recommendation from the CAO was that he didn't see a need for an increase at this time, it's at 8 dollars per Capita at this time. A Bylaw Review Committee was formed to go over the Bylaws and bring back recommendations to the rest of the board. This committee consists of Myself and Rick Laursen from Wheatland County. We can have Adam Sommerfelt from Standard and Denise Peterson review any changes before bringing them back to a future board meeting.

Community Futures Wild Rose... from Nov. 2nd, 2023, for council on Nov.9th, 2023. We started with the organizational meeting. Amber Link from Wheatland County remains as Chair, with Wade Christie from Kneehill County as Vice Chair. Jason Montgomery from Strathmore remained as Treasurer. All other sub committees remained with the same people as well for another year. We moved into the regular meeting with the CAO reporting on many items to do with the head office and a conference she attended. There are currently 11 loans out for a total of \$807,000 dollars. 69 clients have RRRF loans that are due to be paid back soon and staff are dealing with making arrangements with the clients. The financials were presented and accepted and the bottom lines on the loan portfolio monthly report are that there were, 5 loans paid out at \$137,000 and the investment account balance is at \$888,564 and the CFLIP account balance is \$3,738,093. The Draft Procurement Policy is delayed until the new year until they research more and make sure they have it right. Short discussion on the memorial bench that was being planned for Karen Ursu the councillor from Beiseker who passed away. It's planned for along their new walking path but delayed now until spring. The next meeting is December 7th and it is also the Christmas party dinner held at Pizza 249s new location.

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<u>CAO REPORT</u> 2023-10-12-721	<u>CAO, Public Works and JG Water Services Reports</u> MOVED by Councillor Frank to accept the CAO, Public Works and JG Water Services reports as information	CARRIED
2023-10-12-722	MOVED by Councillor Schultz to extend the meeting to 11:45pm	CARRIED
<u>CORRESPONDENCE</u> 2023-10-12-723	<u>Correspondence</u> MOVED by Councillor Schultz to accept the following correspondence as presented;  (a) Alberta Municipal Working Groups (b) Weed Control Report (c) 2022 Municipal Indicator Results	CARRIED
<u>CONFIDENTIAL</u> 2023-10-12-724	<u>Confidential</u> MOVED by Councillor Schultz to go into confidential to discuss the following: (a) Request – Permitted Parking (as per s. 17(1) of the FOIP Act) (b) Assessment Audit Report – Draft (as per s. 29(1) of the FOIP Act) (c) CAO Performance Review (as per s. 17(1) of the FOIP Act)	
2023-10-12-725	MOVED by Councillor Schultz to come out of camera	CARRIED
2023-10-12-726	MOVED by Councillor Schultz to extend for another 15 minutes	CARRIED
2023-10-12-727	MOVED by Councillor Schultz to direct the CAO to pursue requirements involved in issuing permitted parking.	CARRIED
2023-10-12-728	MOVED by Councillor Frank to direct the CAO to explore Trailer parking within the village so we could have a concise and clear policy concerning trailer parking within the village.	CARRIED

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2023-10-12-729      MOVED by Councillor Schultz to move the Assessment Audit Report Draft and the CAO performance review that we had in confidential to our next meeting

CARRIED

ADJOURNMENT      Adjournment  
2023-10-12-730      MOVED by Councillor Schultz to adjourn at 11:48 pm

CARRIED

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

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

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

DRAFT

**BYLAW 540-21  
VILLAGE OF HUSSAR**

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

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

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

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

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

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

- 1) Garbage will be collected from every residence and business in the Village of Hussar as per Bylaw 541-21 the Garbage Collection Bylaw.
- 2) There will be no rebate or refund issued by the Village for garbage collection fees:
  - a) In the case garbage is not collected weekly for any reason; or
  - b) In the case a resident has prepaid for the service and subsequently moves out of the Village. In this situation, the prepaid fee will continue to apply to the property and it will be the responsibility of the resident to obtain the remainder directly from the next resident of the property.
- 3) The date and time of weekly garbage collection will be determined by the Chief Administrative Officer and any changes will be communicated to the residents in a timely fashion through newsletters, posters, newspaper or any other method deemed appropriate.
- 4) The fees for garbage collection will be based on a full cost recovery system.
- 5) The fees for garbage collection will apply to every residence and business in the Village of Hussar, regardless if the service is used.
- 6) Residents and businesses will not be allowed to opt out of the service.
- 7) Garbage collection fees will not be charged to empty lots.

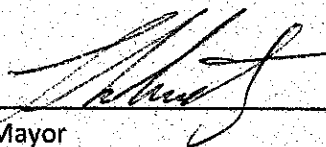
- 8) Garbage collection fees will be assessed on a monthly basis and will be included on the monthly water/sewer utility statement.
- 9) Despite Section 8, residents who are charged annually for water and sewer service will be charged annually for garbage collection and these charges will be on the same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

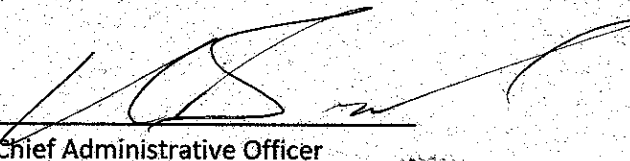
READ a first time this 21 day of December, 2021.

READ second time this 21 day of December, 2021.

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

Signed this 5 day of January, 2021.

  
\_\_\_\_\_  
Mayor

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

**BYLAW 540-21  
VILLAGE OF HUSSAR  
SCHEDULE A  
GARBAGE COLLECTION FEES**

- 1) The monthly fee for garbage collection is \$26.00.
- 2) The annual fee for garbage collection is \$312.00
- 3) The interest penalty for late payment is 3% per month.

**BYLAW #541-21  
VILLAGE OF HUSSAR**

**A BYLAW OF THE VILLAGE OF HUSSAR IN THE PROVINCE OF ALBERTA TO PROVIDE FOR THE  
COLLECTION, REMOVAL AND DISPOSAL OF GARBAGE AND REFUSE IN THE VILLAGE OF HUSSAR**

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

**AND WHEREAS**, the Village of Hussar provides garbage collection and removal services,

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

**PART I: BYLAW TITLE**

1.1 This bylaw may be cited as the "Garbage Collection Bylaw."

**PART II: DEFINITIONS**

2.1 "Bag Tag" means a self-adhesive sticker issued by the Village of Hussar pursuant to this bylaw for identifying excess residential waste.

2.2 "Bylaw Officer" means each and every member employed and duly appointed as a Bylaw Enforcement or Peace Officer within the Village.

2.3 "Council" means the council of the Village of Hussar.

2.4 "Collection Day" means the day or days during each week on which garbage is regularly collected from a specific premises, together with the twelve (12) hour period immediately preceding and immediately following that day.

2.5 "Commercial Premises" means café or restaurant, warehouse, wholesale or retail business place, office building, garage or service station, factory or industrial plant, and any other building or premises except a dwelling.

2.6 "Dwelling" means a building occupied for residential purposes.

2.7 "Garbage" means discarded ashes, bottles, metal scraps, metal cans or tins, crockery, glass, grass cuttings and other garden refuse, cloth, paper, food and food waste, wrappings, sweepings, and other items of household refuse, but does not include animal excrement or industrial waste.

2.8 "Garbage Can" means a receptacle constructed of non-corrosive durable metal or plastic hold household garbage.

- 2.9 "Garbage Collection Agent" means the person or firm appointed by the Village for the purpose of collecting and disposing of garbage and refuse.
- 2.10 "Garbage Stand" means a wooden or metal stand or enclosure designed to hold all garbage cans required by a premises for which the stand is provided, and which shall be so designed as to keep all garbage cans in an upright position at all times, and protected from interferences from dogs and other animals.
- 2.11 "Householder" means any person occupying any dwelling or place of residence, but shall not include any person who is merely a boarder, roomer, or lodger therein.
- 2.12 "Industrial Waste" means material from:
- a. excavations,
  - b. lot clearing,
  - c. building construction, repairs, alteration or maintenance,
  - d. debris from any building removed or destroyed by fire, flood or contamination,
  - e. material from manufacturing processes,
  - f. dead animals,
  - g. waste from garages or service stations,
  - h. condemned matter or waste from factories or other works, and
  - i. any other similar material other than human or animal excrement or garbage.
- 2.13 "Premise" means any residential dwelling or commercial premises that receives garbage collection.
- 2.14 "Proprietor" means the occupant of a commercial premises.
- 2.15 "Village" means the Village of Hussar.

### PART III: GENERAL REGULATIONS

- 3.1 No householder, proprietor or other person within the Village shall dispose of garbage except in accordance with this Bylaw.
- 3.2 No person other than a lawful user thereof, or any authorized employee of the Village or garbage collection agent shall open any garbage can or remove anything therefrom, or in any way disturb the contents thereof; nor shall any person handle, interfere with, or in any manner disturb any garbage of any kind put out for collection or removal.



#### PART IV: GARBAGE COLLECTION

- 4.1 There is a three (3) bag limit for garbage. The owner or occupant of every premises shall provide sufficient garbage cans to contain the garbage generated from those premises during the period between garbage collection days.
  - a. Seasonal businesses (Arena and Hall) will be allowed a six (6) bag limit for garbage.
- 4.2 Bag tags can be purchased at the Village Office and are registered to each address.
  - a. They can be purchased in bundles of 5 or 10.
  - b. The Fee for bag tags are set out in the Rates & Fees Policy
- 4.3 All additional garbage bags may be set out in accordance with this bylaw and must have a visible bag tag and located at the residential address as shown on the tag.
- 4.4 Where any premises is served by a lane or alley, all garbage from such premises shall be placed for collection at a location within 5 feet or 1.5 meters of the lane, but not in the lane.
- 4.5 Where any premises is not served by a lane or alley, or the lane or alley is deemed inaccessible, all garbage from such premises shall be placed for collection at location as close as possible to the travelled portion of an adjacent street, but not on a sidewalk or in such location as to interfere in any way with vehicle or pedestrian traffic.
- 4.6 Where garbage for collection is stored within any structure, fence or other enclosure, direct access to the garbage cans or bags from the lane shall be provided in every case.
- 4.7 Garbage shall be at the pickup location by 8:00 a.m. on collection day.
- 4.8 Collection Day shall be once a week on a day determined by the Village. The Village will provide notice to residents of any changes to collection days at least four weeks prior to the change taking place whenever possible.
- 4.9 The Garbage Collection Agent shall not enter any dwelling or commercial premises for the purpose of garbage collection.
- 4.10 The Village will not collect any designated recycle items. These items may be taken to the Transfer Site by Village residents.

#### PART V: GARBAGE CONTAINERS

- 5.1 No person shall place or keep any garbage can or receptacle for industrial waste upon any lane or street in the Village except as specifically provided in this bylaw.
- 5.2 All garbage must be securely bagged and/or boxed and shall not weight more than 30 pounds or 14 kilograms, or Alberta Occupational Health & Safety Code regulations, whichever is less, and be of sufficient strength for lifting of contents.

- 5.3 Every householder and proprietor shall maintain and keep in good condition sufficient garbage cans required by this bylaw for all garbage upon the premises owned or occupied by him and shall ensure that a cover is kept securely over the mouth of all such cans except when said cans are actually being filled or emptied.
- 5.4 Every householder, proprietor or other person shall dispose of garbage upon the premises owned or occupied by him by placing or causing the same to be placed in a garbage can maintained for that purpose, or in such other container as is specifically permitted by this bylaw, but not elsewhere.
- 5.5 Except on collection day, all garbage cans and/or bags shall be kept and maintained on the premises of the householder, and any garbage can located on any street or lane in the Village other than on collection day may be removed and disposed of at the discretion of the Bylaw Officer without compensation to the owner thereof.
- 5.6 The owner, tenant, occupant or other person in charge of a dwelling or other building shall at all times ensure that garbage cans or other receptacles provided for the purpose, are not allowed to spill over or accumulate on any land or street or adjoining public or private property. Every such person shall be held responsible for any violation of this section regardless of the cause of such violation.
- 5.7 When any garbage can has been condemned or is deemed insufficient by a Village representative and written notice to that effect has been given to the householder, the condemned garbage can may be removed and disposed of along with the garbage from the premises, in which case the householder shall forthwith provide a suitable garbage can or container to replace the one that has been condemned or removed.
- 5.8 Notwithstanding any other provision of this bylaw, plastic bags of the type designed for the disposal of domestic refuse may be used for the disposal of garbage under the following conditions:
- a. Plastic bags containing garbage shall be kept in a structure, fenced area, or other enclosure except when otherwise placed for pickup on collection day.
  - b. Plastic garbage bags containing garbage shall be in good repair, and securely closed when deposited for pickup.
  - c. Plastic bags when filled shall not weight more than 30 pounds or 14 kilograms, or Alberta Occupational Health & Safety Code regulations, whichever is less, and be of sufficient strength for lifting of contents.
  - d. Plastic bags of garbage shall be placed for collection in the same manner and location as prescribed in this bylaw for garbage cans, and under no circumstances shall they be placed on any lane or street other than on collection day.

#### PART VI: UNACCEPTABLE REFUSE

- 6.1 No person shall directly or otherwise dispose of or permit any person to dispose of any explosive, flammable, volatile, noxious, dangerous device, or hazardous substance in any garbage can.
- 6.2 Disposal of any refuse by burning is not permitted.
- 6.3 No person shall directly or otherwise dispose of or permit any person to dispose of hot ashes, or burning matter in any garbage can.
- 6.4 No person shall deposit any dead animal, manure, excreta, refuse, garbage, liquid waste or other filth upon or into any street, ditch, lane, highway, water, well, lake, pond, bank, stream, or onto any land except with written consent of the Village.
- 6.5 No person shall dispose of garbage, tree or grass clippings, or other refuse onto private or public property, unless provided with written consent of the Village.

#### PART VII: OFFENCES AND PENALTIES

- 7.1 The Village and Garbage Collection Agent may refuse to collect any garbage that does not comply with this bylaw.
- 7.2 Where any person breaches any provision of this bylaw, the Village may serve upon such person a written notice specifying the breach and requiring remedy of the breach, payment of a fine not less than \$25.00 and not more than \$500.00, or both.
- 7.3 Any written notice issued under the provision of this bylaw shall be deemed to be sufficiently served if served personally upon the person alleged to have committed the breach, or upon the owner, occupier or other person in charge of the premises upon which the breach has been committed, or if mailed to the address of the owner, occupier or other person in charge of the premises upon which the breach has been committed.

#### PART VIII: SEVERABILITY

- 8.1 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 IX: REPEAL

- 9.1 This Bylaw shall rescind Bylaw 509-16.

PART X: ENACTMENT

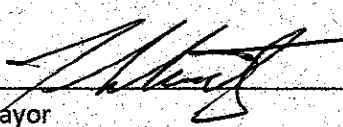
10.1 This Bylaw shall come into force and effect upon third and final reading.

READ a first time this 21 day of December, 2022.

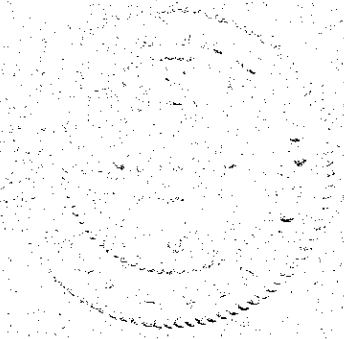
READ second time this 3 day of February, 2022.

READ a third time this 3 day of February, 2022.

Signed this 7 day of February, 2022.

  
\_\_\_\_\_  
Mayor

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



# VILLAGE OF HUSSAR

## BYLAW 550-23

### UTILITY BYLAW



**BYLAW 550-23  
VILLAGE OF HUSSAR  
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**BYLAW #550-23  
VILLAGE OF HUSSAR**

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

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

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

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

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

**1. SECTION 1 – TITLE**

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

**2. SECTION 2 - DEFINITIONS**

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

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

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

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

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

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

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

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

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

2.10 "Council" means the Municipal Council of the Village of Hussar.

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

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



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

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

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

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

### **3. SECTION 3 - AUTHORITY**

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

### **4. SECTION 4 - USE AND CONTROL**

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

### **5. SECTION 5 - AREA OF RESPONSIBILITY**

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

### **6. SECTION 6 - WATERWORKS**

#### **6.1 Application for a Private Service Change**

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

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

#### **6.2 Installation of a Private Service**

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

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

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

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

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

### **6.3 Refusal to Provide a Private Service**

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

### **6.4 Modifications to a Private Service**

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

### **6.5 Testing**

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

### **6.6 Repair**

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

#### **6.7 Responsibility**

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

#### **6.8 Hydrants**

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

## **6.10 Wells and Other Sources of Water Supply**

- 6.10.1** No well or other source of water except water provided via the Village Waterworks System shall be used in the Village.
- 6.10.2** The use of any such well or other source of water supply may be declared to be a nuisance and a Public Health and Safety violation and the well or other source of water shall be removed, plugged, filled up or otherwise abated and the costs of such to be paid by the Owner.

## **6.11 Requests for Curb Stop Shut Offs**

- 6.11.1** The Owner of a serviced location may request to have their Private Service turned off or on at the curb stop if:
- i. the Village receives a minimum of 72 hours written notice;
  - ii. the request is submitted through the CAO, who will make the necessary arrangements with the Manager of Water and Wastewater;
  - iii. the appropriate fee is paid or payment arrangement has been made; and the curb stop is in working order.
- 6.11.2** The fee for turning off or on a Private Service at a curb stop location at the request of an Owner will be cost plus a twenty five percent (25%) administration fee, as per Schedule A, Rates.
- 6.11.3** In the case the curb stop is not in working order, the Village will make repairs as required within six (6) months of the request, the cost of which shall be charged to the Owner.
- 6.11.4** In the case emergency Service shut off is required; all work will be scheduled by the CAO and the Manager of Water and Wastewater in a timely manner.

## **7. SECTION 7 - WASTEWATER**

### **7.1 Wastewater**

- 7.1.1** No person shall throw, deposit or leave in or upon any Village sewer, or any trap, basin, grating, manhole or other appurtenance of any Village sewer, any offal, garbage, litter, manure, rubbish, sticks, stones, dirt, or refuse of any kind except feces, urine, necessary closet papers and wastewater properly discharged through a house sewer into the Village wastewater system.
- 7.1.2** No person shall discharge, or permit to be discharged, into any sewer, any liquid which would prejudicially affect the wastewater or the disposal of sewage or any matter of substance by which the free flow of sewage may be interfered with, or any chemical or trade waste, waste stream, condensing water, heated water or other liquids higher in temperature than seventy seven (77) degrees Celsius.
- 7.1.3** No person shall make, or cause to be made, any connection with any Village wastewater line or house drain or appurtenance for the purpose of conveying, or which may convey, into the Village wastewater system any flammable or explosive material, storm water, roof drainage, cistern or tank overflow, storm pond water or condensing or cooling water.
- 7.1.4** No person shall discharge the contents of any privy, vault, manure pit or cesspool directly or indirectly into the Village wastewater system or house drain connected therewith with the exception of the proper disposal of Recreation Vehicle sewage and grey water at the designated area in the Hussar Campground.

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

#### **7.2 Storm Water**

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

#### **7.3 Industrial and Commercial**

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

### **8. SECTION 8 - RESTRICTIONS & WATER MISUSE**

#### **8.1 Restrictions**

- 8.1.1 In the event the CAO believes there is a reason to impose water usage restrictions with the Village, the CAO may invoke measures to restrict, regulate or prohibit water use for any purpose other than for firefighting.

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

**8.2 Water Misuse**

- 8.2.1** No Customer shall waste water by allowing water provided through the Waterworks System to run off a parcel of land.
- 8.2.2** Notwithstanding the prohibitions in this section the CAO may authorize in writing the discharge of water onto a street or sidewalk for the purposes of:
  - i. health and safety;
  - ii. the installation or maintenance of infrastructure including the flushing of Water Mains, Hydrants and water Service connections;
  - iii. preventing the freezing of Water Mains, Hydrants and water Service connections;
  - iv. conducting water flow tests;
  - v. training programs for firefighters; or
  - vi. any other purpose as deemed necessary by the CAO.
- 8.2.3** No Customer shall waste water supplied by the Village in any way whether by improper or leaky service pipes, fixtures, taps or excessive use of water as determined by the CAO.

**9 SECTION 9 - DISCLAIMER OF LIABILITY**

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

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

**10 SECTION 10 - UNAUTHORIZED USE**

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

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

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

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

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

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

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

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

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

**10.9** No person shall enter a fenced area of the Waterworks System or climb on any structure that is part of the Waterworks System without permission from the CAO.

**10.10** No person shall climb on, damage, destroy, remove, tamper or interfere with any part of the Waterworks System.

**11 SECTION 11 - BILLING**

**11.1 Billing**

**11.1.1** A Utility Bill showing amounts for service including any applicable fees or interest shall be prepared and mailed as of the first (1<sup>st</sup>) of each month and shall be due on the last day of that month. The water and sewer charges as well as

any other charge authorized by a Bylaw of the Village may be combined on a single user bill but each charge shall be itemized separately.

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

## **11.2 Penalties**

- 11.2.1** To any monthly Account which remains unpaid at the end of each month for which the Account was rendered shall be added by way of penalty an amount specified by the Village in Schedule A, Rates and that similar accumulated penalty shall be added for each month the account remains unpaid.
- 11.2.2** To Any yearly Account which remains unpaid at the end of the due date for which the Account was rendered shall be moved to monthly billing and added by way of penalty an amount specified by the Village in Schedule A, Rates and that similar accumulated penalty shall be added for each month the account remains unpaid.
- 11.2.3** Should any Account, or portion thereof, remain unpaid sixty (60) days past the due date of the billing, the Service may be discontinued. Any unpaid utility charges may be added to the tax roll for that property as per the MGA and Village of Hussar policy. Any yearly mortgagee accounts may be added to the tax roll for that property prior to issuing tax assessment notices as per the MGA and Village of Hussar policy.
- 11.2.4** In the case of default of payment of the Account, the Village may enforce payment by action in a court of competent jurisdiction or by distress upon



seizure of goods and chattels of the Owner or by making the Water and Wastewater charges in default a charge or lien against the properties served by these utilities, as per the MGA.

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

**12 SECTION 12 – SEVERABILITY PROVISION**

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

**13. SECTION 13 – EFFECTIVE DATE**

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

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

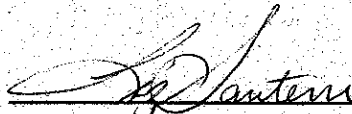
READ a first time this 17<sup>th</sup> day of April, 2023.

READ second time this 17<sup>th</sup> day of April, 2023.

READ a third time this 17<sup>th</sup> day of April, 2023.

Signed this 17 day of April, 2023.

  
\_\_\_\_\_  
Mayor

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

**BYLAW 550-23  
VILLAGE OF HUSSAR  
SCHEDULE A  
RATES**

<u>Monthly Water Service</u>	<u>\$68.00 per month</u>
<u>Monthly Sewer Service</u>	<u>\$16.00 per month</u>
<u>Annual Water Service</u>	<u>\$816.00 per year</u>
<u>Annual Sewer Service</u>	<u>\$192.00 per year</u>
<u>Late Fee</u>	<u>3% per month</u>
<u>Curb Stop Shut Off Fee</u>	<u>Actual Cost + 25% Admin Fee</u>

**BYLAW 550-23  
VILLAGE OF HUSSAR  
FORMS**

**SCHEDULE B  
APPLICATION FOR SERVICE CHANGE**

**SCHEDULE C  
UTILITY ACCOUNT ACTIVATION**



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

## WATER SERVICE CHANGE APPLICATION

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PO BOX #: \_\_\_\_\_ TOWN: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_ PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

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

INSTALL       MODIFY       ABANDON       TERMINATE

THE WATER SERVICE FOR:

\_\_\_\_\_  
(service location)

IN THE VILLAGE OF HUSSAR, ALBERTA.

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

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

\_\_\_\_\_  
Print name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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



## UTILITY ACCOUNT ACTIVATION

NAME: \_\_\_\_\_

SERVICE ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

BILLING ADDRESS (if different from Service Address):

BOX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TOWN: \_\_\_\_\_

POSTAL CODE: \_\_\_\_\_

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

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

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

CHOOSE ONE:

ANNUAL BILLING

MONTHLY BILLING

# Campground Rental & Reservations

Date Approved by Council: December 14, 2015

Resolution:

Review Date: December

Related Bylaw: N/A

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

## Purpose

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

## Guidelines

### CAMPING RATES

- Camping rates will be as follows:

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

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

### TENTING

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

### GROUP CAMPING

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

**CAMP SHELTER**

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

**CAMP KITCHEN**

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

**PLAYGROUND**

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

**SPORTS GROUNDS**

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

**RESERVATIONS**

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

**COMMUNITY GROUPS**

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

**CAMPGROUND RULES**

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

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



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# Metal Detecting on Village Property

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Date Approved by Council: April 12, 2018

Resolution: 2018-04-12-077

Review Date: December

Related Bylaw:

Amendments:

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## **Policy Statement**

The Village of Hussar permits the use of recreational metal detectors on Village recreational property so long as the activity results in no damage or loss to plants or animals.

## **Purpose**

To regulate the use of recreational metal detectors on Village of Hussar property to allow enjoyment or metal detecting as a hobby while protecting and preserving our resources.

## **Guidelines**

The use of metal detectors is allowed within the Village of Hussar parks, free of charge and without a permit, as long as the user complies with the following provisions:

1. Digging/probing may only occur on those properties as indicated on the attached “Metal Detecting Map”;
2. To minimize the disruption of the ground and maximize restoration of the area, the only permissible excavating tools are hand tools that are no longer than 4 inches/10 cm in width and 12 inches/10 cm in length. Shovels and long handheld tools are prohibited;
3. Any area disturbed by digging/probing must be restored to its original condition so that there is no noticeable impact to the property resulting from the metal detecting activity;
4. All trash, litter or other debris uncovered must be removed and placed in a trash receptacle;
5. Probing or digging is strictly prohibited within 10 feet/3 m of any tree;
6. Metal detecting activities must not interfere with other park uses, events or activities;
7. Individuals will comply with any directive to move or cease their actions by any Village employee;
8. Any collecting may be done for personal use only and not commercial purposes;
9. Items found meeting the following criteria must be turned in to the Village for further review and so that attempts can be made to find the original owners as appropriate:
  - a. Items of archeological or historical significance; and
  - b. Identifiable personal property, including jewellery, which does not belong to the finder. These items will be returned to the finder after a reasonable attempt has been made to locate the original owner.

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# EMPLOYEE BENEFITS & PENSION

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Date Approved by Council: November 22, 2016

Resolution: 2016-11-22-04

Review Date: May

Related Bylaw: N/A

Amendments: 2019-08-08-147, 2020-01-09-011; 2021-12-21-664

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## **Purpose**

The purpose of this policy is to inform employees of their eligibility for health benefits and pension provided by the Village.

## **Guidelines**

### HEALTH BENEFITS

The Village will provide a group health benefit plan to all eligible employees. Group plan health coverage and premium rates are negotiated by the Plan Administrator (CAO) and the benefit provider.

1. All permanent employees working a minimum of 20 hours per week are eligible to participate after a 3 month waiting period.
  - a. Council has the authority to waive the waiting period by way of resolution at a Regular Council meeting.
2. Employees with extended health and dental benefit coverage through another benefit provider may request approval from the CAO to opt out of the Village's Benefit coverage.
3. Temporary, Casual and Seasonal employees are not eligible for benefits.
4. Premiums for group benefits are shared 75% by the employer and 25% by the employee for the Extended Health Care, Dental Care and Group Life Insurance.
5. The Village will provide each employee with a group benefits information booklet upon their eligibility for enrollment in the program.

### PENSION

The Village will take part in the Local Authorities Pension Plan (LAPP) through Alberta Pension Services and make this plan available to all eligible employees.

1. Permanent Employees working 30 hours per week or more must enrol in LAPP after completing one year of continuous employment, unless previously enrolled in LAPP.
  - a. Employees previously enrolled in LAPP will be immediately enrolled in LAPP under the Village as long as previous contributions to the plan have not been withdrawn.
  - b. Employees may be eligible to participate in the buy back program, which includes probationary service as per LAPP regulation.
2. Premiums for LAPP are shared between the employer and the employee as per LAPP regulation.

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# Cell Phone Policy

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Date Approved by Council: December 21, 2021

Resolution: 2021-12-21-666

Review Date: December

Related Bylaws: N/A

Amendments: 2023-02-09-439

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## **Purpose**

To establish the expectations for using cell phones in a safe manner during work hours. This policy applies to the use of personal cell phones and to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the internet, or downloads and allows for the reading of and responding to email. The Village of Hussar recognizes that the use of cell phones may be necessary and can be useful when performing business and/or duties for the Village of Hussar.

## **Guidelines**

Cell phones are to only be used for work purposes during work hours. Any personal cell phone calls, text messages and internet use are prohibited during work hours and are only allowed during breaks or lunches.

## **Responsibility of Cell Phone Users**

1. All employees are required to enter into a Cell Phone Agreement, presented as Schedule A.
2. An employee shall restrict personal use of cell phones during work time and should use personal cell phones during scheduled breaks or lunch periods.
3. An employee shall not use their cell phone or similar device to receive or place calls, text messages, surf the internet, check for phone messages, or receive or respond to email while driving.
4. Have cell phone with them at work and answer when available, so the CAO can communicate with them during or after regular working hours.
5. Lost or damaged phones must be reported to the CAO immediately and reimbursement may be recalculated if there is a prolonged period with no replacement phone.

## **Cell phone use in Vehicles**

All employees operating equipment must adhere to the following:

- Adhere to the Distracted Driving Legislation and the use of “handheld” cell phones by the vehicle driver while the vehicle is in motion is prohibited
- If a call on the cell phone is received while the vehicle is in motion, let the person calling leave a message whenever possible
- As soon as it is safe to do so, pull over to a safe area out of the flow of traffic and return the call
- If placing a call on a cell phone, while in a Village owned vehicle and/or equipment, locate a suitable area and bring the vehicle/equipment to a stop, prior to dialing. Complete the call before continuing on your way.

- Do not use a cell phone while refueling and/or near any flammable gases.

**Responsibility of the CAO**

6. The CAO is responsible for issuance of payment for use of personal cell phones for business purposes.
7. The CAO is responsible for ensuring all employees are aware of the Distracted Driving Legislation and have signed the agreement before payment of cell phone allowances

**Responsibility of Council**

8. Council is responsible for setting the rate of the cell phone allowance for each position through a resolution in a regular council meeting
9. Casual and seasonal employees are not eligible to receive a cell phone allowance.

**Non-Compliance**

10. An employee found guilty of unauthorized use of a cell phone under this or any other legislation is subject to disciplinary action as per the Disciplinary Action Policy 4.11

Schedule A

**Cell Phone Agreement**

Requirements for use of a personal cell phone for business purposes:

1. The cell phone is only to be used for work purposes during regular business hours and personal use shall be limited to breaks and lunches.
2. The cell phone shall only be used in accordance with the provisions of the Cell Phone Policy established by the Village of Hussar, as attached hereto.
3. The use of a personal phone will be reimbursed at \$35 per month for the CAO and \$25.00 for public works. (2021-12-02-637)

Cell Phone Number: \_\_\_\_\_

I, \_\_\_\_\_, acknowledge that I have read, understand and agree to adhere to Administrative Policy 5.12 Cell Phone Policy for the Village of Hussar. I understand that if I violate the rules/procedures outlined in this Policy, I may face punitive or corrective action, up to and including termination of employment as per the Disciplinary Action Policy 4.11. If my personal cell phone is lost or damaged, I will replace it in a timely fashion, at my own expense. I understand if I am without a cell phone for a prolonged period of time my cell phone allowance may be recalculated and reduced until a new phone is available.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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# Utility Rate Policy

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Date Approved by Council: December 21, 2021

Resolution: 2021-12-21-667

Review Date: December  
(Review with Bylaw  
Amendments:

Related Bylaw: 539-21 Utility Bylaw

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## **Policy Statement**

This policy has been adopted to provide guidelines for billing and collection of rates and charges associated with the use of municipally owned and operated utility systems.

## **General Guidelines**

### **Billing**

- All new owners must complete the Utility Account Activation Form, as per the “Schedule D” in the Village of Hussar Utility Bylaw 539-21.
- All utility billings will be sent to the landowner and become the responsibility of the landowner, not the renter, and non-payment of the utility bill could result in the transfer of outstanding balances to their taxes pursuant to the Municipal Government Act, Section 553.
- The renter may receive a copy of the utility bill upon approval of the landowner.
- Utilities are invoiced on a monthly basis and will be mailed by the 5<sup>th</sup> of the month
- Utilities are due on the last day of the month as set out in the utility bill.
- Annual utility billing accounts are invoiced in February and are due March 31<sup>st</sup>.

### **Outstanding Accounts:**

- An account is considered “outstanding” when the Village has not received payment on or before the due date.
- All “outstanding” accounts will be charged a penalty of 3% as per the Schedule A Rates in the Village of Hussar Bylaw 539-21 Utility Bylaw
- Upon 30 days past due the Village will provide written notice to each utility account owner that will notify the landowner that the utilities may be transferred to the tax roll of the property once they reach 60 days past due.
- As per the Village of Hussar Utility Bylaw #539-21 and Utility Transfer to Tax Roll Policy under the authority of the Municipal Government Act any amount overdue by 60 days will be transferred to the tax roll of the property
- The utility charge will only be transferred to the tax roll on the parcel of land associated with the utility charge so that the service address for the utility charge and the service address for the tax roll are the same.
- Accounts receiving monthly utility billing will have overdue amounts transferred to the property tax roll after monthly utility penalties have been applied and after the tax penalties have been applied to the tax roll in order to avoid penalties being applied to the transferred amount twice in one month.

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	Summer Student
Agenda Item Number:	6a.

### **BACKGROUND/DISCUSSION:**

Applications are open until January 10, 2024 for a Summer Student.

Applicants can seek funding to hire youth between **April 22, 2024**, and **August 31, 2024**. Students must be 15-30 years old. Work 30-40 hours per week. 6-16 weeks.

Our current interim budget allows for a summer student for 30 hr per week for 12 weeks. The Canada Summer Jobs program would cover up to 50% of the provincial minimum wage.

### **RECOMMENDATION:**

1. Motion to submit an application for the Canada Summer Jobs program for a summer student for 30 hours a week for \_\_\_ weeks.

## Reminder! Canada Summer Jobs 2024 – Call for Applications / Rappel! Emplois d'été Canada 2024 – Présentation de demandes

[Le français suit l'anglais](#)

### Reminder!

The annual Call for Applications for the Canada Summer Jobs (CSJ) program is open **until January 10, 2024 at 11:59 p.m.** (Pacific Standard Time).

For 2024, CSJ will continue to offer quality jobs over the summer months with an aim to fund over 70,000 jobs for youth.

Applicants can seek funding to hire youth between **April 22, 2024**, and **August 31, 2024**.

Not-for-profit employers can receive a wage subsidy up to 100% of the current provincial or territorial minimum hourly wage. Whereas public and private sector employers are eligible to receive a wage subsidy of up to 50% of the current provincial or territorial minimum hourly wage.

### CSJ 2024 - Are You Ready?

Are you ready to:

- create quality work experiences for youth?
- provide youth with opportunities to develop and improve their skills?
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers?

If yes, don't wait until the last minute to apply! Each year over 60% of employers wait until the last week of the Call for Applications to submit their application. Don't risk missing the deadline and apply **today** for the Canada Summer Jobs funding!

Remember to read the [Applicant Guide](#). It contains detailed information about the application process, including on how you can demonstrate the quality of your proposed job placement(s), which can help support a successful application.

Should you have any questions about CSJ 2024 or the application process after reading the guide, please do not hesitate to [contact Service Canada](#).

### How to apply?

Already have an existing Grants and Contributions Online Services (GCOS) account? Then log in to your account to **apply now**.

If you do not already have a GCOS account, create your account today and take note of your Organization ID and User number for future reference.



Creating a GCOS account is a one-time process and allows you to apply for CSJ and more funding opportunities with Employment and Social Development Canada in a secure web environment.

GCOS allows you to:

- Apply for funding and track your application status for CSJ and other Employment and Social Development Canada programs;
- Save your application and finish it at any point in time but only while the Call for Application is open;
- Submit supporting documents;
- Set up direct deposit;
- Access your account 24/7 from all mobile devices.

[Register now to submit your CSJ application](#)

**For more information or assistance with your GCOS account:**

Visit: [Canada.ca/esdcgrantscontributions](https://Canada.ca/esdcgrantscontributions)

Call: 1-800-367-5693 (7:00 a.m. to 8:00 p.m. ET, Monday to Friday)

Email: [NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca](mailto:NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca)

Visit a [Service Canada Centre near you](#).

[Apply now!](#)

If you are interested in attending a virtual Information Session, **register here:**

General Sessions: <https://CSJ2024InfoSessions.eventbrite.ca>

**For more information:**

Click: [www.canada.ca/canada\\_summer\\_jobs](http://www.canada.ca/canada_summer_jobs)

Call: 1 800 935 5555 (ATS: 1 800 926 9105)

.....  
**Rappel!**

L'appel des demandes annuel pour Emplois d'été Canada (EEC) a été lancé et sera ouvert **jusqu'au 10 janvier 2024 à 23h59** (Heure du Pacifique)

En 2024, EEC continuera d'offrir des emplois de qualité durant la période estivale avec l'objectif de financer plus de 70 000 emplois pour les jeunes.

Les employeurs peuvent présenter des demandes de financement qui leurs permettront d'embaucher des jeunes entre le **22 avril 2024** et le **31 août 2024**.

Les organismes à but non lucratif peuvent recevoir une contribution salariale pouvant atteindre 100 % du salaire horaire minimum en vigueur dans la province ou le territoire, tandis que les employeurs des secteurs public et privé seront admissibles à une contribution salariale pouvant aller jusqu'à 50 % du salaire horaire minimum en vigueur dans la province ou le territoire.

**EEC 2024 - Êtes-vous prêt ?**

Êtes-vous prêt à :

- créer des expériences de travail de qualité aux jeunes ?
- offrir aux jeunes des occasions de développer et d'améliorer leurs compétences ?
- répondre aux priorités nationales et locales afin d'améliorer l'accès au marché du travail pour les jeunes qui font face à des obstacles à l'emploi ?

Si oui, n'attendez pas à la dernière minute pour soumettre votre demande! Chaque année plus de 60% des employeurs attendent jusqu'à la dernière semaine de l'appel des demandes pour soumettre leur demande. Ne prenez pas le risque de manquer la date limite et déposez votre demande de financement **dès aujourd'hui** au programme Emplois d'été Canada!

N'oubliez pas de lire le [Guide du demandeur](#). Il contient des informations détaillées sur la manière dont vous pouvez démontrer la qualité de votre proposition d'emploi(s), ce qui peut contribuer à l'atteinte d'une demande de financement approuvée.

Si vous avez des questions sur EEC 2024 ou sur le processus de demandes après avoir lu le guide, n'hésitez pas à [contacter Service Canada](#).

### **Comment soumettre une demande de financement?**

Vous avez déjà un compte des Services en ligne de subventions et contributions (SELSC)? Alors, connectez-vous à votre compte afin de présenter votre demande de financement **dès aujourd'hui**.

La création d'un compte SELSC est un processus unique et vous permet de présenter une demande à Emplois d'été Canada et à d'autres opportunités de financement auprès d'Emploi et Développement social Canada dans un environnement Web sécurisé.

Les SELSC vous permettent de :

- Soumettre une demande de financement et de suivre l'état de votre demande EEC et celui des autres programmes d'Emplois et Développement Social Canada;
- Enregistrez votre candidature et la finaliser à tout moment, mais uniquement pendant que l'appel des demandes sera ouvert;
- Soumettre des documents;
- Mettre en place le dépôt direct;
- Accédez à votre compte 24h/24 et 7j/7 depuis tous les appareils mobiles.

[Inscrivez-vous dès maintenant pour soumettre votre demande EEC](#)

### **Pour obtenir un complément d'information ou de l'aide avec votre compte :**

Consultez <http://www.canada.ca/edscsubventionscontributions>

Par téléphone : 1-800-367-5693, heures d'ouverture : de 7 h à 20 h (HE), du lundi au vendredi

Par courriel : [NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca](mailto:NA-GCOS-SELSC-GD@hrsdc-rhdcc.gc.ca)

Visitez un [Centre Service Canada près de chez vous](#).

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# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Meeting  
Meeting Date: December 14, 2023  
Title: STD/LTD for Employees

Agenda Item Number: 6b.

### **BACKGROUND**

I have been looking into our benefits policy and noticed that we do not have coverage for short or long term disability.

If the benefit is to be paid for by the employee 100%, then it is Non-Taxable. You would choose Option A on the attached quote. If the employer is going to pay any amount of money towards the cost of disability plan, then the benefit does become Taxable. Option B shows you the volumes and pricing for this.

The last column of the quote shows the total monthly total amount of the premiums. If you are doing any sort of cost share, the amount shown in the last column can be divided by what the cost share is to show the employers total monthly amount.

#### Short Term Disability Options

Option	Coverage	Description	Volumes/ Count	AMSC Rates	AMSC Monthly Premium
Current (71)	Short Term Disability	N/A		0.000	\$0.00
Option A (57)	Short Term Disability	66.67% Non-taxable Benefit \$750 weekly max 1/8/17 weeks max	\$1,072	0.773	\$82.87
Option B (New)	Short Term Disability	75% taxable Benefit \$750 weekly max 1/8/17 weeks max	\$1,206	0.773	\$93.22

*E&OE*

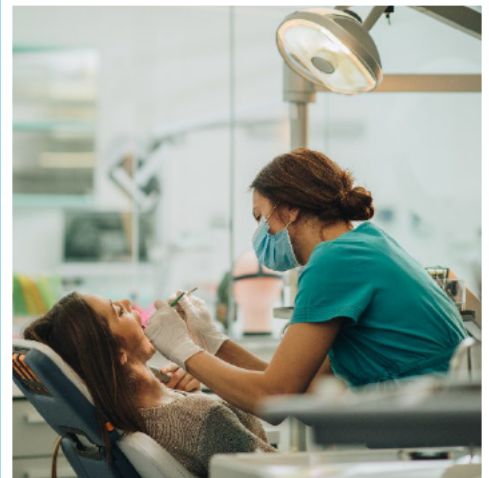
Our current benefits are at a 80/20 cost share. This is what the numbers would look like at the cost share:

- $\$93.22 \times 0.8 = \$74.58$  for employer portion/employee/month
- $\$93.22 \times 0.2 = \$18.64$  for employee portion/employee/month

### **RECOMMENDATION:**

1. Motion to approve the quote and add Short Term Disability to the Village of Hussar Employee benefits plan at a cost share rate of \_\_\_\_\_
2. Motion to accept as information at this time

# Alberta Municipalities Employee Benefits Review



 **Alberta  
Municipalities**  
Strength  
In Members

## Accidental Death & Dismemberment

Your current plan does not include coverage for Accidental Death and Dismemberment (AD&D), which means your plan is below industry standard. Typically this benefit matches the benefit offered for Life Insurance.

### Accidental Death & Dismemberment Options

Option	Coverage	Description	Volumes	AMSC Rates	Monthly Premium
Current	N/A	N/A	N/A		
Option A (03)	Accidental Death & Dismemberment	1x Annual Salary	\$85,000	\$0.038	\$3.24

*E&OE*

## Dependent Life Insurance

Your current plan does not include coverage for Dependent Life Insurance, which means your plan is below industry standard. Dependent Life provides coverage for the dependents of an insured employee. This benefit offers the amount specified for each dependent on the plan (ex. Each dependent child is covered for \$5,000, while the spouse is covered for \$10,000).

### Dependent Life Options

Option	Coverage	Description	Lives	AMSC Rates	Monthly Premium
Current	N/A	N/A	N/A		
Option A (02)	Dependent Life	\$10,000 Spouse/\$5,000 Child	2	\$2.23	\$4.46
Option B (03)	Dependent Life	\$15,000 Spouse/\$10,000 Child	2	\$3.23	\$6.46

*E&OE*

## Short Term Disability

Introducing short-term disability to your benefits program offers employees a stable source of income while they are unable to work. It provides support to you as an employer by having these claims managed to reduce the overall impact of absence and ensuring an effective return to work.

Having a third party manage disability offers you unbiased management of a claim in more detail. A third party can request more detailed medical information than an employer can, leading to potential reduction in claim duration. Effective management of absence is critical in getting employees well and back to work, especially with the complex claims on the rise with multiple health factors impacted including mental health challenges.

The charts below illustrate short-term disability options for your employees of non-taxable (100% employee paid) and taxable (any percentage of premium employer paid), meaning that if an employee is required to go on disability, the benefit paid would have applicable taxes deducted. They also include the financial impact these maximums would have based on the volumes that would be insured.

### Short Term Disability Options

Option	Coverage	Description	Volumes/ Count	AMSC Rates	AMSC Monthly Premium
Current (71)	Short Term Disability	N/A		0.000	\$0.00
Option A (57)	Short Term Disability	66.67% Non-taxable Benefit \$750 weekly max 1/8/17 weeks max	\$1,072	0.773	\$82.87
Option B (New)	Short Term Disability	75% taxable Benefit \$750 weekly max 1/8/17 weeks max	\$1,206	0.773	\$93.22

E&OE

## Long Term Disability

The charts below illustrate Long-term disability options for your employees of non-taxable (100% employee paid) and taxable (any percentage of premium employer paid), meaning that if an employee is required to go on disability, the benefit paid would have applicable taxes deducted. They also include the financial impact these maximums would have based on the volumes that would be insured.

### Long Term Disability Options

Option	Coverage	Description	Volumes/ Count	AMSC Rates	AMSC Monthly Premium
<b>Current (71)</b>	Long Term Disability	N/A		0.000	\$0.00
<b>Option A (57)</b>	Long Term Disability	66.67% Non-taxable Benefit (120/@65/2 year own occupation) \$3,000 Overall Monthly Maximum	\$4,642	4.759	\$220.91
<b>Option B (New)</b>	Long Term Disability	75% Taxable Benefit (120/@65/2 year own occupation) \$3,000 Overall Monthly Maximum	\$5,222	4.759	\$248.51

*E&OE*





# Alberta Municipalities Strength In Members

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# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	SDAB Training Workshop – January 15, 2024
Agenda Item Number:	6c.

### **BACKGROUND/DISCUSSION:**

This December and January Brownlee will be offering two opportunities to attend a one-day virtual Subdivision & Development Appeal Board training workshop for members and clerks.

#### **Dates and times:**

- Monday, December 1<sup>st</sup>, 2023, 8:30 a.m. – 3:30 p.m.
- Monday, January 15<sup>th</sup>, 2024, 8:30 a.m. – 3:30 p.m.

The workshops will be led by one of the firm's leading partners in Municipal Law, Alifeyah Gulamhusein, who regularly provides SDAB training sessions and has been counsel for SDABs across Alberta as well as appeared as counsel for parties before the SDAB.

This workshop will be available on Zoom. Call-in details will be emailed to each attendee closer to the date.

If you have SDAB members or clerks who need training, retraining (required every 3 years) or a refresher, click on the registration button below to register attendees.

Cost is \$250 +GST for individual registration.

### **RECOMMENDATION:**

1. Motion for CAO to register for the online Subdivision & Development Appeal Board training workshop on January 15, 2024 at the cost of \$250.00+GST
2. Accept as information at this time

## Registration for SDAB Sessions is Now Open

Thu 2023-11-02 3:12 PM

To:Village Office <office@villageofhussar.ca>



Hello Kate,

This December and January we are offering two opportunities to attend a one-day virtual Subdivision & Development Appeal Board training workshop for members and clerks.

Please feel free to share this invite with your municipality's SDAB board members.

**Dates and times:**

- Monday, December 1<sup>st</sup>, 2023, 8:30 a.m. – 3:30 p.m.
- Monday, January 15<sup>th</sup>, 2023, 8:30 a.m. – 3:30 p.m.

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**If you are registering on behalf of someone else, please provide their direct email address to ensure they receive the Zoom call-in details and can participate in the required examination.**



**Individual Registration is \$250 + GST**

If the above links do not work, please copy and paste the following in your browser:

December 1<sup>st</sup> Session: <https://www.eventbrite.ca/e/subdivision-development-appeal-board-training-tickets-750106848777?aff=oddtcreator>

January 15<sup>th</sup> Session: <https://www.eventbrite.ca/e/subdivision-development-appeal-board-training-tickets-750122997077?aff=oddtcreator>

If you have any questions please contact [REDACTED]

Thank you,  
Brownlee LLP

---

*This message is sent on behalf of the Brownlee LLP Municipal Practice Area.*

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Website: [BrownleeLaw.com](http://BrownleeLaw.com)

LinkedIn: [Brownlee LLP](#)

**NICOLE MOYO | EVENTS ASSISTANT | BROWNLEE LLP**

**MARKETING**



*We acknowledge the traditional territories of the Indigenous peoples of the Treaty 6 region and the Metis settlements and Metis Nation of Alberta, regions 2, 3 and 4. We respect the histories, languages and cultures of the First Nations, Metis, Inuit and all First Peoples of Canada, whose presence continues to enrich our community.*

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If you have any questions please contact [REDACTED]

Thank you,  
Brownlee LLP

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[REDACTED]

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# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	Emerging Trends in Municipal Law
Agenda Item Number:	6d.

### **BACKGROUND**

Brownlee is holding a Emerging Trends in Municipal Law Seminar in Calgary on Thursday February 8, 2024 in Calgary and Thursday February 15, 2024 in Edmonton. The virtual session is \$130, in person is \$190.

#### Emerging Trends in Municipal Law

- The annual Emerging Trends in Municipal Law seminar, aimed at delivering expert insight and understanding into the field of municipal law. Join us as we delve into the challenges, opportunities and changes that lie ahead for municipalities, while providing invaluable strategies to empower municipal success at this invite-only event.

### **RECOMMENDATION:**

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

# Registration is now open for Emerging Trends 2024



Thu 2023-11-09 2:32 PM

To:Village Office <office@villageofhussar.ca>

# EMERGING TRENDS IN MUNICIPAL LAW

PRESENTED  
BY



**BROWNLEE LLP**  
*Barristers & Solicitors*

You are invited to join us in person or virtually this February for our annual **Emerging Trends in Municipal Law** seminar. The 2024 edition of this event will feature timely and critical topics that are curated exclusively for our elected and administrative municipal clients.

For 2024, we are continuing to offer this session on two different days in Calgary and Edmonton. Additionally, **Edmonton's in-person session will be live-streamed** for those who prefer to attend virtually. Whichever date or option you select, the presented topics will be the same.

## Event Details

<p style="text-align: center;"><b>Calgary</b></p> <p><u>Date:</u> Thursday, February 8, 2024</p> <p><u>Time:</u> 8:30 am - 3:30 pm</p> <p><u>Location:</u> Best Western Premier</p> <p><u>Address:</u> 1316 33 Street NE, Calgary</p>	<p style="text-align: center;"><b>Edmonton</b></p> <p><u>Date:</u> Thursday, February 15, 2024</p> <p><u>Time:</u> 8:30 am - 3:30 pm</p> <p><u>Location:</u> Edmonton Expo Centre</p> <p><u>Address:</u> 7515 - 118 Ave. NW, Edmonton</p>
<p style="text-align: center;"><b><u>REGISTER</u></b> <b><u>Feb. 8, 2024</u></b></p>	<p style="text-align: center;"><b><u>REGISTER</u></b> <b><u>Feb. 15, 2024</u></b></p>

**In-Person Admission: \$190 + GST**

**Virtual Admission: \$130 + GST**



If you have any questions, please contact [REDACTED]

This event is by invitation only

We hope you can join us!

Brownlee LLP

*This message is sent on behalf of the Brownlee Municipal Practice Area.*

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# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	WRC – Response from Brownlee LLP
Agenda Item Number:	6e.

### **BACKGROUND**

Please review the attached letter from Brownlee in response to WRC's questions.

If there are questions or comments that you would like to back to WRC with.

### **RECOMMENDATION:**

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



Refer to:

[Redacted]  
[Redacted]  
[Redacted]  
[Redacted]

September 22, 2023

VIA EMAIL: [Redacted]

**Wheatland Regional Corporation**  
PO Box 196  
Rockyford, AB  
T0J 2R0

**Attention: Leah Jensen, General Manager**

**Re: Additional questions pertaining to WRC Bylaw and Unanimous Shareholder Agreement**

In 2022, we provided Wheatland Regional Corporation (“WRC”) a review of both the WRC Corporate Bylaws (“WRC Bylaws”) and the WRC Unanimous Shareholder Agreement (“USA”) (hereby known together as the “Governing Documents”). In addition to the original opinion provided, WRC has sought clarification via a number of emailed questions related to the contents of these Governing Documents, and more specifically regarding the Unanimous Shareholder Agreement Second Amending Agreement as provided to the WRC on March 5<sup>th</sup>, 2023.

Below we have addressed your additional questions, and provided a summary of any additional information requests.

**WRC UNANIMOUS SHAREHOLDERS AGREEMENT (USA)**

1. **Your question:** 1.6-Conflict – will this require other documents to be updated? Has anyone checked this? Or is this point more of a disclaimer?

**Response:** This section is typically included to provide a hierarchy of reliance on the documentation associated with the corporation. In the event of a conflict of terms, the provisions of the USA shall govern the actions of all parties. This does not mean that immediate amendments are required to the other documentation, unless a specific conflict is recognized or prevalent. Therefore, we would suggest this provides guidance more than a positive obligation to seek amending other documentation. If a further review of conflicting terms is required, we would be happy to support this.

2. **Your question:** 1.11-Use of Information – There is concern that information discussed at board meetings cannot be shared or reported back to the respective Municipal Councils. How does this work when as partners you are expected to report back? So, is the Corporation not a public entity? Are the financial records or minutes not public?

**Response:** The WRC entity is not considered a publicly traded corporation outside of a government context, instead it is considered a Municipally Controlled Corporation (“MCC”). As an MCC, the WRC is subject to a number of specific reporting obligations provided in the Municipal Government Act (Alberta) (“MGA”) and the Municipally Controlled Corporations Regulation AR 112/2018 (“Regulation”). As per the Section 75.2 of the MGA:

- (1) *The council of each municipality that controls a corporation must ensure that the controlled corporation submits to the council the annual financial statements referred to in section 279 and any other reports prescribed by the regulations.*
- (2) *A council must make available for public inspection the annual financial statements and any other reports that it receives from a controlled corporation under subsection (1).*

The Regulations expand on this requirement in Section 6 as follows:

*For the purposes of Section 75.2(1) of the Act, there must be included with the controlled corporation’s annual financial statements a supplementary disclosure of the nature and amount of any financial assistance, including transfers of money or other assets, loans and loan guarantees, provided to the controlled corporation by any shareholder, the province or the federal government.*

The WRC as a government owned entity, and therefore fits the definition of a local government body as per Section 1 (i)(xii) of the *Freedom of Information and Protection of Privacy (FOIP) Act* (Alberta) (“FOIP”). The WRC would therefore be subject to any public reporting requirements and requests for information from the public in accordance with FOIP.

With regards to the question asked, the obligation to maintain confidentiality as described in section 1.11 would still be applicable to the management and shareholders of WRC in their role generally and for commercial reasons, but would not take precedence over the legislative disclosure requirements outlined above. In addition, because the municipal councils are the shareholders of WRC, it would be impractical to assume that information related to the business activity or operations would be precluded for being shared in council. This is supported by the generalized councillor code of conduct provided by the Government of Alberta as a guide for municipalities to address confidential information in the capacity of disclosure to the public at large.

Therefore, any information obtained by representatives within WRC that is not identified as specifically falling under Section 1.11 and of a commercially sensitive nature can be shared openly with municipal shareholder councils.

3. **Your question:** Are all shareholders equal? If so, should not all participating municipalities have equal votes? This should probably be addressed.

**Response:** As per the original USA, the voting shares of the WRC were equally divided amongst the original 4 shareholder municipalities. As per the initial amending agreement prepared in 2022, the Village of Hussar surrendered its 25% shareholder interest to the remaining municipal shareholders, thus creating a 3-way equal voting split between Wheatland County, the Village of Rockyford and the Village of Standard. Although the initial amending agreement and the subsequent second amending agreement (which is the primary subject matter of this review) have

adapted a number of provisions, the voting shares of the municipalities has not changed, and the reference to an equal share split as per the original USA still stands.

4. **Your question:** Why is it called a “unanimous” shareholder agreement? Does it need unanimous consent to pass?

**Response:** The purpose of a USA is to operate as an agreement among all the shareholders of a corporation that restricts the powers of directors to manage or supervise the management of the business affairs of the corporation. The term “unanimous” refers to a unanimous agreement between the shareholders where they have unanimously agreed to govern the corporation and their own shareholder actions according to the USA. This type of agreement is applicable for smaller groups of shareholders, and typically provides the structure by which shareholder voting or decision making occurs with reference to corporate bylaws. Both the WRC Bylaw and USA speak to voting procedures, of which both speak to majority shareholder voting based on a representation of not less than (4) shareholders present.

### WRC BYLAW

5. **Your question:** Chair of the Board (4.3) The roles of this seat seems to include a lot of the duties of the CAO or General Manager. Is this common? It describes the Chair of the Board to simultaneously "preside over each regular meeting..."(4.3.1) as well as "attend and be the secretary at all meetings of the Shareholder(s)..."(4.3.7). Is this typical?

**Response:** With respect to the requirement to operate as secretary at any meeting of the board or committees of the board, the chair must only ensure the meetings are recorded and as per section 4.3.4, which could involve appointing a recording secretary to ensure the recording occurs. With respect to meetings of shareholders, Section 4.3.7 is clear in the expectation that the chair shall operate as secretary and cause all meeting minutes to be entered into the corporate records. Although these roles may seem to overlap with that of an individual CAO or manager, the role is distinct with respect to the MCC’s corporate structure and Governing Documentation. This is not to say that the chair would not serve multiple roles, but the expectation is that chair would provide these services generally to the WRC.

6. **Your question:** Removal or Discharge of Officers (4.7) the most concerning part of this is the statement of "...with or without cause, at any time..." is discharge without cause a normal practice?

**Response:** The justification for the discretion provided to the board of WRC respecting the removal of an officer is twofold. If the officer is an employee, it is challenging in any context to prove cause with respect to termination. The typical approach is to terminate without cause and provide appropriate notice and compensation in lieu. Additionally, given the role of an officer is one of high discretionary decision-making authority, it is imperative the board has the capacity to efficiently and quickly remove individuals who may enact change or make decisions which are counter to the expectations of the board or shareholders. If the office is not an employee but has an independent contractor relationship to WRC, then their dismissal from their role is simple, there would be no concerns with or without cause.

7. **Your question:** The definition of an “Officer” (1.1.17) is not clear and leaves a reader wondering who an officer is. It isn’t until 4.1 does someone realize who the officers are. Can the definition be made clearer?

**Response:** We have provided sample language in the attached revised draft WRC Bylaw which provides a more comprehensive definition of “officer”. Please confirm whether or not this is clearer and meets the expectations of WRC.

8. **Your question:** Can a secret ballot be called for by any shareholder at any time? Who allows/disallows this?

**Response:** As per Section 7.12 of the WRC Bylaw, the chairperson of the board is responsible for the process and nature of shareholder voting at meetings, and can elect to have a vote cast by secret ballot at their discretion. Additionally, any person entitled to vote at a shareholder(s) meeting can demand the vote to occur via secret ballot, to which the chairperson would be obligated to facilitate.

9. **Your question:** If board members or directors are on the board for a 2-year term, has any thought been given to staggering their terms so that there is always someone on the board who would be able to answer questions from previous time frames? Item 3.2.4 doesn’t say if a director can hold that position for longer, can they?

**Response:** There are no requirements within the WRC Bylaw or USA that speaks to staggering or overlapping experienced directors with newer directors, however this can be a business practice to which the WRC chooses to subscribe. This would occur whereby each new onboarding period would overlap existing director terms, and each length of term is still adhered to per director. There are no provisions which specifically allow a director to be elected for more than two (2) years.

10. **Your question:** Where are the rules for removing a member from the board found?

**Response:** This is found in Sections 3.5 – 3.9 of the WRC Bylaw which references the removal of directors from the board.

11. **Your question:** When a board member completes their term, is it requested or should it be required that all paperwork they may have in their possession either be destroyed or returned to the office?

**Response:** This has been included as a component of the USA in Section 1.11 – Use of information, where any individual operating as a director, officer, shareholder, employee agent or representative shall adhere to the information management expectations of the organization. As per the revised draft Bylaw attached, we have added additional language to support the return or destruction of documentation or information held by previous board members at the conclusion of their term. Please confirm whether or not this addition is sufficient for WRC’s purposes.

12. **Your question:** Is a director nominated by the shareholder (3.2) the same person as the shareholder representative (7.7.1)? For clarification

**Response:** There is no requirement for the representative of the shareholder to be a director nominated by the same shareholder. The ability for personal representation attempts to give flexibility to shareholders in attending meetings, and in most cases the meeting role played by a director and shareholder representative could be different.

**CONCLUSION**

Thank you for the opportunity to assist with these questions and concerns. If you have any further questions, or require assistance with the changes to the documents, please do not hesitate to contact the writer directly.

Yours truly,

BROWNLEE LLP

Per:

  
**JOHN C. McDONNELL**

JCM:so

## APPENDIX

### Draft terms for revisions

#### In relation to Question #7

“**Officer**” means a person appointed as an officer of the Corporation in order to support the day to day operations of the Corporation and provide leadership and support as the management structure of the Corporation, as contemplated within the Articles, these By-laws and the Act, and “**Officers**” means two (2) or more of them.

#### In relation to Question #10

##### 1.1 Use of Information

Each of the Parties agrees that each Shareholder, while a Party to this Agreement, or while a Director, Officer, Shareholder, employee, agent or representative of the Corporation shall:

- (a) treat all information relating to the Corporation received from the Corporation, the Board, any Director or any Shareholder as confidential;
- (b) not use any of the said information referred to in subsection (a) hereof in any way whatsoever, either for his own benefit or for the benefit of any person, organization or corporation other than the Corporation;
- (c) not disclose, provide or otherwise make available any of the information referred to in subsection (a) hereof to any person, organization or corporation other than the Corporation or its designated employees, or as may be required to be disclosed by law;
- (d) Return all documentation, electronic information and corporate records held by an individual Director, Officer, Shareholder, employee, agent or representative of the Corporation at the conclusion of their term or employment with the Corporation; and
- (e) not reproduce or copy any of the information referred to in subsection (a) hereof, except as permitted by the Corporation;

provided however, that each of the Shareholders is entitled to provide copies of such information referred to in subsection (a) hereof to his accounting and legal advisors as is necessary to effectively manage their affairs.



# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	Freedom to Read Week
Agenda Item Number:	6f.

### **BACKGROUND**

The Marigold Library System Board has declared February 18 – 24, 2024, as **Freedom to Read Week**. We encourage all member municipalities to consider supporting intellectual freedom in Canada by joining Marigold in declaring your support for [Freedom to Read Week](#).

Attached is a memo that contains a proclamation that can be customized for your municipality.

### **RECOMMENDATION:**

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

# FREEDOM TO READ PROCLAMATION

---



## FREEDOM TO READ WEEK SEMAINE DE LA LIBERTÉ D'EXPRESSION

CENSURE  
Liberté d'expression  
accès à l'information

CENSORSHIP  
freedom of expression  
access to information

WHEREAS *Freedom to Read Week* is an initiative to promote literacy, tolerance, knowledge, and a love of reading among all Canadians;

AND WHEREAS the right to pursue the truth through free inquiry is essential to democratic decision-making;

AND WHEREAS the freedom to read print on paper or online, is the essence of free inquiry;

AND WHEREAS the freedom to read can never be taken for granted;

AND WHEREAS the freedom to read is under attack;

NOW THEREFORE BE IT RESOLVED that:

the Council of \_\_\_\_\_ endorses the objectives of *Freedom to Read Week*, and recognizes, reaffirms, and defends the rights of the citizens of \_\_\_\_\_ individually to decide what they will or will not read; and calls on all residents to actively work to achieve these objectives, and in so doing ensure \_\_\_\_\_ continues to be a Freedom to Read zone in which the freedom to read and the right to seek information will not be violated.

NOW, THEREFORE I, \_\_\_\_\_

DO HEREBY PROCLAIM the week of February 18 – February 24, 2024, as

FREEDOM TO READ WEEK

in \_\_\_\_\_

## Village of Hussar

### Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	Resident request for approval of additional animals
Agenda Item Number:	6g.

#### **BACKGROUND**

Request for approval of the registration of 2 additional animals. See attached request

#### **RECOMMENDATION:**

1. Motion to approve the 3<sup>rd</sup> and 4<sup>th</sup> animal.
2. Accept as information at this time

## Re: Animal License

[REDACTED]  
Wed 2023-11-29 2:37 PM

To: Village Office <office@villageofhussar.ca>

Good afternoon,

I am emailing to notify the Village that we will be sending in registration in for a total of 4 animals. 1 cat and 3 dogs. I am requesting the approval for the additional 2 dogs. They are just puppies now and technically won't require registration until March however i would rather have it done by January and register and pay for all 4 at once.

2 new pups - Both females. Born September 9, 2023. Both will be fixed as soon as they are old enough. Vaccinations are always kept up on our animals.

Please let me know once approved.

Thank you,  
[REDACTED]

Get [Outlook for iOS](#)

---

**From:** Village Office office@villageofhussar.ca  
**Sent:** Wednesday, November 29, 2023 9 10 11 AM  
**To:** [REDACTED]  
**Subject:** Animal License

[REDACTED]

Here is the animal license registration. We just fill out the same form for each animal. The request for the 3<sup>rd</sup> animal can be as simple as an email written to the Village requesting approval

Let me know if you have any questions.

Thanks,

 AB7D010F  
VILLAGE OF HUSSAR

**Liz Santerre**  
Chief Administrative Officer

109 – 1<sup>st</sup> Avenue East  
PO Box 100  
Hussar AB T0J 1S0  
403-787-3766  
Monday - Thursday 8:00 - 4:00

**BY LAW 485-13**  
**VILLAGE OF HUSSAR**

Being a BYLAW of the Village of Hussar, in the Province of Alberta for the purpose of licensing, regulation and confinement of Animals.

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

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

**1) TITLE**

**1.1** This Bylaw may be referred to as the Animal Control Bylaw.

**2) DEFINITIONS**

**2.1** In this Bylaw:

Agent means any person duly authorized by the Village of Hussar to carry out any duties as outlined in this Bylaw.

Agency means any group, Society or business established for the purpose of the care and control of Animals.

Animal means any vertebrate including organisms commonly used as domestic pets including but not limited to dogs, cats, fish, gerbils, rabbits, domestic mice, birds, snakes and reptiles.

Animal Control Officer means a Bylaw Enforcement Officer appointed by the Municipality to do any act or perform any duties under this Bylaw and includes, but is not limited to, the Chief Administrative Officer of the Village of Hussar, a member of the Royal Canadian Mounted Police, an independent contractor who is under contract with the Village of Hussar to provide Bylaw enforcement services, an authorized Special Constable or the Wheatland County Bylaw Enforcement Officer.

Animal Shelter means any premises designated by the Village of Hussar or other Agency for the impoundment and care of Animals and includes, but is not limited to, the premises supplied by an independent contractor under contract with the Village of Hussar to provide such premises.

At Large means an Animal that is at any place other than the Owner's property or permitted areas and is not being carried by any person or is otherwise not restrained by a Permitted Leash held by a person. If it is difficult for a person to

restrain the Animal by a Permitted Leash, then the Animal shall be deemed to be At Large notwithstanding the presence of a Permitted Leash.

Controlled Confinement means the confinement of an Animal in a pen, cage or building or securely tethered in a manner that will not allow the Animal to bite, harm or harass any person or animal.

Damage to Property means damage to property other than the Owner's Property including but not limited to defecating or urinating on said property.

License means an Animal License issued by the Village of Hussar in accordance with the provisions of this Bylaw.

Licensable Animal means any Animal requiring a license as per Schedule D of this Bylaw and includes all Dogs and Cats over six (6) months of age.

License Fee means the applicable annual fee payable for a License for any Animal as determined by Schedule A of this Bylaw.

License Tag means the identification tag issued by the Village of Hussar showing the registered license number for a specific animal.

Livestock means an Animal commonly raised for food or breeding on a farm or ranch.

Owner means:

- A person who has the care, charge, custody, possession or control of an Animal;
- A person who owns or who claims any proprietary interest in an Animal;
- A person who harbours, suffers or permits an Animal to be present on any property owned, occupied or leased by that person or is otherwise in that persons control;
- A person who claims and receives an Animal from the custody of the Animal Shelter or an Animal Control Officer; or
- A person to whom a License Tag is issued to for an Animal in accordance with this Bylaw; and
- For the purposes of this Bylaw, an Animal may have more than one (1) owner.

Owner's Property means any property in which the Owner of an Animal has a legal or equitable interest or over which the Owner of an Animal has been given the control or use of by the legal or equitable owner of the property and where the property shall include but is not limited to land, buildings and vehicles.

Permitted Leash means a leash adequate to control the Animal to which it is attached and where the leash shall not exceed three (3) metres in length.

Permitted Property means private property upon which the Owner of an Animal has the express permission of the owner of that property to allow the Owner's Animal to be At Large thereon.

Serious Wound means an injury to a human or animal resulting from the action of an Animal which causes the skin to be broken or the flesh to be torn.

Village means the Village of Hussar in the Province of Alberta.

Village Office means the Municipal Office of the Village of Hussar in the Province of Alberta located at 109 – 1 Avenue East, Hussar.

Violation Ticket means a ticket issued pursuant to Part 2 of the Provincial Offenses Procedure Act, S.A. 1988, as amended and Regulations there under.

Wildlife Animal means any wild animal as defined by the Wildlife Act R.S.A. 1980 and amendments thereto.

Zoo means any business established and licensed for the purpose of showing animals to the public.

### **3) LICENSING PROVISIONS**

- 3.1** Every person who is the Owner of a Licensable Animal which is six (6) months of age or older shall apply for a License for that Animal by submitting an Application to the Village and if the application is approved shall pay the applicable License Fee(s) as set out in Schedule A of this Bylaw.
- 3.2** The License Fee for any animal requiring a license as per Schedule D of this Bylaw is due and payable by January 31<sup>st</sup> of each year.
- 3.3** The Owner shall apply for an Animal License within seven (7) days if:
  - 3.3.1** The Animal reaches the age of six (6) months after January 31<sup>st</sup> of the current year;
  - 3.3.2** The person becomes the Owner of an Animal after January 31<sup>st</sup> of the current year; or
  - 3.3.3** The Owner takes up residence in the Village after January 31<sup>st</sup> of the current year.
- 3.4** An Owner of an Animal which is unlicensed and which is required to be licensed as per Schedule D of this Bylaw and pursuant to this Bylaw is guilty of an offence.
- 3.5** An Owner shall provide with each application for a license any information as may be required by the Village or the Animal Control Officer.
- 3.6** Any person who provides to the Village or the Animal Control Officer with false or misleading information with respect to the information required in Section 3.5 of this Bylaw is guilty of an offence.
- 3.7** A License issued under this Bylaw shall not be transferrable from one Animal to another or from one Owner to another.
- 3.8** If the application is approved and the required License Fee is paid, the Owner shall be supplied with a numbered License Tag and that number shall be duly registered to that Animal in records kept at the Village Office.

- 3.9** An Owner shall ensure that the License Tag is securely fastened to a choke chain, collar or harness worn by the Animal and shall ensure the License Tag is worn by the Animal at all times the Animal is on property other than the Owner's property, unless it is not possible to securely fasten the License Tag directly or indirectly to the Animal.
- 3.10** An Owner of a Licensed Animal is guilty of an offence if that Animal is not wearing a License Tag while that Animal is on property other than the Owner's Property, subject to the provisions in Section 3.9 of this Bylaw.
- 3.11** No person is entitled to a refund or rebate for any License Fee.
- 3.12** Every License shall expire on December 31<sup>st</sup> in the year in which it was issued.
- 3.13** The Animal Control officer shall consider all applications for Licenses and may at his or her discretion:
  - 3.13.1** Require the applicant to submit such information as the Animal Control Officer deems appropriate including, but not limited to, any information respecting the Animal, proposed Controlled Confinement of the Animal, the lands where the Animal is to be kept, availability and nature of insurance, site plans of the land and the number of Animals to be kept;
  - 3.13.2** Reject the application; or
  - 3.13.3** Approve the application with or without any conditions that may be deemed to be relevant to the licensing of the Animal.
- 3.14** The Animal Control Officer may revoke a License if:
  - 3.14.1** The applicant fails to comply with the conditions of the License;
  - 3.14.2** The License was issued on the basis of incorrect information or misrepresentation by the applicant;
  - 3.14.3** The License was issued in error; or
  - 3.14.4** The Owner breaches any provision of this Bylaw.
- 3.15** Notwithstanding Section 3.1, where the Animal Control Officer or CAO is satisfied that the Licensable Animal is a designated, trained guide dog and the Owner of said dog has a medical condition requiring the aid of a guide dog, there shall be no fee payable for a license.

#### **4) ANIMAL CONTROL PROVISIONS**

- 4.1** An Owner shall keep within the boundaries of the Village no more than two (2) Licensable Animals unless:
  - 4.1.1** The Owner has applied to the Village to keep additional animals;
  - 4.1.2** The application has been approved;
  - 4.1.3** The Owner has paid the required fees for additional animals as set out in Schedule A of this Bylaw; and



- 4.1.4** The total number of Licensable Animals does not exceed three (3) per household.
- 4.2** The maximum number of all Animals an Owner shall keep, other than Licensable Animals, shall be at the discretion of the Animal Control Officer.
- 4.3** An Owner who keeps more than two (2) Licensable Animals and has not paid the required fee under Section 4.1 of this Bylaw is guilty of an offense.
- 4.4** An Owner whose Animal is At Large is guilty of an offense.
- 4.5** An Owner whose Animal incessantly barks, howls or makes any other noise which thereby disturbs the quiet or repose of any person is guilty of an offense.
- 4.6** An Owner whose Animal has caused Damage to Property within the boundaries of the Village is guilty of an offense.
- 4.7** An Owner who allows an Animal to deposit body waste on any property other than that which the Owner is the lawful owner is guilty of an offense.
- 4.8** The Village may post signs in areas where Animals are not permitted and an Owner whose Animal is in an area where a sign expressly prohibits the presence of Animals is guilty of an offense whether or not that Animal is At Large.
- 4.9** An Owner is guilty of an offense if the Owner's Animal:
  - 4.9.1** Bites, attacks, threatens, harasses, barks at, chases, injures or kills any person including but not limited to if that person is on a bicycle, horseback or while walking or running;
  - 4.9.2** Bites, attacks, threatens, harasses, barks at, chases, injures or kills any vertebrate or invertebrate belonging to another person; or
  - 4.9.3** Bites, barks at or chases any vehicle.
- 4.10** No person shall tease, torment, annoy, abuse or injure any Animal and any person who does so is guilty of an offense.
- 4.11** No person shall untie, loosen or otherwise free any Animal which is not in immediate distress unless the person has the authorization of the Owner and any person doing so is guilty of an offense.
- 4.12** No person shall interfere with, hinder or impede an Animal Control Officer in the performance of any duty authorized by this Bylaw and any person doing so is guilty of an offense.

## **5) CONTROLLED CONFINEMENT**

- 5.1** A person who has received a Serious Wound or the Owner of any Animal which has received a Serious Wound and the Owner of an Animal which has inflicted the Serious Wound shall promptly report the Animal to an Animal Control Officer who may thereupon place the Animal under Controlled Confinement.

- 5.2 Any Animal placed in Controlled Confinement as per Section 5.1 of this Bylaw shall not be released from such Controlled Confinement except by written permission of a registered veterinarian.
- 5.3 At the discretion of the Animal Control Officer, Controlled Confinement may be on the premises of the Owner, a registered veterinarian or an Animal Shelter.
- 5.4 Upon demand made by the Animal Control Officer, the Owner shall forthwith surrender for quarantine any Animal which has inflicted a Serious Wound to any person or Animal and where the Animal Control Officer has reasonable and probably grounds to suspect the Animal of having been exposed to rabies.
- 5.5 An Owner may reclaim an Animal that was quarantined as per Section 5.4 of this Bylaw:
  - 5.5.1 If the Animal is adjudged free of rabies;
  - 5.5.2 Upon payment of confinement expenses; and
  - 5.5.3 Upon compliance with the Licensing provisions of this Bylaw.
- 5.6 Pursuant to Section 5.4 of this Bylaw, if the Animal Control Officer determines that a License will not be issued for the Animal, Section 6.3 of this Bylaw will apply.

## **6) POWERS OF AN ANIMAL CONTROL OFFICER**

- 6.1 An Animal Control Officer is authorized to capture and impound in an Animal Shelter any Animal which is At Large. The Animal Control Officer is further authorized to take such reasonable measures that are necessary to subdue any Animal which is At Large including, but not limited to, the use of tranquilizer equipment and materials.
- 6.2 An Animal Control Officer may enter onto any land surrounding any building in pursuit of an Animal which is At Large.
- 6.3 An Animal Control Officer may order that the Owner of an Animal that is guilty of an offense as described in Section 4.9 of this Bylaw have the Animal removed from the boundaries of the Village.
- 6.4 If the Animal Control Officer knows or can ascertain the name of the Owner of an impounded Animal, a Notice of Impoundment shall be delivered to the Owner either:
  - 6.4.1 In person; or
  - 6.4.2 By delivering or mailing it to the known address of the Owner.
- 6.5 The Owner of an impounded Animal shall be deemed to have received the Notice of Impoundment within 48 hours of the time it was delivered or mailed, not including Saturday, Sunday or Statutory Holidays.
- 6.6 An impounded Animal may be kept in an Animal Shelter for a period of up to 72 hours, not including Saturday, Sunday or Statutory Holidays. During this period

any Animal may be redeemed by its Owner, except as otherwise provided in this Bylaw, upon payment to the Village or Animal Shelter:

- 6.6.1** The appropriate impoundment fee as set out in Schedule A of this Bylaw and/or any fee as determined by the Animal Shelter at which the Animal was impounded;
  - 6.6.2** The appropriate License Fee if the Animal is not Licensed as set out in Schedule A of this Bylaw; and
  - 6.6.3** The cost of any veterinary treatments deemed necessary by the Animal Shelter or licensed veterinarian of any Animal that is found to be injured when captured or injured in the process of impoundment.
- 6.7** If no License has been issued for the Animal or the conditions of the License or this Bylaw have not been met, the Animal Control Officer is not obligated to release the impounded Animal to the Owner.
- 6.8** At the expiration of the 72 hour period as described in Section 6.6 of this Bylaw, the Animal Control Officer or the Animal Shelter is authorized to:
- 6.8.1** Offer the Animal for sale or gift;
  - 6.8.2** Destroy the Animal in a humane manner;
  - 6.8.3** Allow the Animal to be redeemed by the Owner in accordance with the provisions in Section 6.6 of this Bylaw; or
  - 6.8.4** Continue to impound the Animal for an indefinite period of time or for any period of time as the Animal Control Officer may decide.

## **7) PENALTIES**

- 7.1** Any person who contravenes any provision of this Bylaw is guilty of an offense and is liable to the appropriate penalties as set out in Schedule B of this Bylaw.
- 7.2** Notwithstanding Section 7.1 of this Bylaw, any person who commits a second or subsequent offense within one (1) year of committing the first offense may be liable to a fine as set out in Schedule B of this Bylaw.
- 7.3** Under no circumstances shall any person contravening any provision of this Bylaw be subjected to the penalty of imprisonment.
- 7.4** Where there has been an offense of any section of this Bylaw an Animal Control Officer is hereby authorized and empowered to issue a Violation Ticket pursuant to Part 2 of the Provincial Offenses Procedure Act S.A. 1988, and all amendments thereto.

## **8) WILDLIFE, LIVESTOCK AND ZOOS**

- 8.1** Any person may keep a Wildlife Animal which is held live under permit issued pursuant to the Wildlife Act and the keeping of which shall be subject to the

permit requirements under the Wildlife Act R.S.A 1980 and all amendments thereto.

- 8.2** Any Wildlife Animal kept within the boundaries of the Village is bound by the terms and regulations set out in the Wildlife Act R.S.A 1980 and all amendments thereto.
- 8.3** This Bylaw shall not apply to:
- 8.3.1** An Animal kept at a Zoo or being securely transported within a motor vehicle to or from a Zoo.
- 8.3.2** An Animal kept at a veterinary clinic or being securely transported within a motor vehicle to or from a veterinary clinic.
- 8.4** No person shall be permitted to keep any fowl or bird within the boundaries of the Village except those birds that may be kept in a cage indoors for the purpose of being a pet.
- 8.5** No person shall be permitted to keep any livestock or farm animal within the boundaries of the Village except those that may be kept indoors in a cage for the purpose of being a pet.
- 8.6** Despite Section 8.4 and Section 8.5, this Bylaw shall not apply to any fowl or livestock being securely transported within a motor vehicle.

## **9) GENERAL**

- 9.1** All applicants and Owners of Animals are responsible for and not excused from complying with the requirements of any Federal, Provincial or other Municipal legislation, including the Village's Land Use Bylaw.
- 9.2** Where the keeping of any Animal would be in contravention of any Federal, Provincial or other Municipal legislation, the Animal Control Officer may refuse to issue a License.
- 9.3** This Bylaw rescinds all previously passed Bylaws in the Village regarding Animal Control.
- 9.4** This Bylaw comes into full force and effect upon the date of the third and final reading by Village Council.

Read a First time this 13 day of March, 2013.

Read a Second time this 7 day of August, 2013.

Read a Third time this 11 day of September, 2013.

\_\_\_\_\_ Bruce Kaufman \_\_\_\_\_

Mayor

\_\_\_\_\_ Jennifer Pratt \_\_\_\_\_

CAO

## SCHEDULE A – FEES

- 1) Annual License Fee for Neutered or Spayed Animal \$10.00 per Animal
- 2) Annual License Fee for all other Animals \$20.00 per Animal
- 3) Annual Fee for Additional Animals, more than two (2) \$50.00 per Animal  
Per household – Licensing Fees apply to each Animal
- 4) Impoundment Fees:
  - a) Those charges rendered by the veterinarian that impounds an Animal or if a veterinarian is not used, the same charges as would be charged by a veterinarian in the locale of the Village for similar services.
  - b) The charges rendered by the Wheatland County Animal Control Officer or any other agency for the apprehension and transporting of an Animal.

## SCHEDULE B – PENALTIES

Section	Offense	Fine	2nd Offense Fine	3rd & Subsequent Offense Fine
3.1	Failure to obtain a license	\$150.00	\$300.00	\$450.00
3.4	Owner of an Unlicensed Animal	\$150.00	\$300.00	\$450.00
3.6	Providing false or misleading information	\$50.00	\$100.00	\$150.00
4.4	Owner of an Animal At Large	\$150.00	\$300.00	\$450.00
4.5	Owner of an Animal causing a disturbance	\$100.00	\$200.00	\$300.00
4.6	Owner of an Animal causing Property Damage	\$100.00	\$200.00	\$300.00
4.7	Owner of an Animal that deposits body waste	\$50.00	\$100.00	\$150.00
4.8	Owner of an Animal present in an prohibited area	\$100.00	\$200.00	\$300.00
4.9.1	Owner of an Animal which attacks a human **	\$150.00	\$300.00	\$450.00
4.9.2	Owner of an Animal which attacks another Animal	\$150.00	\$300.00	\$450.00
4.10	Teasing, tormenting and/or abusing an Animal	\$100.00	\$200.00	\$300.00
4.11	Freeing an Animal	\$150.00	\$300.00	\$450.00
4.12	Hindering or impeding an Animal Control Officer	\$100.00	\$200.00	\$300.00

\*\* Status of Animal to be determined by the Wheatland County Animal Control Officer.

**SCHEDULE C – APPLICATION FOR ANIMAL LICENSE FORM**  
See Village of Hussar Office

**SCHEDULE D – LIST OF ANIMALS REQUIRING A LICENSE**

All Animals are subject to the provisions in this Bylaw.

Those Animals deemed to require license and registration with the Village of Hussar are:

- a) All dogs.
- b) All cats, whether indoor or outdoor.

**SCHEDULE E – NOTICE OF IMPOUNDMENT**  
See Village of Hussar Office

# Village of Hussar

## Request for Decision (RFD)

Meeting:	Regular Meeting
Meeting Date:	December 14, 2023
Title:	Columbarium- Cemetery Rates and Fees
Agenda Item Number:	6h.

### **BACKGROUND**

Please see the attached minutes confirming what the Cemetery Board discussed on December 5, 2023 for the Columbarium purchase and the rates and fees.

### **RECOMMENDATION:**

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

## Hussar Cemetery Board Meeting

December 5, 2023

### Call to Order

Tim Frank called the meeting to order at 7:05pm

### Members Present

Tim Frank, Robert Knudsen, Liz Santerre, Joan Armstrong and Carol Santerre.

### Treasurers Report

See attached

Reserve           \$10667.63

Perpetual        \$18872.49

Common Share \$27.53

### New Business

Discussion held regarding the purchasing of new columbarium.

Robert Knudsen moved that we purchase the Legacy32NYL for \$27061.00. Joan Armstrong seconded. Carried

Discussion held regarding the rates and fees for the plots and niches.

Robert Knudsen moved we increase the cost of a niche to \$1200.00 per niche when the new columbarium is in place. Liz Santerre seconded. Carried

Liz Santerre moved we increase the cost of the burial plots to \$400.00 per plot when the new columbarium is in place. Tim frank seconded. Carried.

Discussion held regarding a policy for purchasing numerous plots or niches.

Tim Frank moved that a request for purchasing multiple plots or niches must be approved by the Board. Liz Santerre seconded. Carried.

### Adjournment

Robert Knudsen adjourned the meeting at 8.23pm.



November 21<sup>st</sup>, 2023

**Client:** Hussar Cemetery  
**Contact:** Liz Santerre (Chief Administrative Officer)  
 403-787-3766  
[office@villageofhussar.ca](mailto:office@villageofhussar.ca)

**Shipping Address:**  
 132420 west of the 4th (Meridian)  
 Hussar AB  
**Mailing Address:**  
 Village of Hussar: 109 – 1st Avenue East

Dear Liz,

Sunset Memorial & Stone Ltd. is pleased to provide a quotation for the supply and delivery and installation of the following columbarium in \$CAD:

Option	Description	Unit Price	Qty	Total Niches	Total Price	Price per Niche
1	Double-sided <b>Concord 32 ALL Granite</b> Niche (8x2 high configuration) – Imperial Grey w/ African Impala shutters to be inscribed.	\$27,286	1	32	\$27,286	\$853
2	Double-sided <b>Legacy 32 NYL</b> Niche (8x2 high configuration) – Imperial Grey w/ African Impala shutters to be inscribed.	\$27,061	1	32	\$27,061	\$846

**Optional inscription costs:**

- Column & row denotations - \$350      Yes       No
- Sidewall Inscriptions - \$200 / sq ft      Yes       No
- Shutter Inscriptions - \$200 / shutter      Yes       No
- Additional Shutters - \$60 ea      Yes       No



### Columbarium Specifications:

- Imperial Grey granite roof, walls, and base. Polished faces and rock-pitched base.
- Polished African Impala shutters and trim.
- Shutters are configured for inscriptions, not wreath attachments, therefore no holes will be predrilled.
- Rosettes will be bronze floral style.
- Each granite shutter will cover one individual niche.
- **Figure 1:** Overview - Sunset's Concord 32 Niche -Dimensioned Drawing
- **Figure 2:** Overview - Sunset's Legacy 32 Nylene Niche -Dimensioned Drawing
- **Figure 3:** Overview - Sunset's Nylene Interior

### Columbarium Features:

- Our Nylene niches offer several advantages over commonly used concrete or granite niches (**Figure 4**).
- Sunset's industry standard 16" nominal niche depth allows for the interment of two large urns, which depending on urn size, can double the urn capacity of the columbarium. (**Figure 5**).
- The individual granite shutters are held away from the core structure using our unique bracket design, eliminating niche condensation, and freezing of the shutters to the columbarium (**Figure 6**).
- Each niche will come with a key-locked inner anodized aluminum security door, which reduces cemetery operating expenses by eliminating the need for any staff to be on-site when a granite shutter is removed for inscription. This is a standard feature in all our commercial models (**Figure 7**).
- Accessories and spare parts:
  - 3 granite shutters.
  - 5 keys to enable staff to unlock the niche inner aluminum security doors.
  - 1 security tool to remove the screws on the bronze rosettes.
  - 3 spare bronze rosettes complete with screws.

**Terms and Conditions:**

1. To develop this estimate, we have assumed that there is an access road to the columbarium foundation with sufficient load capacity to withstand the weight of both 30t crane and transport truck, and that the road will allow for both the truck and crane to get within 25 feet of the foundation with a lift that clear of any obstructions. If this is not the case, surcharges may apply.

Please initial one of the following:

A. My site conditions meet the above criteria: (initial)

B. My site conditions are different and will require a more In-depth study of installation: (initial)

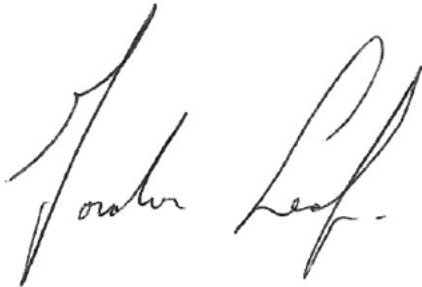
2. Sunset strongly recommends that a Professional Engineer authorized to work in your province/state stamps your foundation drawings. Example concrete foundation drawings can be supplied upon placement of an order.
3. Price does not include taxes nor a concrete foundation.
4. Payment terms: 50% at time of order, balance within 30 days of installation.
5. Warranty includes lifetime on granite and 10 years workmanship (see sample Warranty).
6. The above quotation will be honored for 3 months from the date of this letter.

If you have any questions or concerns with the information above, please do not hesitate to contact me at [REDACTED]

If you wish to proceed with an order, please sign and date in the space provided below and return at your earliest convenience.

Thank you for your consideration and we look forward to your reply.

Sincerely,



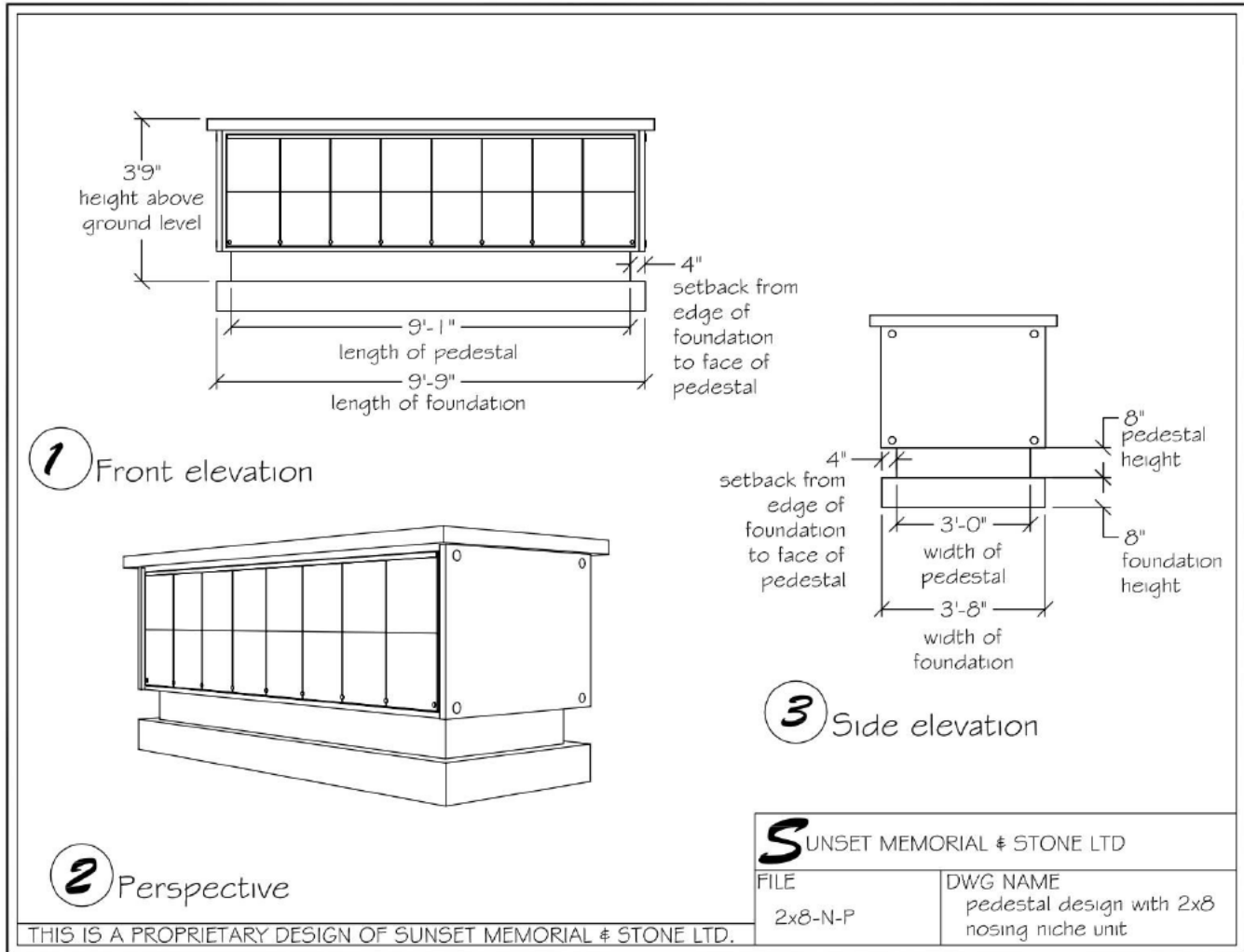
Gordon Leaf P.Eng, MBA  
President  
Sunset Memorial & Stone Ltd.

\_\_\_\_\_  
Customer Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

[REDACTED]



**Figure 1:** Overview - Sunset's Concord 32 Niche -Dimensioned Drawing



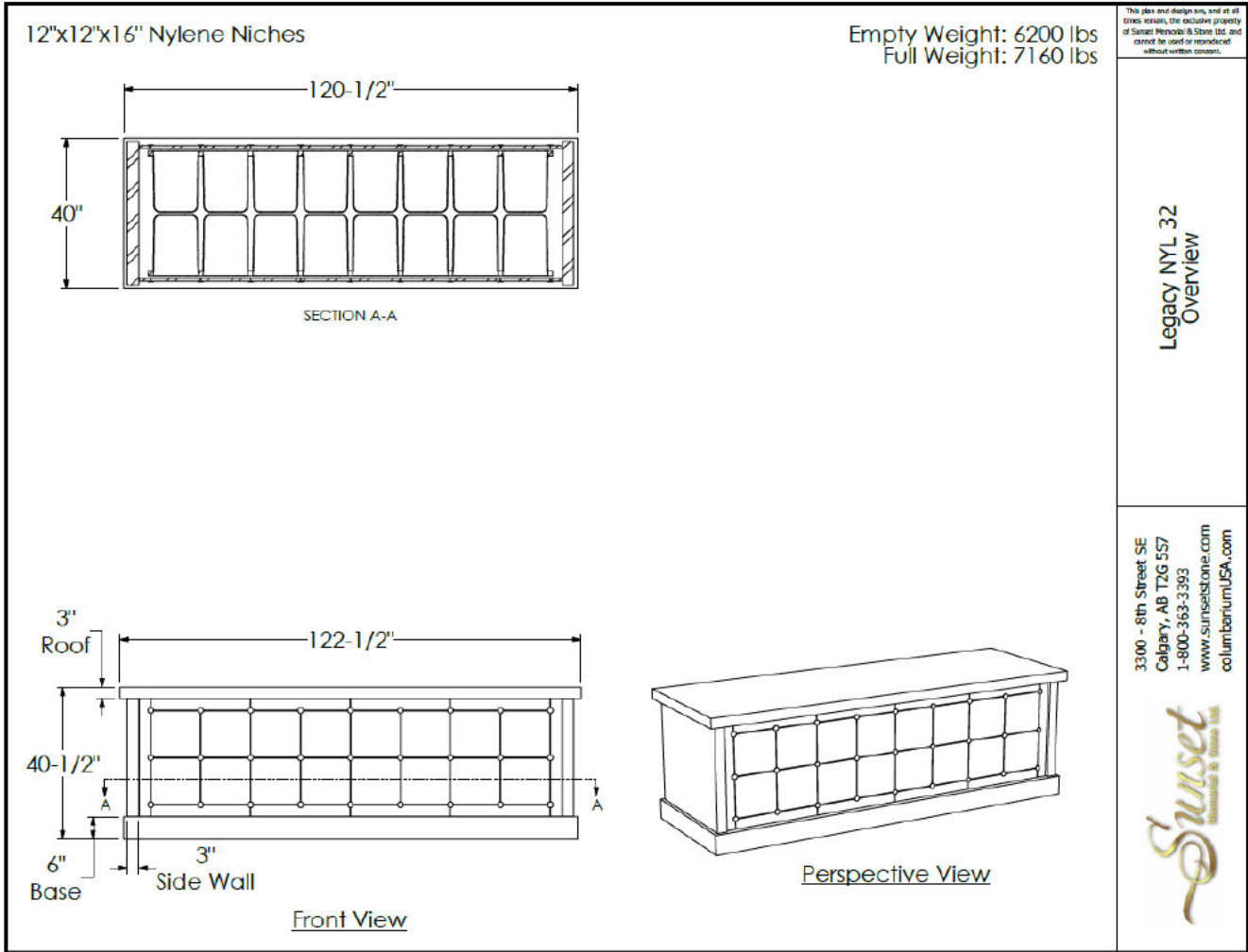


Figure 2: Overview - Sunset's Legacy 32 Nylene Niche -Dimensioned Drawing





*Figure 3:* Sunset's Nylene Core Advantage



## *Nylene Core Advantage*

From outward appearances, the columbarium looks exactly like any other Sunset product, as the entire outer cladding is of top quality granite, but the true value is realized in the Nylene interior.

1. **Lighter** than concrete, all-aluminum and granite cores, thus reducing the weight on the foundation.
2. Pound for pound it is **stronger** than steel in compression
3. **Inert** to the environment and thus will not rust or degrade over time.
4. **Molded** thus eliminating any unsightly caulking associated with all granite cores that will create the possibility of future maintenance issues.
5. **Thermal resistance** that minimizes expansion and contraction, which can cause stress fractures in other materials like concrete and granite. The original use of the material was to shroud hot mechanical components in military tanks, and the material can easily withstand whatever the North American climate can throw at it.
6. **Cost effectiveness** allows customers the ability to achieve a superior product at a very competitive price.



*Figure 4:* Sunset's Nylene Core Advantage

## Why a 16" Niche Depth Matters

**The industry has moved to a 16" deep niche in part for the reasons depicted.**

**As cremation becomes more popular, urn manufactures are becoming more creative in their designs, resulting in larger sized urns.**

**The smaller niche core can restrict the placement of a second urn.**

**Sunset's Industry Standard 16" depth niche allows for the placement of larger sized urns.**

**If you desire a smaller niche, Sunset can accommodate your needs, but please avoid the lure of lower prices without understanding the implications.**

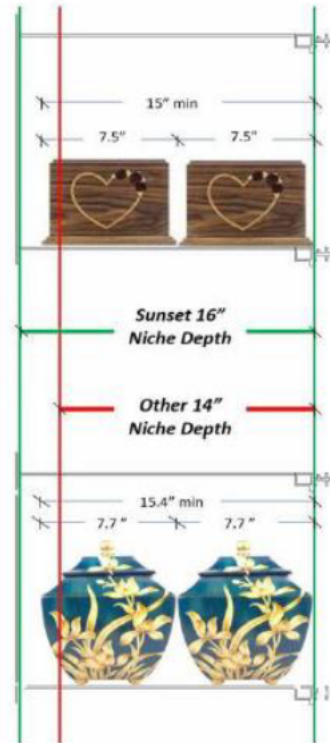
### Example 1



<https://www.sunset-memorials.com/forever-heart-wood-cremation-urn.html>

Dimensions:  
• 10" W  
• 7.5" D  
• 7" H

Side View



### Example 2



<https://www.maineurns.com/praying-hands-sheet-bronze-with-walnut-trim-snap-top-cremation-urn.html>

Dimensions:  
• 7.7" W  
• 7.7" D  
• 9.8" H

Side View

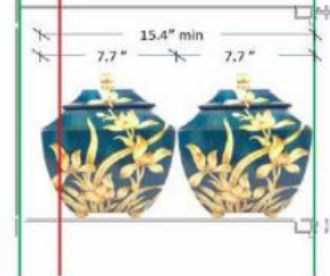


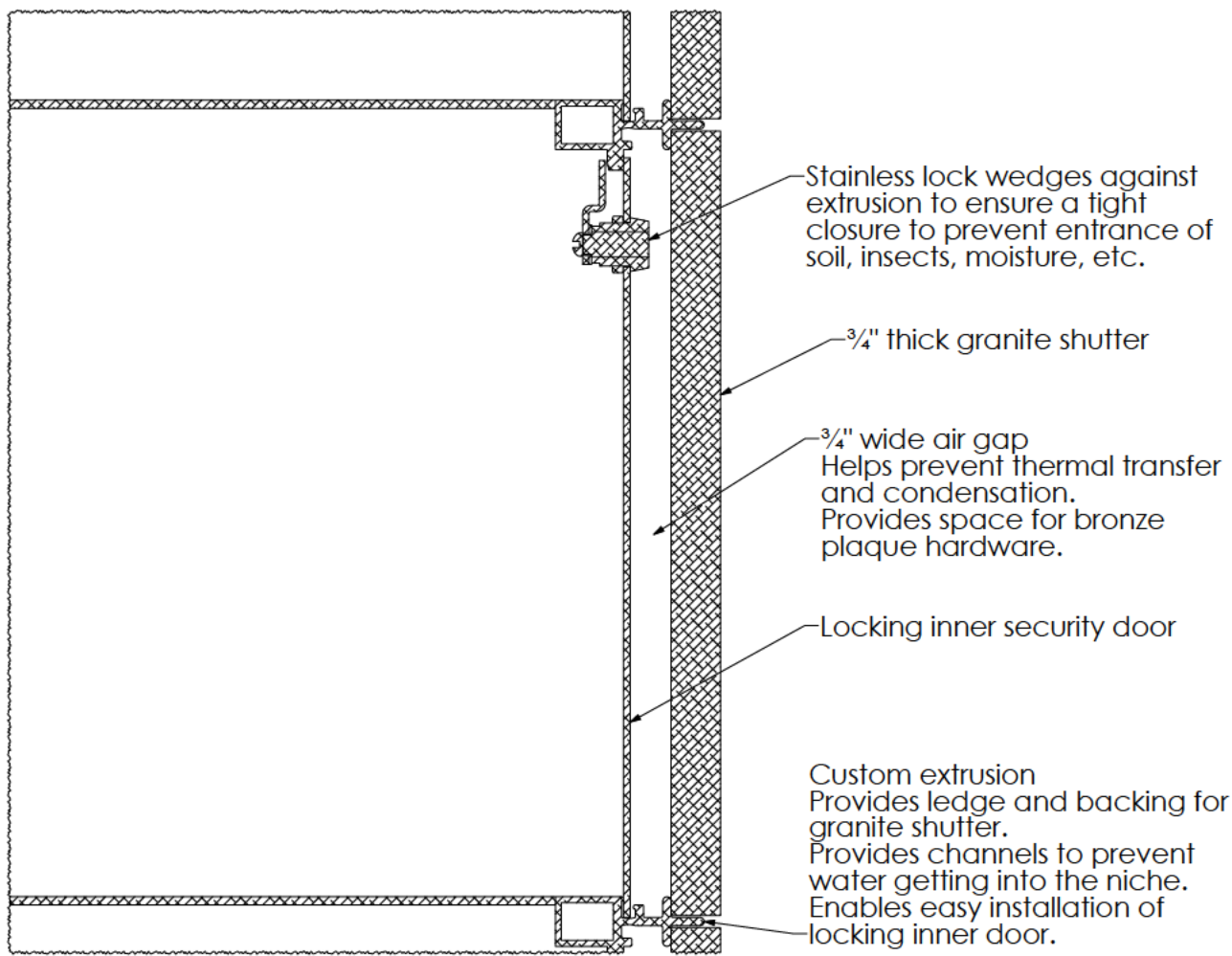
Figure 5: Sunset's Industry Standard 16" niche depth





This plan and design are, and at all times remain, the exclusive property of Sunset Memorial & Stone Ltd. and cannot be used or reproduced without written consent.

Interior Niche Detail  
Side Section



3300 - 8th Street SE  
Calgary, AB T2G 5S7  
1-800-363-3393  
www.sunsetstone.com  
columbariumUSA.com



25-Jan-2022

Figure 6: *Sunset's unique bracket design*



## *Key-Locked Aluminum Security Door*

**Sunset's key-locked inner aluminum security door improves the ease of niche access.**



**Our easy-to-use locking system provides families with peace of mind that their loved ones are secured.**

**The key-locked inner security door also reduces cemetery operating expenses by eliminating the need for any personnel to be on-site when the granite doors are removed for inscription.**

*Figure 7:* Sunset's Unique Key Locked Security Door



## **Warranty**

*Purchaser:*

*Contract number:*

*Date of Purchase:*

*Sunset Memorial & Stone Ltd. guarantees the granite parts of the columbarium furnished under the Warranty Certificate.*

*Sunset Memorial & Stone Ltd. guarantees unconditionally, that this columbarium will not check, crack or disintegrate from exposure to the elements in any season or in any climate, and that no colouring matter or injurious materials were used in obtaining the highly polished, mirror-like surface, hammered or rock surface, which are natural colours of the granite.*

*Sunset Memorial & Stone Ltd. further guarantees to replace, free of all expenses, to the original purchaser, to any subsequent owner of the columbaria, or to the cemetery in which the columbaria is located, any part or parts of the columbarium covered by this certificate, that may develop imperfections, as indicated herein, for a period of **ten (10) years** on parts and workmanship, and **lifetime** on granite from the date of purchase of the columbarium.*

*Sunset Memorial & Stone Ltd.*

---

*President*

## **SAMPLE ONLY**

*Note: Of course, this warranty will not cover acts of vandalism or inadvertent damage caused by cemetery operations (example – rock chips caused by grass cutters).*

# Village of Hussar

## Request for Decision (RFD)

Meeting: Regular Council  
Meeting Date: December 14, 2023  
Title: Utility Rate Options for 2024  
Agenda Item Number: 6i.

### **BACKGROUND/DISCUSSION:**

I have provided 6 options for each water, sewer and garbage for Council to review.

I have provided a 2022 & 2023 actuals sheet (up to Nov 30, 2023)

As these rates were previously set by Bylaws, bylaw amendments with the changes approved by Council will be brought to the next meeting.

Council also needs to discuss when they would like the changes to take effect so that I can budget appropriately and provide notification to residents.

Based on the 2024 working budget I have used the following rates in my calculations:

Water - \$70/month

Sewer - \$20/month

Garbage - \$26/month

### **RECOMMENDATION:**

Motion that the Utility Rates be set as follows:

Water service rate – \$ \_\_\_\_\_

Sewer service rate – \$ \_\_\_\_\_

Garbage service rate – \$ \_\_\_\_\_

For a total amount of \$ \_\_\_\_\_ per month and that these changes take effect on \_\_\_\_\_, 202\_, and that administration make the necessary changes to the Utility Bylaw to reflect these amounts which will be brought forward for first reading on \_\_\_\_\_.

<b>WATER</b>		<b>WATER</b>		<b>2022 Actuals</b>		<b>WATER</b>		<b>2023 Actuals as of Dec 1, 2023</b>	
Billing	1410040000	-\$	69,768.00	-\$	70,793.99	-\$	79,516.00	-\$	81,650.30
Water Services and Supplies	1410041000	-\$	100.00	\$	-	-\$	100.00	\$	-
Bulk Water	1410041500	-\$	2,000.00	-\$	721.15	\$	-	\$	-
Penalty	1410051000	-\$	1,000.00	-\$	1,111.19	-\$	1,050.00	-\$	1,422.21
Freight	2410021500	\$	500.00	\$	380.34	\$	500.00	\$	529.72
Ops Contract	2410023000	\$	27,600.00	\$	27,847.76	\$	27,600.00	\$	26,715.85
Water Testing	2410023500	\$	250.00	\$	-	\$	250.00	\$	-
Cont. Maintenance	2410025000	\$	20,000.00	\$	36,928.00	\$	24,000.00	\$	14,641.56
Lease Payments	2410026000	\$	3,075.00	\$	3,074.49	\$	3,166.00	\$	3,166.72
Insurance	2410027000	\$	1,580.00	\$	1,575.79	\$	1,699.00	\$	1,698.99
Service/Supplies	2410051000	\$	150.00	\$	152.01	\$	152.00	\$	151.25
Chemicals	2410053000	\$	4,800.00	\$	4,197.55	\$	4,800.00	\$	4,032.65
Utilities	2410054000	\$	13,500.00	\$	17,003.05	\$	17,000.00	\$	18,140.38
Reserves		\$	1,413.00			\$	1,499.00		
Amortization		\$	38,630.20	\$	-	\$	38,630.20	\$	-
		\$	<b>38,630.20</b>	\$	<b>18,532.66</b>	\$	<b>38,630.20</b>	-\$	<b>13,995.39</b>
<b>Less Amortization</b>									
Properties			103				105		
Monthly		\$	57.00			\$	68.00		
Yearly		\$	684.00			\$	816.00		

<b>SEWER</b>		<b>SEWER</b>		<b>2022 Actuals</b>		<b>SEWER</b>		<b>2022 Actuals</b>	
Billing	1420040000	-\$	48,960.00	-\$	49,679.99	-\$	29,664.00	-\$	27,229.62
Penalty	1420051000	-\$	1,000.00	-\$	885.01	-\$	1,000.00	-\$	806.71
Ops Contract	2420023000	\$	7,000.00	\$	6,387.87	\$	7,000.00	\$	6,678.97
Cont. maintenance	2420025000	\$	3,500.00	\$	3,588.50	\$	3,675.00	\$	1,899.80
Insurance	2420027000	\$	930.00	\$	928.37	\$	1,001.00	\$	1,000.94
Services/Supplies	2420051000	\$	120.00	\$	-	\$	120.00	\$	-
Utilities	2420054000	\$	2,600.00	\$	3,000.00	\$	3,500.00	\$	3,433.32
Reserves		\$	34,845.00	\$	-	\$	14,872.00	\$	-
Amortization		\$	22,338.00	\$	-	\$	22,337.43	\$	-
Debenture Interest		\$	1,828.44	\$	1,828.00	\$	1,408.14	\$	1,408.14
		\$	<b>23,201.44</b>	-\$	<b>34,832.26</b>	\$	<b>23,249.57</b>	-\$	<b>13,615.16</b>
<b>Less Amortization</b>									
Properties			103				105		
Monthly		\$	40.00			\$	16.00		
Yearly		\$	480.00			\$	192.00		

<b>GARBAGE</b>		<b>GARBAGE</b>		<b>2022 Actuals</b>		<b>GARBAGE</b>		<b>2023 Actuals</b>	
Billing	1430040000	-\$	31,512.00	-\$	30,731.99	-\$	31,512.00	-\$	31,239.54
Penalty	1430051000	-\$	500.00	-\$	592.80	-\$	500.00	-\$	638.46
Wages	2430011000	\$	3,510.00	\$	3,452.41	\$	3,600.00	\$	3,125.85
TS Maintenance	2430025000	\$	7,000.00	\$	7,060.18	\$	7,000.00	\$	7,242.55
TS Labour	2430035000	\$	7,500.00	\$	7,543.06	\$	7,875.00	\$	6,042.74
TS Utilities	2430054000	\$	500.00	\$	372.61	\$	525.00	\$	301.86
Requisition	2430076000	\$	7,880.00	\$	7,877.40	\$	7,646.29	\$	7,646.29
Reserves		\$	4,873.00			\$	4,611.96	\$	-
SAEWA req.		\$	95.00	\$	93.28	\$	99.75	\$	-
Loan Interest		\$	654.00	\$	653.76	\$	654.00	\$	654.00
		\$	-	-\$	<b>4,272.09</b>	\$	-	-\$	<b>6,864.71</b>
Properties			103				105		
Monthly		\$	26.00			\$	26.00		
Yearly		\$	312.00			\$	312.00		

<b>WATER</b>	<b>No Rate Change</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>	<b>Option 5</b>	<b>Option 6</b>
Billing	-\$ 85,680.00	-\$ 84,420.00	-\$ 85,050.00	-\$ 86,310.00	-\$ 86,940.00	-\$ 87,570.00	-\$ 88,200.00
Water Supplies and Se	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00	\$ 100.00
Penalty	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00	\$ 1,050.00
Freight	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00	\$ 550.00
Ops Contract	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00	\$ 27,600.00
Water Testing	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 250.00
Cont. Maintenance	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Lease Payments	\$ 3,166.00	\$ 3,166.00	\$ 3,166.00	\$ 3,166.00	\$ 3,166.00	\$ 3,166.00	\$ 3,166.00
Insurance	\$ 1,699.00	\$ 1,699.00	\$ 1,699.00	\$ 1,699.00	\$ 1,699.00	\$ 1,699.00	\$ 1,699.00
Service/Supplies	\$ 152.00	\$ 152.00	\$ 152.00	\$ 152.00	\$ 152.00	\$ 152.00	\$ 152.00
Chemicals	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00	\$ 4,800.00
Utilities	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00	\$ 17,000.00
Reserves	\$ 5,513.00	\$ 4,053.00	\$ 4,683.00	\$ 5,943.00	\$ 6,573.00	\$ 7,203.00	\$ 7,833.00
Amortization	\$ 38,630.20	\$ 38,630.20	\$ 38,630.20	\$ 38,630.20	\$ 38,630.20	\$ 38,630.20	\$ 38,630.20
	<b>\$ 38,630.20</b>	<b>\$ 38,630.20</b>	<b>\$ 38,630.20</b>	<b>\$ 38,630.20</b>	<b>\$ 38,630.20</b>	<b>\$ 38,630.20</b>	<b>\$ 38,630.20</b>
<b>Less Amortization</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Properties	105	105	105	105	105	105	105
Monthly	\$ 68.00	\$ 67.00	\$ 67.50	\$ 68.50	\$ 69.00	\$ 69.50	\$ 70.00
Yearly	\$ 816.00	\$ 804.00	\$ 810.00	\$ 822.00	\$ 828.00	\$ 834.00	\$ 840.00
Increase/decrease	\$ -	D -\$ 1.00	D -\$ 0.50	I \$ 0.50	I \$ 1.00	I \$ 1.50	I \$ 2.00

<b>SEWER</b>	<b>No Rate Change</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 2</b>	<b>Option 4</b>	<b>Option 5</b>	<b>Option 6</b>
Billing	-\$ 20,160.00	-\$ 21,420.00	-\$ 22,680.00	-\$ 23,940.00	-\$ 25,200.00	-\$ 26,460.00	-\$ 27,720.00
Penalty	-\$ 1,000.00	-\$ 1,000.00	-\$ 1,000.00	-\$ 1,000.00	-\$ 1,000.00	-\$ 1,000.00	-\$ 1,000.00
Ops Contract	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
Cont. maintenance	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00	\$ 3,675.00
Insurance	\$ 1,001.00	\$ 1,001.00	\$ 1,001.00	\$ 1,001.00	\$ 1,001.00	\$ 1,001.00	\$ 1,001.00
Services/Supplies	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00	\$ 120.00
Utilities	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00	\$ 3,500.00
Reserves	\$ 4,455.86	\$ 3,195.86	\$ 3,825.86	\$ 5,085.86	\$ 5,715.86	\$ 6,345.86	\$ 6,975.86
Amortization	\$ 22,338.00	\$ 22,338.00	\$ 22,338.00	\$ 22,338.00	\$ 22,338.00	\$ 22,338.00	\$ 22,338.00
Debenture Interest	\$ 1,408.14	\$ 1,408.14	\$ 1,408.14	\$ 1,408.14	\$ 1,408.14	\$ 1,408.14	\$ 1,408.14
	<b>\$ 22,338.00</b>	<b>\$ 19,818.00</b>	<b>\$ 19,188.00</b>	<b>\$ 19,188.00</b>	<b>\$ 18,558.00</b>	<b>\$ 17,928.00</b>	<b>\$ 17,298.00</b>
<b>Less Amortization</b>	<b>\$ -</b>	<b>-\$ 2,520.00</b>	<b>-\$ 3,150.00</b>	<b>-\$ 3,150.00</b>	<b>-\$ 3,780.00</b>	<b>-\$ 4,410.00</b>	<b>-\$ 5,040.00</b>
Properties	105	105	105	105	105	105	105
Monthly	\$ 16.00	\$ 17.00	\$ 18.00	\$ 19.00	\$ 20.00	\$ 21.00	\$ 22.00
Yearly	\$ 192.00	\$ 204.00	\$ 216.00	\$ 228.00	\$ 240.00	\$ 252.00	\$ 264.00
Increase/decrease	\$ -	D -\$ 1.00	I \$ 1.00	I \$ 2.00	I \$ 3.00	I \$ 4.00	I \$ 5.00

<b>GARBAGE</b>	<b>No Rate Change</b>	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 3</b>	<b>Option 5</b>	<b>Option 6</b>
Billing	-\$ 32,448.00	-\$ 31,200.00	-\$ 31,824.00	-\$ 33,072.00	-\$ 33,696.00	-\$ 34,320.00	-\$ 34,944.00
Penalty	-\$ 500.00	-\$ 500.00	-\$ 500.00	-\$ 500.00	-\$ 500.00	-\$ 500.00	-\$ 500.00
Wages	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
TS Maintenance	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00	\$ 7,000.00
TS Labour	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00	\$ 7,875.00
TS Utilities	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00	\$ 525.00
Requisition	\$ 7,647.00	\$ 7,647.00	\$ 7,647.00	\$ 7,647.00	\$ 7,647.00	\$ 7,647.00	\$ 7,647.00
Reserves	\$ 5,859.25	\$ 4,299.25	\$ 4,923.25	\$ 6,171.25	\$ 6,795.25	\$ 7,419.25	\$ 8,043.25
SAEWA req.	\$ 99.75	\$ 99.75	\$ 99.75	\$ 99.75	\$ 99.75	\$ 99.75	\$ 99.75
Loan Interest	\$ 654.00	\$ 654.00	\$ 654.00	\$ 654.00	\$ 654.00	\$ 654.00	\$ 654.00
<b>TOTAL</b>	<b>\$ 312.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Properties	104	104	104	104	104	104	104
Monthly	\$ 26.00	\$ 25.00	\$ 25.50	\$ 26.50	\$ 27.00	\$ 27.50	\$ 28.00
Yearly	\$ 312.00	\$ 300.00	\$ 306.00	\$ 318.00	\$ 324.00	\$ 330.00	\$ 336.00
Increase/decrease	\$ -	D -\$ 1.00	D -\$ 0.50	I \$ 0.50	I \$ 1.00	I \$ 1.50	I \$ 2.00

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2023-00124 to 2023-00135

**Bank Code: AP - AP-GENERAL OPER**

<b>COMPUTER CHEQUE</b>			
<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
9304	2023-11-06	AMSC Insurance Services Ltd.	1,131.45
9305	2023-11-06	Brooks Asphalt & Aggregate	729.75
9306	2023-11-06	ClearTech Industries Inc	604.91
9307	2023-11-06	Canada Revenue Agency	1,964.50
9308	2023-11-06	Drumheller Mail	60.90
9309	2023-11-06	FortisAlberta Inc.	2,417.57
9310	2023-11-06	Gray's Ltd.,	4,847.39
9311	2023-11-06	Jepson Petroleum Ltd.	269.76
9312	2023-11-06	Plante, Michelle	262.50
9313	2023-11-06	Canoe Procurement Group of	204.75
9314	2023-11-06	Standard Legion #166	90.00
9315	2023-11-06	Telus Mobility	112.25
9316	2023-11-06	Wild Rose Assessment Service	498.75
█	█	█	█
9318	2023-11-09	EPCOR Utilities Inc.	4,161.04
9319	2023-11-09	FortisAlberta Inc.	1,127.11
9320	2023-11-09	Gregg Distributors LP	425.94
9321	2023-11-09	JG Water Services	4,784.64
9322	2023-11-09	Canoe Procurement Group of	350.16
9323	2023-11-09	Y.S.Welding	229.41
█	█	█	█
9325	2023-11-27	VOID - Cheque Confirmation	0.00
9326	2023-11-27	VOID - Cheque Confirmation	0.00
9327	2023-11-27	VOID - Cheque Confirmation	0.00
9328	2023-11-27	VOID - Cheque Confirmation	0.00

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2023-00124 to 2023-00135

**COMPUTER CHEQUE**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
9329	2023-11-27	VOID - Cheque Confirmation	0.00
9330	2023-11-27	VOID - Cheque Confirmation	0.00
9331	2023-11-27	VOID - Cheque Confirmation	0.00
9332	2023-11-27	VOID - Cheque Confirmation	0.00
9333	2023-11-27	VOID - Cheque Confirmation	0.00
9334	2023-11-27	VOID - Cheque Confirmation	0.00
9335	2023-11-27	VOID - Cheque Confirmation	0.00
9336	2023-11-27	Contact Safety Service LTD.	255.41
9337	2023-11-27	Direct Energy	549.78
9338	2023-11-27	REV - Data Scavenger Inc.	0.00
9339	2023-11-27	Paymate Software Corporation	299.25
9340	2023-11-27	Plante, Michelle	175.00
█	█	█	█
9342	2023-11-27	Taxervise	467.25
9343	2023-11-27	Telus Communications Inc.	122.48
9344	2023-11-27	Telus	37.75
9345	2023-11-27	Wheatland County	1,499.94
9346	2023-11-27	Workers' Compensation Board AB	552.00
█	█	█	█
9348	2023-11-28	Almor Testing Services Ltd	934.50
9349	2023-11-28	Canada Revenue Agency	1,930.41
9350	2023-11-28	Data Scavenger Inc.	630.00
9351	2023-11-28	Telus Mobility	112.25
Total Computer Cheque:			33,236.06

**AUTOMATIC WITHDRAWAL**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
20231015	2023-11-06	Province of Alberta Loan 1185671	9,300.42
Total Automatic Withdrawal:			9,300.42



Date Printed  
2023-12-11 11:15 AM

**Village of Hussar**  
**List of Accounts for Approval**  
Batch: 2023-00124 to 2023-00135

Page 3

**AUTOMATIC WITHDRAWAL**

<b>Payment #</b>	<b>Date</b>	<b>Vendor Name</b>	<b>Payment Amount</b>
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Total AP: 42,536.48

Certified Correct This December 11, 2023

\_\_\_\_\_  
Reeve

\_\_\_\_\_  
Administrator

VILLAGE OF HUSSAR  
BANK RECONCILIATION

ACCOUNT Village General Acct 10050185  
DATE November 30, 2023

STATEMENT BALANCE 223,822.35

ADD: OUTSTANDING DEPOSITS

Deposited in November	-	1,784.50
		1,784.50

LESS: OUTSTANDING CHEQUES

9310 Grays Ltd.	4,847.39	
9320 Greggs Distributers	425.94	
9336 Contact Safety Services	255.41	-
9337 Direct Energy	549.78	-
9339 Paymate Software Corp	299.25	-
9342 Taxervise	467.25	-
9343 Telus Communications	122.48	-
9344 Telus	37.75	-
9345 Wheatland County	1,499.94	-
9346 Workers Compensation Board AB	552.00	-
[REDACTED]	[REDACTED]	[REDACTED]
9348 Almor testing Services Ltd	934.50	-
9349 Canada Revenue Agency	1,930.41	-
9350 Data Scavanger	630.00	-
9351 Telus Mobility	112.25	-
	-	15,519.93

OUTSTANDING TRANSFERS

Peake corrected in Dec	110.00	
centennial fund not yet transferred	-	100.00
	-	0.01
		9.99

RECONCILED BALANCE	210,096.91
GL BALANCE (3000012700)	210,096.91
Variance	-

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OTHER ACCOUNTS

First Response (EFRT) Trust Term Account 10135176 (3000012800)	STATEMENT	3,218.27	Interest
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Community Account (Rate .05)	GL BALANCE	<u>3,218.27</u>	\$ 0.14
	Variance	-	
Cemetery Perpetual Account 10189009 (3000012900)	STATEMENT	18,873.27	Interest
Community Account (Rate .05)	GL BALANCE	<u>18,873.27</u>	\$ 0.78
	Variance	-	
Cemetery Common Share Account 10499317 (3000013000)	STATEMENT	29.14	Interest
Common Share	GL BALANCE	<u>29.14</u>	\$ 1.51
	Variance	-	
Mayors Memorial Trust Term Account 723112380412 (3000013400)	STATEMENT	1,257.98	Interest
6 plus 6 Term (Fixed 1.45% Maturity Date - July 21, 2023)	GL BALANCE	<u>1,257.98</u>	\$ -
	Variance	-	
Cemetery Reserve 722821002853 (3000013500)	STATEMENT	10,521.87	Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>10,521.87</u>	\$ 12.96
	Variance	-	
FGTF Grant Term Account 723112220006 (3000013700)	STATEMENT	151,350.18	Interest
12 Month Term (Fixed 1.20% Maturity Date - April 8, 2023)	GL BALANCE	<u>151,350.18</u>	\$ -
	Variance	-	
Common Share 10497733 (3000030000)	STATEMENT	2,857.26	Interest
Common Share	GL BALANCE	<u>2,857.26</u>	\$ 127.75
	Variance	-	
Village Reserves 15037021 (3000032000)	STATEMENT	83,288.12	Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>83,313.12</u>	\$ 141.90
	Variance	- 25.00	
Walking Trail Trust Term Account 15137870 (3000032220)	STATEMENT	1,128.46	Interest
6 Month Term (Fixed .15% Maturity Date - Sept 5, 2022)	GL BALANCE	<u>1,128.46</u>	\$ -
	Variance	-	
MSI Capital Term Account 15137904 (3000032400)	STATEMENT	-	Interest
12 Month Term (Fixed .65% Maturity Date - March 5, 2023)	GL BALANCE	<u>-</u>	\$ -
	Variance	-	
Equipment Reserve Account 722821632733(3000033000)	STATEMENT	20,204.75	Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>20,204.75</u>	\$ 22.83
	Variance	-	
Special Events Account 722821632741 (3000034000)	STATEMENT	930.26	Interest
High Interest Savings (Rate .35)	GL BALANCE	<u>930.26</u>	\$ 1.15
	Variance	-	

Emergency Management 722821646022 (3000035000)  
Savings Account (Rate .05)

STATEMENT	2,186.07	Interest
GL BALANCE	<u>2,286.07</u>	\$ 0.09
Variance	- 100.00	

Centennial 722821666012 (3000036000)  
Savings Account (Rate .05)

STATEMENT	2,501.93	Interest
GL BALANCE	<u>2,501.93</u>	\$ 0.10
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	-	

**MuniSoft**

**2024 Interim Operating Budget**

**General**

Account #	Description	2022 Budget	2023 Budget	2024 Budget
1000011000	Municipal Property Taxes	( 189,814.22)	( 175,770.18)	( 177,832.00)
1000011200	Alberta School Foundation Taxes	( 40,415.59)	( 40,808.73)	( 41,290.00)
1000011300	Wheatland Lodge Taxes	( 1,396.00)	( 1,541.00)	( 1,695.00)
1000011400	DI Property Taxes	( 30.00)	( 30.81)	( 32.00)
1000051000	Property Tax Penalty	( 10,000.00)	( 10,000.00)	( 8,000.00)
1000054000	ATCO Gas Franchise Fee	( 20,000.00)	( 21,000.00)	( 21,000.00)
1000055000	Return on Investments	( 1,000.00)	( 1,000.00)	( 1,000.00)
2000076000	Alberta School Foundation Fund	40,415.59	40,808.73	41,290.00
2000076200	DI Property Tax Requisition	30.00	30.81	32.00
	Wheatland Lodge Taxes			-
2000076500	Wheatland Lodge Requisition	1,396.00	1,541.00	1,695.00
2000077000	Operating Contingency	-	-	-
		( 220,814.22)	( 207,770.18)	( 207,832.00)

**Council**

Account #	Description	2022 Budget	2023 Budget	
2110013000	Council CPP Deductions	950.00	950.00	1,000.00
2110014000	Council Training	1,800.00	1,300.00	1,300.00
2110015000	Council Honorarium/Per Diem	14,500.00	14,500.00	14,500.00
2110021000	Council Mileage & Expense	3,000.00	3,500.00	3,200.00
2110051500	Donations/Gifts	1,200.00	1,000.00	1,000.00
		21,450.00	21,250.00	21,000.00

**Elections and Census**

Account #	Description	2022 Budget	2023 Budget	
2121122000	Election & Census Advertising	-	-	1,300.00
2121151000	Election & Census Supplies	-	-	1,200.00
		-	-	2,500.00

**Administration**

Account #	Description	2022 Budget	2023 Budget	
1120041000	General Services And Supplies	( 500.00)	( 800.00)	( 800.00)
1120056000	Rentals/ Lease Revenue	( 3,200.00)	( 3,200.00)	( 3,750.00)
1120084000	Provincial Operating Grant	( 24,203.00)	( 48,406.00)	( 48,406.00)
1720081000	Grants from Others - Bursary SLGM	( 1,200.00)	-	
2120011000	Admin Salaries & Wages	48,200.00	43,500.00	44,500.00
2120011500	Contracted Casual Hours	3,100.00	4,800.00	4,000.00
2120012000	AMSC Benefits Employer Contribution	2,200.00	4,672.00	4,850.00
2120012500	LAPP Employer Contribution	4,075.00	750.00	3,900.00
2120013000	Admin CPP/EI Contributions	3,625.00	3,700.00	3,700.00
2120014000	Administration Training	3,000.00	2,500.00	2,000.00
2120021000	Admin Mileage & Expenses	2,300.00	2,500.00	2,100.00
2120021500	Postage/Courier/Freight	1,500.00	1,500.00	1,500.00
2120022000	Advertising	1,000.00	1,000.00	1,000.00
2120022500	Memberships	1,800.00	1,800.00	1,900.00

2120023000 Banking Charges & Audit expense	12,500.00	14,500.00	16,200.00
2120023500 Legal Fees	1,500.00	1,000.00	1,000.00
2120024000 Assessment Services	5,600.00	5,700.00	5,750.00
2120024500 IT Services/Website	5,890.00	5,000.00	7,600.00
2120027000 Insurance Premiums	6,725.00	7,732.00	7,700.00
2120051000 Office Supplies & Services	6,000.00	6,000.00	4,500.00
2120052000 COVID-19 Expenses	-	-	-
2120054000 Admin Utilities	4,250.00	3,750.00	4,000.00
2120080000 Admin - Amortization Expenses	560.00	560.00	560.00
	<u>84,722.00</u>	<u>58,558.00</u>	<u>63,804.00</u>

#### Fire

Account #	Description	2022 Budget	2023 Budget	
2230022500	Radio License	-	-	-
2230076000	Fire Association Requisition	8,073.00	8,150.00	8,250.00
2230076500	Fire Capital Contribution	1,000.00	1,000.00	1,000.00
		<u>9,073.00</u>	<u>9,150.00</u>	<u>9,250.00</u>

#### 2028 Centennial Event

Account #	Description	2022 Budget	2023 Budget	
3000036000	Village of Hussar Centennial Event Reserve	750.00	750.00	750.00

#### Emergency Management

Account #	Description	2022 Budget	2023 Budget	
2240051000	Emergency Supplies & Services	500.00	100.00	100.00

#### Ambulance/Emergency Services

Account #	Description	2022 Budget	2023 Budget	
2250076000	WADMSA Requisition	1,520.00	1,312.00	1,400.00
		<u>1,520.00</u>	<u>1,312.00</u>	<u>1,400.00</u>

#### RCMP & Bylaw Enforcement

Account #	Description	2022 Budget	2023 Budget	
1260051000	Animal Licenses	( 400.00)	( 600.00)	( 700.00)
1260051500	Provincial Fines Distribution	( 160.00)	( 160.00)	( 160.00)
2000076600	RCMP	6,760.00	6,410.00	9,615.00
2260035000	Protective Services	550.00	550.00	550.00
		<u>6,750.00</u>	<u>6,200.00</u>	<u>9,305.00</u>

#### Public Works

Account #	Description	2022 Budget	2023 Budget	
1310041000	PW Services/Supplies	( 2,000.00)	( 1,000.00)	( 500.00)
1720081000	Grants from Others - Summer Student)	( 6,800.00)	( 1,800.00)	( 2,250.00)
2310011000	Public Works Wages	37,625.00	40,000.00	39,000.00
2310012000	Public Works Benefits	5,070.00	5,088.00	5,266.00
2310013000	Public Works CPP/EI	3,550.00	3,725.00	3,900.00
2310014000	Public Works Training	-	500.00	500.00
2310025000	Equipment Maintenance	3,000.00	4,500.00	4,000.00
2310025500	Contracted Maintenance	1,500.00	1,500.00	2,000.00

2310025600 Building Maintenance	8,000.00	2,500.00	3,500.00
2310026000 Equipment Rentals	250.00	500.00	250.00
2310027000 Insurance Premiums	1,550.00	1,733.00	1,850.00
2310035000 Weed Inspector	360.00	250.00	300.00
2310051000 PW General Supplies	4,450.00	3,000.00	2,500.00
2310051500 Public Works Tools/Equipment	2,250.00	2,700.00	2,000.00
2310052500 Cardlock Fuel	4,000.00	4,500.00	4,200.00
2310054000 Public Works Utilities	5,600.00	5,750.00	5,750.00
2310077000 Transfer to Equipment Reserve	10,000.00	10,000.00	10,000.00
2310080000 Common - Amortization Expense	7,930.00	7,930.00	7,930.00
	<b>86,335.00</b>	<b>91,376.00</b>	<b>90,196.00</b>

#### Roads

Account #	Description	2022 Budget	2023 Budget	
1320054000 Fortis Franchise		( 27,252.00)	( 31,000.00)	( 31,818.00)
2320025000 Roads Contracted Maintenance		5,500.00	9,000.00	6,500.00
2320024000 Roads Maintenance		1,500.00	1,500.00	1,500.00
2320054000 Utilities - Street Lights		20,500.00	21,000.00	23,000.00
2320080000 Roads - Amortization Expense		70,130.00	70,130.00	70,130.00
		<b>70,378.00</b>	<b>70,630.00</b>	<b>69,312.00</b>

#### Water

Account #	Description	2022 Budget	2023 Budget	
1410040000 Water Billing		( 69,768.00)	( 79,516.00)	( 88,200.00)
1410041000 Water Services/Supplies		( 100.00)	( 100.00)	( 100.00)
1410041500 Bulk Water Sales		( 2,000.00)	-	-
1410051000 Water Penalty		( 1,000.00)	( 1,050.00)	( 1,400.00)
2410021500 Water Postage & Freight		500.00	500.00	500.00
2410023000 Water Operations Contract		27,600.00	27,600.00	28,500.00
2410023500 Water Testing		250.00	250.00	300.00
2410025000 Water Contracted Maintenance		20,000.00	24,000.00	24,000.00
2410026000 Lease Payments		3,075.00	3,166.00	3,250.00
2410027000 Insurance Premiums		1,580.00	1,699.00	1,780.00
2410051000 Water Services/Supplies		150.00	152.00	155.00
2410053000 Treatment Chemicals		4,800.00	4,800.00	5,000.00
2410054000 Water Utilities		13,500.00	17,000.00	19,000.00
2410077000 Transfer to Reserves		1,413.00	1,499.00	7,215.00
2410080000 Water - Amortization Expense		38,630.00	38,630.00	38,630.00
		<b>38,630.00</b>	<b>38,630.00</b>	<b>38,630.00</b>

#### Wastewater

Account #	Description	2022 Budget	2023 Budget	
1420040000 Sewer Billing		( 48,960.00)	( 29,664.00)	( 25,200.00)
1420051000 Sewer Penalty		( 1,000.00)	( 1,000.00)	( 800.00)
2420023000 Sewer Operations Contract		7,000.00	7,000.00	7,500.00
2420025000 Contracted Maintenance		3,500.00	3,675.00	3,900.00
2420027000 Insurance Premiums		930.00	1,001.00	1,100.00
2420051000 Sewer Services/Supplies		120.00	120.00	120.00
2420054000 Sewer Utilities		2,600.00	3,500.00	3,500.00
2420077000 Transfer to Reserves		34,845.00	14,872.00	9,880.00
2420080000 Sewer - Amortization Expense		22,338.00	22,338.00	22,338.00

2420083000 Debenture Interest	965.00	496.00	-
	<u>22,338.00</u>	<u>22,338.00</u>	<u>22,338.00</u>

**Solid Waste**

Account #	Description	2022 Budget	2023 Budget	
1430040000	Garbage Collection Billing	( 31,512.00)	( 31,512.00)	( 32,448.00)
1430051000	Garbage Collection Penalty	( 500.00)	( 500.00)	( 600.00)
2430011000	Garbage Collection Wages	3,510.00	3,600.00	3,600.00
2430025000	Transfer Site Maintenance	7,000.00	7,000.00	7,000.00
2430035000	Transfer Site Labour	7,500.00	7,875.00	7,900.00
2430054000	Transfer Site Utilities	500.00	525.00	550.00
2430076000	Drum Solid Waste Requisition	7,880.00	7,646.29	7,500.00
2430077000	Transfer to Reserves	4,873.00	4,611.96	5,739.00
2430078000	SAEWA Requisition	95.00	99.75	105.00
2430077000	Loan Interest	654.00	654.00	654.00
		-	-	-

**WFCSS**

Account #	Description	2022 Budget	2023 Budget	
2510076000	FCSS Requisition	1,320.00	1,500.00	1,550.00
		<u>2022 Budget</u>	<u>2023 Budget</u>	

<b>WHMB</b>	<b>WHMB - Lodge Build</b>	-	-	<b>16,500.00</b>
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**Cemetery**

Account #	Description	2022 Budget	2023 Budget	
1560041000	Cemetery Revenue	( 1,300.00)	( 2,000.00)	( 2,000.00)
1560055000	Cemetery Interest	( 5.00)	( 5.00)	( 5.00)
1560059000	Cemetery Donations	( 1,000.00)	( 1,000.00)	( 1,000.00)
1560077000	Transfer from Reserves/Perpetual Account	( 6,000.00)	( 6,000.00)	( 18,000.00)
2560011000	Cemetery Wages	218.34	225.00	300.00
2560021500	Cemetery Postage/Freight	-	-	-
2560025000	Cemetery Maintenance	686.66	687.00	687.00
2560051000	Cemetery Goods & Services	6,000.00	6,693.00	18,418.00
2560054000	Cemetery Utilities	1,200.00	1,200.00	1,400.00
2560080000	Cemetery Amortization Expense	200.00	200.00	200.00
		-	-	-

**Planning & Development**

Account #	Description	2022 Budget	2023 Budget	
1610041000	Development Permits	( 500.00)	( 650.00)	( 600.00)
1610084000	Provincial Grant	( 23,000.00)	-	-
2610022000	Planning & Development Advertising	1,000.00	1,000.00	1,000.00
2610023000	Planning & Development Consulting	23,000.00	-	-
2610076000	Palliser Requisition	2,050.00	3,000.00	4,000.00
		<u>2,550.00</u>	<u>3,350.00</u>	<u>4,400.00</u>

**Campground**

Account #	Description	2022 Budget	2023 Budget	
1720041000	Campground Revenue	( 12,000.00)	( 4,000.00)	( 4,500.00)
1720056500	Fish & Game Club Payments	( 500.00)	( 500.00)	( 500.00)



1720059000	Campground Donations	-	-	-
1720081000	Grants from Others	-	-	-
2720011000	Campground Wages	3,855.00	3,000.00	3,250.00
2720025000	Campground Maintenance	5,000.00	5,000.00	5,000.00
2720027000	Campground Insurance	245.00	364.00	375.00
2720051000	Campground Services & Supplies	1,200.00	1,000.00	1,000.00
2720054000	Campground Utilities	4,325.00	4,500.00	4,750.00
2720077000	Transfer to Campground Reserve	-	-	-
2720080000	Parks & Rec - Amortization Expense	43,768.00	43,768.00	43,768.00
		<u>45,893.00</u>	<u>53,132.00</u>	<u>53,143.00</u>

**School Grounds**

Account #	Description	2022 Budget	2023 Budget	
2730011000	School ground wages	700.00	1,000.00	500.00
2730025000	School ground maintenance	1,500.00	1,500.00	1,400.00
		<u>2,200.00</u>	<u>2,500.00</u>	<u>1,900.00</u>

**Library**

Account #	Description	2022 Budget	2023 Budget	
1740056500	Library Payments			
2740076000	Marigold Requisition	1,125.00	1,245.00	1,310.00
2740076500	Hussar Library Contribution	500.00	500.00	500.00
2740080000	Culture Amortization Expense	1,480.00	1,480.00	1,480.00
		<u>3,105.00</u>	<u>3,225.00</u>	<u>3,290.00</u>

**Operating Budget**

		<u>176,699.78</u>	<u>176,230.82</u>	<u>185,036.00</u>		
Less: Amortization Expenses	(	185,036.00)	(	185,036.00)	(	185,036.00)
Add: Debenture Principal Payments		8,336.22	8,805.18	-		
Add: Transfer to Capital Reserves						
<b>TOTAL OPERATING BUDGET</b>		<u>-</u>	<u>-</u>	<u>-</u>		

Approved this \_\_\_ day of \_\_\_\_\_, 2024

Les Schultz, Mayor

Liz Santerre, CAO

## JGwaterservices Montly Summary For Nov 2023

November 2, 2023 West well wouldn't Start, fixed a wiring issue well is back online

November 8, 2023 Drove to Kaizen labs in Calgary to pick up De-Ionized water , used for the Iron and Manganese testing.

November 13, 2023 High level alarm on Pump 1 at the Lift station. Cleaned the floats , Pump is back working

## Public Works Report

- After finishing snow fence and with no snow Month of November was quite.
- Worked on grading roads with tractor
- Filled pot holes.
- worked on leveling some sections.
- after Road crew was done spreading gravel out down at ball diamonds there was a large low spot becoming muddy + rutted. Moved gravel around filling in low spot.
- greased down tractor + did MTC. checks.
- tractor is coming up for oil change will talk with Clay in getting oil + filter for it.
- Did some grass whipping also. A first for me in November.

Dale Ken.

## NEWS

November 17, 2023: Calgary, AB

### **Final Draft Available: New Damage Prevention Legislation for Alberta**

Utility Safety Partners (formerly Alberta One-Call) is proposing comprehensive provincial damage prevention legislation for buried and above-ground utilities in Alberta. Currently, only the Canada Energy Regulator's (CER) Damage Prevention Regulations and the Alberta Energy Regulator's (AER) Pipeline Rules require mandatory registration with Utility Safety Partners.

Following the integration of feedback from three public comment periods, the final draft of the proposed Damage Prevention legislation is now available on our specially designed [microsite](#) that has been developed as an information and engagement hub for this important initiative.

The new legislation would enhance safety across the province by creating a comprehensive provincial energy and utility notification system that would require the registration of all critical infrastructure with Utility Safety Partners by every:

- Municipality in Alberta
- Gas distributor and every gas transmitter
- Operator of a distribution system
- Person or entity that owns or operates underground infrastructure within a public right of way or that crosses a public right of way
- Electricity distributor and electricity transmitter

The new Legislation would also require submission of a locate request to Utility Safety Partners prior to every ground disturbance.

While the majority of Alberta's municipalities have registered their assets as members of Utility Safety Partners, many others would need to register their critical infrastructure assets if the proposed Damage Prevention legislation is approved. While the cost of registering with Utility Safety Partners is minimal, identifying all critical assets can require a significant initial investment. The comment period process has provided recommendations to reduce the impacts by providing municipalities with a five-year grace period to register the location of their buried assets via polygon / shapefile which will help manage long-term operating costs.

The risks and impacts of an incident far outweigh the costs of registration.

- Digging without a line locate is dangerous: It puts workers, communities and the environment at risk
- Hitting a utility line can disrupt essential services, require costly repairs, and cause fires, explosions, environmental damage, personal injury and death
- Direct and indirect costs of hitting a single line (power, oil & gas, telecom/cable) average \$70,000 per strike
- Damage to underground infrastructure alone is estimated to cost Albertans \$350 million annually
- Registering your assets and being part of USP provides a reliable notification system that reduces liability risk for those who have not registered and identified their infrastructure

We are hopeful the proposed legislation will be brought to the Alberta Legislature in the near future. We want all organizations in Alberta that own or operate buried or above-ground energy and utility infrastructure to register with Utility Safety Partners – a certified and trusted communication service and notification centre that ensures one click or call will initiate a damage prevention process that keeps Albertans safe and avoids interruptions to important services in our communities and economy.

For more information about the proposed legislation visit:

<https://damage-prevention.utilitysafety.ca>

If you are unsure of your membership status, please go to Member List Utility Safety Partners.

Thank you,

Mike Sullivan



President  
Utility Safety Partners



November 15, 2023

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano, Alberta

Dear Mr. Les SCHULTZ,

Please find the quarterly Community Policing Report attached that covers the July 1<sup>st</sup> to September 30<sup>th</sup>, 2023 reporting period. The attached report serves to provide a quarterly snapshot of the human resources, financial data and crime statistics for the Bassano RCMP Detachment.

This quarter I want to update you on the status of Body Worn Camera (BWC) field test pilot project, which commenced earlier this year in Grand Prairie, Parkland, and St. Paul Detachments respectively. The rollout of BWC is part of the RCMP's on-going efforts to be transparent and accountable to the communities we serve. The use of BWC can play a role in enhancing public trust, improving interactions between the public and police, resolving public complaints more expediently, and improving evidence gathering. I wish to advise that the 10-week BWC & Digital Evidence Management Service (DEMS) Field Test has ended. Over the course of the Field Test, the Project Team reviewed the tools and services provided by the Contractor as well feedback provided by users of the Field Test Service against the contractual requirements. The RCMP has determined that the Contractor has not successfully met the Field Test requirements as outlined in the Contract. As such, we are in the process of transitioning to a new Contractor, and more details will be shared once they are confirmed.

Your ongoing engagement and the feedback you provide guides our Detachment and supports reinforcement of your policing priorities. I always remain available to discuss your community-identified policing priorities and/or any ideas you may have that will enhance our service delivery to address the priorities that are important to you. I invite you to contact me should you have any questions or concerns.

Cpl. Clayton MAMCHUR  
Detachment Commander  
Bassano RCMP



## Bassano Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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

October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Offences Related to Death		0	0	0	0	0	N/A	N/A	0.0
Robbery		2	0	0	0	0	-100%	N/A	-0.4
Sexual Assaults		0	0	2	0	1	N/A	N/A	0.2
Other Sexual Offences		0	0	4	1	1	N/A	0%	0.3
Assault		2	3	8	3	8	300%	167%	1.2
Kidnapping/Hostage/Abduction		0	0	0	0	0	N/A	N/A	0.0
Extortion		0	0	0	0	0	N/A	N/A	0.0
Criminal Harassment		0	0	1	1	1	N/A	0%	0.3
Uttering Threats		1	1	1	0	3	200%	N/A	0.3
<b>TOTAL PERSONS</b>		<b>5</b>	<b>4</b>	<b>16</b>	<b>5</b>	<b>14</b>	<b>180%</b>	<b>180%</b>	<b>1.9</b>
Break & Enter		7	6	0	3	3	-57%	0%	-1.1
Theft of Motor Vehicle		2	1	1	1	3	50%	200%	0.2
Theft Over \$5,000		1	1	0	1	3	200%	200%	0.4
Theft Under \$5,000		12	10	5	10	8	-33%	-20%	-0.8
Possn Stn Goods		4	1	1	1	1	-75%	0%	-0.6
Fraud		3	4	6	3	2	-33%	-33%	-0.3
Arson		0	0	0	0	0	N/A	N/A	0.0
Mischief - Damage To Property		11	3	3	3	6	-45%	100%	-1.0
Mischief - Other		6	5	5	4	2	-67%	-50%	-0.9
<b>TOTAL PROPERTY</b>		<b>46</b>	<b>31</b>	<b>21</b>	<b>26</b>	<b>28</b>	<b>-39%</b>	<b>8%</b>	<b>-4.1</b>
Offensive Weapons		0	0	0	0	0	N/A	N/A	0.0
Disturbing the peace		0	6	1	4	4	N/A	0%	0.6
Fail to Comply & Breaches		4	0	1	1	2	-50%	100%	-0.3
<b>OTHER CRIMINAL CODE</b>		<b>1</b>	<b>0</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>100%</b>	<b>100%</b>	<b>0.3</b>
<b>TOTAL OTHER CRIMINAL CODE</b>		<b>5</b>	<b>6</b>	<b>5</b>	<b>6</b>	<b>8</b>	<b>60%</b>	<b>33%</b>	<b>0.6</b>
<b>TOTAL CRIMINAL CODE</b>		<b>56</b>	<b>41</b>	<b>42</b>	<b>37</b>	<b>50</b>	<b>-11%</b>	<b>35%</b>	<b>-1.6</b>



## Bassano Provincial Detachment Crime Statistics (Actual) Q2: July to September 2019 - 2023

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October 10, 2023

CATEGORY	Trend	2019	2020	2021	2022	2023	% Change 2019 - 2023	% Change 2022 - 2023	Avg File +/- per Year
Drug Enforcement - Production		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Possession		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Trafficking		0	0	0	0	0	N/A	N/A	0.0
Drug Enforcement - Other		0	0	0	0	0	N/A	N/A	0.0
<b>Total Drugs</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>N/A</b>	<b>N/A</b>	<b>0.0</b>
Cannabis Enforcement		0	1	0	0	0	N/A	N/A	-0.1
Federal - General		1	1	0	1	1	0%	0%	0.0
<b>TOTAL FEDERAL</b>		<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0%</b>	<b>0%</b>	<b>-0.1</b>
Liquor Act		0	0	1	0	0	N/A	N/A	0.0
Cannabis Act		0	1	0	0	0	N/A	N/A	-0.1
Mental Health Act		4	4	11	9	7	75%	-22%	1.1
Other Provincial Stats		12	12	8	9	7	-42%	-22%	-1.3
<b>Total Provincial Stats</b>		<b>16</b>	<b>17</b>	<b>20</b>	<b>18</b>	<b>14</b>	<b>-13%</b>	<b>-22%</b>	<b>-0.3</b>
Municipal By-laws Traffic		2	0	0	0	0	-100%	N/A	-0.4
Municipal By-laws		4	6	1	6	1	-75%	-83%	-0.6
<b>Total Municipal</b>		<b>6</b>	<b>6</b>	<b>1</b>	<b>6</b>	<b>1</b>	<b>-83%</b>	<b>-83%</b>	<b>-1.0</b>
Fatals		0	0	0	0	0	N/A	N/A	0.0
Injury MVC		3	1	4	1	4	33%	300%	0.2
Property Damage MVC (Reportable)		13	16	6	16	8	-38%	-50%	-1.0
Property Damage MVC (Non Reportable)		3	5	3	5	0	-100%	-100%	-0.6
<b>TOTAL MVC</b>		<b>19</b>	<b>22</b>	<b>13</b>	<b>22</b>	<b>12</b>	<b>-37%</b>	<b>-45%</b>	<b>-1.4</b>
Roadside Suspension - Alcohol (Prov)		N/A	N/A	N/A	N/A	1	N/A	N/A	N/A
Roadside Suspension - Drugs (Prov)		N/A	N/A	N/A	N/A	0	N/A	N/A	N/A
<b>Total Provincial Traffic</b>		<b>204</b>	<b>211</b>	<b>159</b>	<b>133</b>	<b>80</b>	<b>-61%</b>	<b>-40%</b>	<b>-32.6</b>
<b>Other Traffic</b>		<b>6</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-1.3</b>
<b>Criminal Code Traffic</b>		<b>7</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>-100%</b>	<b>N/A</b>	<b>-2.3</b>
<b>Common Police Activities</b>									
False Alarms		5	4	3	1	2	-60%	100%	-0.9
False/Abandoned 911 Call and 911 Act		1	2	5	3	3	200%	0%	0.5
Suspicious Person/Vehicle/Property		11	12	10	10	14	27%	40%	0.4
Persons Reported Missing		3	5	2	1	1	-67%	0%	-0.8
Search Warrants		0	0	0	0	1	N/A	N/A	0.2
Spousal Abuse - Survey Code (Reported)		3	4	11	4	6	100%	50%	0.6
Form 10 (MHA) (Reported)		0	4	0	0	1	N/A	N/A	-0.2





File No. PL2023-005  
Bylaw No. 2023-27

November 20, 2023

Wheatland County is proposing amendments to the Land Use Bylaw, and is requesting your comments, recommendations, or requirements in accordance with the *Municipal Government Act*. To ensure that your comments are considered, please provide your response to the undersigned by the date indicated below.

**File Number:** PL2023-005

**Proposal:** To amend the Land Use Bylaw to add Agricultural Operations as a permitted use in the Hamlet Residential (HRG) District, and to update Section 4.2 *Development Permits Not Required* to support this addition.

**Reply By:** December 20, 2023

A summary of the amendments has been included with this notice. More information, including a copy of Bylaw 2023-27 is available on Wheatland County's website at the web address below:

[wheatlandcounty.ca/projects-under-review](https://wheatlandcounty.ca/projects-under-review)

Thank you for your attention to this application. In your reply, please make reference to our file number. All submissions will become part of the public record.

Sincerely,

Jessica Russell, Planner  
Planning and Development

[Redacted contact information]

[Redacted footer information]



# LAND USE BYLAW AMENDMENT Application

This information is being collected for the purpose of submitting a planning application pursuant to the provision of the Municipal Government Act and its regulations of the Freedom Of Information and Protection of Privacy Act (F.O.I.P). If you have any question about the collection you may contact the Wheatland County F.O.I.P Coordinator at (403) 934-3321.

For Office Use Only  
File #: \_\_\_\_\_ Date Received: \_\_\_\_\_  
Fee: \_\_\_\_\_ Receipt #: \_\_\_\_\_  
Roll #: \_\_\_\_\_ Division: \_\_\_\_\_  
Bylaw #: \_\_\_\_\_ Within ASP: \_\_\_\_\_  
File Manager: \_\_\_\_\_

### NATURE OF APPLICATION (check box)

- Redesignation     Textual Amendment to Land Use Bylaw     Amendment to Direct Control District
- New Direct Control District

### PRE-APPLICATION MEETING

Date of Meeting: \_\_\_\_\_ Planner(s) in Attendance: \_\_\_\_\_  
Applicant(s)/Owner(s) in Attendance: \_\_\_\_\_  
Result of Meeting: \_\_\_\_\_

### OWNER AND APPLICANT INFORMATION

Name of Registered Landowner(s): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Applicant: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_  
Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Email: \_\_\_\_\_  
Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Do you want communication/documents sent to you via email?  
 Yes Provide email \_\_\_\_\_  
 NO (If no, all communication will be sent via Canada Post to the applicants address identified below which may delay the process.)

### LEGAL LAND DESCRIPTION

Long Legal: Part of the \_\_\_\_\_ Section \_\_\_\_\_ Township \_\_\_\_\_ Range \_\_\_\_\_ Meridian W4 (Eg: SW-3-24-25-W4)  
Short Legal: Plan \_\_\_\_\_ Block \_\_\_\_\_ Lot \_\_\_\_\_ Descriptive (if applicable) \_\_\_\_\_  
Rural/Civic Address: \_\_\_\_\_





LAND USE BYLAW AMENDMENT
Application

Size of existing parcel(s): \_\_\_\_\_ acres

Size of proposed parcel(s): \_\_\_\_\_ acres

EXISTING AND PROPOSED USE OF LAND (as prescribed in the Land Use Bylaw)

Existing Land Use District \_\_\_\_\_

Proposed Land Use District \_\_\_\_\_

Description of proposed new development on site: \_\_\_\_\_

WATER AND SEWER SERVICE

Current Water Supply Used

[ ] dugout [ ] well [ ] municipal service [ ] cistern and hauling [ ] none [ ] other - please describe \_\_\_\_\_

Proposed Water Supply

[ ] dugout [ ] well [ ] municipal service [ ] cistern and hauling [ ] none [ ] other - please describe \_\_\_\_\_

Current Sewage Disposal Used

[ ] open discharge [ ] tile field [ ] municipal service [ ] sewage lagoon [ ] holding tank [ ] none [ ] other \_\_\_\_\_

Proposed Sewage Disposal

[ ] open discharge [ ] tile field [ ] municipal service [ ] sewage lagoon [ ] holding tank [ ] none [ ] other \_\_\_\_\_

PURPOSE OF THE APPLICATION

Explanation of future intentions about the subject property/properties and description of the reasons for making this application:

Multiple horizontal lines for text entry.



**COMPLIANCE OF THE PROPOSED LAND USE BYLAW AMENDMENT WITH THE FOLLOWING WHEATLAND COUNTY DOCUMENTS** - Explanation and justification of this proposed Area Concept Plan in compliance with the following documents.


Intermunicipal Development Plan
<hr/> <hr/> <hr/> <hr/>
Regional Growth Management Strategy
<hr/> <hr/> <hr/> <hr/>
Municipal Development Plan
<hr/> <hr/> <hr/> <hr/>
Area Structure Plan (Identify which Area Structure Plan)
<hr/> <hr/> <hr/> <hr/>
Area Concept Plan
<hr/> <hr/> <hr/> <hr/>

**REGISTERED LANDOWNER(S) OR PERSON ACTING ON THE REGISTERED OWNER'S BEHALF**

 I, \_\_\_\_\_ hereby certify that  
 (Print Full Name)

 I am the registered owner(s), or       I am the agent authorized to act on behalf of the registered owner

and that the information given on this form is full and complete and is, to the best of my knowledge, a true statement of the facts relating to this application for an Area Concept Plan.



Signature

 \_\_\_\_\_  
 Print Name

 \_\_\_\_\_  
 Date


Bylaw 2023-27  
Proposed Amendments

Bylaw 2023-27 proposes to amend the Land Use Bylaw No. 2016-01 to make textual amendments to Parts 4.2 and 9.11. The amendments are highlighted in excerpts from the Land Use Bylaw as red for deleted portions and green for added portions.

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## 4.2 Development Permits Not Required

- 4.2.1 The developments listed within this section are Exempt from requiring a Development Permit.
- 4.2.2 Notwithstanding the exemption of the below developments from requiring a Development Permit, all development shall comply with the provisions and regulations of this Bylaw and must be carried out in accordance with all other applicable Federal, Provincial and County legislation, regulations and bylaws.
- 4.2.3 This Bylaw does not apply to any development exempted by the Act or its regulations.

### Exempted Developments

#### 4.2.7 Agricultural Operation:

- ~~a) An Agricultural Operation as defined in the Act on a parcel designated Agricultural General (AG) District or Rural Business (RB) District.~~
- a) On a parcel designated Agricultural General (AG) District,
- b) On a parcel designated Rural Business (RB) District, or
- c) On a parcel designated Hamlet Residential General (HRG) District that is owned by the County.

## 9.11 Hamlet Residential General District (HRG)

### Purpose and Intent

The purpose and intent of this district is to promote and accommodate low density residential development located in Hamlets.

### Permitted and Discretionary Uses

- a) The following uses shall be permitted or discretionary with or without conditions provided that the application complies with the regulations of this district and this Bylaw:

Permitted	Discretionary
Accessory Building / Structure	Backyard Beehive
Agricultural Operation <sup>1,2</sup>	Backyard Hens
Day Home	Bed and Breakfast
Dwelling, Duplex	Dwelling, Modular
Dwelling, Secondary Suite	Dwelling, Moved On
Dwelling, Semi-Detached	Dwelling, Accessory
Dwelling, Single Detached	Home Sales Center

Greenhouse, Private	Home-Based Business, Type 2
Recreational Vehicle for Quarantine or Self-Isolation	Signs requiring a Development Permit <sup>^</sup>
Show Home	Tower
Solar Panel, Structure Mount <sup>1</sup>	
Solar Panel, Ground Mount <sup>1</sup>	
Signs not requiring a Development Permit <sup>1</sup>	
Stripping and Grading <sup>1</sup>	
WECS (micro) <sup>1</sup>	
WECS Category 1 <sup>1</sup>	

Notes: 1 - See Development Permits Not Required Section  
<sup>^</sup> - See Signage Section for Signage that does not require a permit  
2 - See Part 9.11.d, Other Development Regulations

## Site Regulations

b) The following regulations and policies shall apply to every development in this district:

<b>Minimum Parcel Size</b>	A minimum of 1,800.0 m <sup>2</sup> (19,375.0 ft <sup>2</sup> ) for unserved lots.
	A minimum of 1,800.0 m <sup>2</sup> (19,375.0 ft <sup>2</sup> ) for lots serviced by a piped water system, but not a piped sewage system.
	A minimum of 929.0 m <sup>2</sup> (10,000.0 ft <sup>2</sup> ) for lots serviced by a piped sewage system, but not a piped water system.
	A minimum of 278.70 m <sup>2</sup> (3000.0 ft <sup>2</sup> ) for fully serviced lots.
<b>Maximum Parcel Size</b>	As determined by the Development Authority.
<b>Minimum Parcel Width</b>	A minimum of 10.67 m (35.0 ft)* *must also meet minimum parcel size stated above
<b>Minimum Parcel Length</b>	A minimum of 22.86 m (75.0 ft)* *must also meet minimum parcel size stated above
<b>Maximum Lot Coverage</b>	No buildings, structures or impervious surfaces shall cover more than 40% of the lot area.
<b>Setback Between Buildings / Structures</b>	A minimum of 1.52 m (5.0 ft)
<b>Front Yard Setback</b>	A minimum of 6.10 m (20.0 ft)
	A minimum of 6.10m (20.0ft) from the property line for WECS micro and Category 1, and Solar Panel, Ground Mount.
<b>Side Yard Setback</b>	A minimum of 3.05 m (10.0 ft) from the right-of-way of a public road (corner lots).
	A minimum of 3.05 m (10.0 ft) from the right-of-way of an internal subdivision road.
	A minimum of 1.22 m (4.0 ft) from the property line.
<b>Rear Yard Setback</b>	Principal Building: A minimum of 6.10 m (20.0 ft)
	Accessory Building: A minimum of 1.22 m (4.0 ft)
<b>Yards Setbacks from Existing and Proposed Highways and Service Roads</b>	Discretion of Alberta Transportation
<b>Other Setbacks</b>	See the <b>Special Setback Requirements</b> section of this Bylaw for additional setback requirements that may apply.
<b>Building Heights</b>	Dwelling Unit / Tower: Maximum 12.19 m (40.0 ft)

	Accessory Buildings: Maximum 5.48 m (18.0 ft)
	WECS (micro), Category 1, and Solar Panel, Ground Mount: See height restrictions for 'Development Permits Not Required,' section.

**Other Development Regulations**

- c) Permitted and Discretionary Uses shall adhere to Part 7: General Regulations and Part 8: Specific Use Regulations.
- d) Agricultural Operation shall only be allowed in this district if the following conditions are met:
  - i) The lands are owned by Wheatland County;
  - ii) The Agricultural Operation is subject to a lease agreement to the satisfaction of the County's Agricultural Fieldman; and
  - iii) No farm animals or livestock are allowed, subject to Part 7.5.1 of this Bylaw.